Academic Calendar Even Semester- 2017-18 (January 2018 - April 2018)
(S2,S4 & S6 BTech, S2&S4 B Arch, S2& S4 MTech, S2& S4 MCA)

Sl.No.	EVENT	DATE	Responsibility	Monitoring Authority
1	College level Registration ends	20 Dec 2017	Office	UG Dean
2	Subject group meeting (finalize CO – PO mapping, need of pre-requisite test etc.)	21 Dec 2017	Dept. Ac. Coordinator	HoD
3	Submission of course delivery plan (Date wise), CO-PO mapping.	22 Dec 2017	DQAC	IQAC
4	Entry of students data including Electives in Eazy Campus	22 Dec 2017	Dept Eazy Campus coordinator	Senior advisor
5	Last Date of College level Registration with fine	29 Dec 2017	UG dean	Principal
6	Schedule of internal assessment	01 Jan 2018	Senior advisor	Dept. Ac. Coordinator
7	Mannam Jayanthi	02 Jan		
8	Commencement of Class Work	03 Jan 2018	UG Dean	Principal
9	Advisory meeting	03 Jan (9am -10 am)	Senior Advisor, Advisors	HoD
10	Pre-requisite evaluation / diagnostic test for identification of at risk students	04 Jan	Faculty	HoD
11	Support classes for at risk students based on pre-requisite evaluation	05 Jan -10 Jan	Faculty	HoD
12	First class committee meeting	08 Jan	Senior advisor	HoD
13	Formulation of Question bank, assignment portions, Tutorial sheets, Series questions, CO evaluation questions & methods.	10 Jan	DQAC	IQAC
14	End of Registration to KTU Portal	12 Jan	Office Academic section	UG Dean
15	Class assignment -I	22-31 Jan	Faculty	HoD
	Republic Day (Annual alumni meeting)	26 Jan	Alumni association	Principal
16	Handover QP for I series test to the Examination office after scrutiny by the quality assurance cell of the dept	31 Jan	DQAC	HoD
17	Monthly attendance publishing and	02 Feb	Dept. Ac.	

	informing the shortage of attendance to parents.		Coordinator, Senior Advisor	HoD
18	Submission of Academic Review- I	02 Feb	Dept. Ac. Coordinator	HoD
19	Generation of internal hall ticket through Eazy campus	02 Feb	Dept. Ac. Coordinator	HoD
20	First Series Test(Modules I&II)	05-10 Feb	Addl chief supdt	UG Dean
21	Faculty Evaluation 1	12-15 Feb	HoD	Principal
	Mahasivarathri	13 Feb		
22	Soft Skill training (S6-4 days, S2&S4-2days)	Feb II Week	Professor-CGPU	Principal
23	Review of Faculty Evaluation	15 Feb	Dean(UG), Dean(PG), HoD, IQAC coordinator	Principal
24	Publishing of first series test marks/ sending the report to parents	15 Feb	Senior advisor	HoD
25	Second class Committee Meeting	16 Feb	Senior advisor	HoD
26	Annual Sports	16-17 Feb	PD	Principal
27	KTU TechFest(University Level)	16-17 Feb	KTU	
28	Subject group meeting (Review of series test results & organise Remedial Class)	19 Feb	Dept. Ac. Coordinator	HoD
29	College Level Arts Festival & Techno cultural Symposium	22-25 Feb	College Union Advisor	Principal
30	Meeting with parents of students who failed in one or more subjects	24 Feb	Senior advisor	HoD
31	Class assignment -II	01-08 March	Faculty	HoD
32	Monthly attendance publishing and informing the shortage of attendance to parents.	02 Mar	Dept. Ac. Coordinator, Senior Advisor	HoD
33	Women's Day Celebration	08 Mar	Women's cell	Principal
34	Generation of internal hall ticket through Eazy campus	19 March	Dept. Ac. Coordinator	HoD
35	Second Series Test (Modules III, IV &V)	21-28 Mar	Addl chief supdt	UG Dean
	Maundy Thursday, Good Friday	29-30 Mar		
36	Publishing of second series test marks	02 Apr	Senior advisor	HoD
37	Publishing of Internal marks excluding assignment III	02 Apr	Senior advisor	HoD
38	Class assignment –III (For Module VI)	02-06 Apr	Faculty	HoD
39	Third class committee meeting	03 Apr	Senior advisor	HoD
40	Submission of Academic Review- II	03 Apr	Dept. Ac.	HoD

			Coordinator	
41	Retests	02-10 Apr	Addl chief supdt	UG Dean
42	Lab Series Tests/Jury examinations	02-10 Apr	Dept. Ac. Coordinator	HoD
43	Summer course registration	03 Apr	Senior advisor	UG Dean
44	Faculty Evaluation 2	06 Apr	HoD	Principal
45	Review of Faculty Evaluation	09 Apr	Dean(UG), Dean(PG), HoD, IQAC coordinator	Principal
46	Course Exit Survey	10 Apr	Senior advisor	HoD
47	Dept. level Meeting for finalization & Publication of internal Marks	11 Apr	DQAC coordinator	HoD
48	Last Working Day	12Apr	UG Dean	Principal
49	Publication of Attendance	11 Apr	Senior Advisor	UG Dean
50	Meeting of the internal marks assessment committee to finalize Internal Marks	12 Apr	UG Dean	Principal
51	Forward attendance and internal marks to KTU.	13 Apr	Faculty	UG Dean
52	Attainment evaluation for 100% CO's to be completed		Programme co-ordinator	HoD
53	Evaluation of PO attainment		Programme co-ordinator	HoD
54	Commencement of University Exam	23 Apr	Controller of Examinations	PVC

Note:

1. 75% (85% for PG) attendance is made compulsory to appear for series test. Hall tickets will be issued through Eazy campus on the basis of attendance, 3 days prior to the Test I &Test II .
2. Series Tests will be conducted from **9 -10.30 am, for one course per day** with regular class work from 11 am onwards. **Retests will be permitted only on prior requests based on the seriousness of the reason**
3. Students can submit leave application along with medical certificate and recommendation letter from senior advisor and faculty, **only on genuine medical reasons to IQAC through proper channel within 3 days of rejoining after availing medical leave**. Scanned copy of these will be uploaded to KTU for the faculty to mark long leave while submitting the internals and attendance to KTU at the end of the semester.
4. The Senior Advisor is requested to report status of classes engaged to academic coordinator/DQAC coordinator and HoD on every week in the prescribed format as shown in Table 1.
5. The DQAC coordinator is requested to report the status of classes engaged/not engaged, tutorial classes/lab classes to IQAC coordinator on alternate Fridays.

6. HoD is solely responsible for keeping the time schedule without any lag.

TABLE 1 (Class ...)

Week from .... to .... No. Of working days:

Subject	Hrs/week	Faculty	Hrs not engaged	Hrs Compensated	Hrs arranged	Remarks