

T K M COLLEGE OF ENGINEERING, KOLLAM-5
ACADEMIC YEAR 2018-19
Academic Calendar July 2018-Nov 2018

SI No	EVENT	DATE	Responsibility	Monitoring Authority
1	Entry of students data in Eazy Campus to be completed	27July	Dept Eazy Campus coordinator	IQAC
2	Commencement of Class Work and college level registration - S3,S5&S7 B Tech S3 & S5 B Arch	30 July	Dean(UG)	Principal
3	Advisory meeting (9 am-10am)	30 July	Senior Advisor, Advisors	HoD
4	Registration with fee payment and dues clearance	30 -31 July	Office	Principal
5	Last Date of Registration fee with Fine	1 Aug	Office	Principal
6	Commencement of Class Work S1 B Tech, S1 & S3 PG.	1 Aug	Dean(UG)	Principal
7	Submission of course mapping to academic section signed by Sr. advisor, Dept. Ac. Coordinator & HoD Course Registration starts in KTU portal	1 Aug	Senior advisor Dept. Ac. Coordinator	HoD
8	Schedule of Assignments	3 Aug	Senior advisor	Dept. Ac. Coordinat
9	Submission of course plan, CO-PO mapping, rubrics for CO evaluation, tutorial sheets	4 Aug	DQAC	IQAC
10	Pre-requisite evaluation / diagnostic test for identification of at risk students	4 Aug	Faculty	HoD
11	Course Registration by students ends	6 Aug	Senior advisor	HoD
12	Submission of course mapping to KTU portal by college	7 Aug	Academic section	Dean (UG)
13	Support classes for needy students , based on the diagnostic test	7-10 Aug (4 – 6 pm)	Faculty	Dept. Ac. Coordinator, HoD
14	First Class/ course Committee meeting	9 Aug	Senior advisor	Dept. Ac. Coordinator
15	Class assignment- I	13-17 Aug	Faculty	HoD
16	Independence Day	15 Aug		
17	Onam Celebration	18 Aug	Dean Student Affairs	Principal
18	Onam Vacation including Bakrid	19-29 Aug		
19	Reopening	30 Aug		
20	College Union Election	-----	Returning Officer	Principal

21				
22	First DQAC meeting to evaluate the teaching learning process of the class and report.	4 Sept	DQAC, HoD	IQAC coordinator, Dean(PG), Dean(UG), Principal
23	Submission of first series QP	5 Sept	DQAC	IQAC
24	HoDs to provide QP to Examination office after scrutiny by the quality assurance cell of the dept	7 Sept	DQAC	IQAC
25	Publish attendance	12 Sept	Dept. Ac. Coordinator	HoD
26	Online Faculty Evaluation 1	12 -13 Sept	HoD	Dean (UG)
27	Exam Registration ends in KTU Portal			
28	First Series Test	14- 19 Sept	Addl Chief Supdt	Principal
29	Muharam, Sree Narayana Guru Samadhi	20-21 Sept		
30	Evaluation of project preliminary (B Tech) – Phase1	On or before 28Sept	Dept. Project coordinator, DQAC, HoD	Dean (UG)
31	Publishing of first series test marks/ Sending reports to parents	On or before 28Sept	HoD/Senior advisor	Dean (UG)
32	Second DQAC meeting (Review of TLP, Review of series test results & organise Remedial measures)	1 Oct	DQAC, HoD	IQAC coordinator, Dean(PG), Dean(UG), Principal
33	Gandhi Jayanthi	2 Oct		
34	Class assignment- II	3-9 Oct	Faculty	HoD
35	Meeting with parents of students who failed in one or more subjects	6 Oct	HoD/ Senior advisor	Principal
36	Mahanavami	18 Oct		
37	Vijayadasami	19 Oct		
38	Faculty to provide second series test question paper	24 Oct	DQAC	IQAC
39	HoDs to provide QP to Examination office after scrutiny by the quality assurance of the dept	26 Oct	DQAC	IQAC
40	College level Sports to be completed	27 Oct	PD	Principal
41	Third DQAC meeting to evaluate the teaching learning process of the class and report.	30 Oct	DQAC, HoD	IQAC coordinator, Dean(PG), Dean(UG),
42	Publish attendance	31 Oct	Dept. Ac. Coordinator	HoD
	Second Series Test	1-7 Nov	Addl . Chief Supdt.	Principal
43	Deepavali	06 Nov		
44	Publishing of second series test marks	On or before 13 Nov	HoD/ Senior advisor	Dean (UG)

45	14 th Wednesday With Tuesday's time Table			
46	Class assignment- III	19-23 Oct	Faculty	HoD
47	Fourth DQAC meeting (Review of TLP, Review of series test results & organise Remedial class)	14 Nov	DQAC, HoD	IQAC coordinator, Dean(PG), Dean(UG), Principal
48	Retests	15-22 Nov (8 am)	HoD/ Senior advisor	Dean (UG)
49	Last date for (B.Arch) evaluation of Jury/ Practicals(PG)	16 Nov	HoD B Arch, Dean PG	Dean (UG), Principal
50	Zon. level Sports to be completed	17 Nov	PD	Principal
51	Milad-i-Sherif	20 Nov		
52	Faculty Evaluation 2	21,23 Nov	HoD	Dean (UG)
53	22 nd Thursday With Tuesday's time Table			
54	Course Exit Survey	23Nov	Program Coordinator	HoD
55	Fifth DQAC meeting (Review of TLP, Assessment of syllabus completion)	23 Nov	DQAC, HoD	IQAC coordinator, Dean(PG), Dean(UG), Principal
56	Evaluation of Project preliminary(B.Tech)	23 Nov	Dept. Project coordinator, DQAC, HoD	Dean (UG)
57	Class/ course Committee meeting	20Nov	Senior advisor	Dept. Ac. Coordinator
58	Lab Examinations	26 - 29 Nov	Dept. Ac. Coordinator	HoD
59	Last Working Day	29 Nov	Dean (UG)	Principal
60	Publication of internal marks	30 Nov	HoD/ Senior advisor	Dean (UG)
61	DMC Meeting for final approval of internal marks	03 Dec	HoD	Dean (UG)
62	Meeting of Internal Evaluation committee	04 Dec	HoD	Dean (UG), Principal
63	Submission of internal marks to KTU/Uploading in the University website	05 Dec	HoD	Principal
64	Commencement of University Exam	11/17 Dec	KTU	