

**TKM College of Engineering, Kollam-5**  
**Academic Calendar Even Semester- 2018-19 (January 2018 - May2019)**  
**(S2,S4, S6 & S8 BTech, S2,S4&S6 B Arch, S2& S4 MTech, S2, S4& S6MCA, S2 M Plan)**

Sl.No.	EVENT	DATE	Responsibility	Monitoring Authority
1	College level Registration	14-21 Jan 2019	College Office	UG Dean
2	Dept. Academic Committee/ Subject group meeting (finalize CO –PO mapping, need of pre-requisite test etc.)	24 Jan 2019	Dept. Ac. Coordinator	HoD
3	Last Date of College level Registration with fine	24 Jan 2019	UG dean	Principal
4	Submission of course delivery plan (Date wise), CO-PO mapping.	25 Jan 2019	DQAC	IQAC
5	Republic Day (Annual alumni meeting)	26 Jan	Alumni association	Principal
6	Entry of students data including Electives in Eazy Campus	25 Jan 2019	Dept Eazy Campus coordinator	Senior advisor
7	Schedule of internal assessment	28 Jan 2019	Senior advisor	Dept. Ac. Coordinator
8	Commencement of Class Work and KTU Registration  Course-Selection & Mapping begins	28 Jan 2019	UG Dean	Principal
9	Advisory meeting	28 Jan 2019 (9am -10 am)	Senior Advisor, Advisors	HoD
10	Pre-requisite evaluation / diagnostic test for identification of at risk students	29 Jan	Faculty	HoD
11	Support classes for at risk students based on pre-requisite evaluation	31 Jan -06 Feb	Faculty	HoD
12	EVOKE-19- TECH Summit organised by IEEE & IEDC	02-03 Feb	IEEE SB & IEDC	Principal
13	First class committee meeting	04 Feb	Senior advisor	HoD
14	Formulation of Question bank, assignment/mini project for CO evaluation , Tutorial sheets .	04 Feb	DQAC	IQAC
15	Soft Skill training (S6) Aptitude/Language Training (S4)-Phase-I	04 -06 Feb	Professor-CGPU	Principal

16	Annual Sports	8-9 Feb	PD	Principal
17	Soft Skill training (S6) Aptitude/Language Training (S4)- Phase-II	11 -12 Feb(S6) 11 -13 Feb (S4)	Professor-CGPU	Principal
18	Language Evaluation Test (S2, S4,S6) -1 Hour	13 -15 Feb	Professor-CGPU	Principal
19	End of Registration to KTU Portal Course-Selection & Mapping Ends	12 Feb	Office Academic section	UG Dean
20	KTU Tech Fest : Ketcon&Tekon2019	15-17 Feb	KTU	
21	Class assignment -I	18-20 Feb	Faculty	HoD
22	Guides review of PG project to be completed	18 Feb	PG Coordinator	PG Dean &HoD
23	Handover QP for I series test to the Examination office after scrutiny by the quality assurance cell of the dept	22 Feb	DQAC	HoD
24	Guides review of S8 B Tech project to be completed	22 Feb	Faculty, Project coordinator	DQAC , HoD
25	KTU Exam Registration begins	26 Feb	Office Academic section	UG Dean
26	Monthly attendance publishing and informing the shortage of attendance to parents.	2 8 Feb	Dept. Ac. Coordinator, Senior Advisor	HoD
27	Submission of Academic Review- I	2 8 Feb	Dept. Ac. Coordinator	HoD
28	Faculty Evaluation 1	27-28 Feb	HoD	Principal
29	Interim evaluation S8 B Tech project to be completed	28 Feb	Faculty, Project coordinator	DQAC , HoD
30	First Series Test( Modules I&II)	1,2,5,6 March	Addl chief supdt	UG Dean
31	Mahasivarathri	04 March		
32	Review of Faculty Evaluation	05 March	Dean(UG), Dean(PG), HoD, IQAC coordinator	Principal
33	Women's Day Celebration	08 Mar	Women cell	Principal
34	Publishing of first series test marks/ sending the report to parents	12 March	Senior advisor	HoD

35	KTU Exam Registration ends	13 March	Office Academic section	UG Dean
36	Second class Committee Meeting	15 March	Senior advisor	HoD
37	Class-wise PTA meeting	16 March	Senior advisor	HoD
38	Language skill training -S2 Aptitude training -S6	16 , 23 March	Professor-CGPU	Principal
39	Review of Subject group activities	18 March	Dept. Ac. Coordinator	HoD
40	Interim Project Evaluation by Dept.Committe (PG)	18 March	PG Coordinator	PG Dean &HoD
41	Last date for forwarding list of Ext. Examiners to Uty by Cluster Conv. (PG)	26 March	PG Coordinator	PG Dean &HoD
42	Class assignment -II	27-28 March	Faculty	HoD
43	Monthly attendance publishing and informing the shortage of attendance to parents.	28 March	Dept. Ac. Coordinator, Senior Advisor	HoD
44	Aptitude training -S6	28 , 29 March	Professor-CGPU	Principal
45	College Level Techno cultural Symposium	6-7 Apr	College Union Advisor	Principal
46	Final evaluation S8 B Tech project with report	11-12 Apr	Faculty, Project coordinator	DQAC , HoD
47	Vishu	15 Apr		
48	Maundy Thursday, Good Friday	18-19 Apr		
49	Second Series Test ( Modules III, IV &V)	25-30 Apr	Addl chief supdt	UG Dean
50	Retests	02-10 May	Addl chief supdt	UG Dean
51	Lab Series Tests/Jury examinations	02-10 May	Dept. Ac. Coordinator	HoD
52	Publishing of second series test marks	06 May	Senior advisor	HoD
53	Final submission of S8 B Tech project report	06 May	Faculty, Project coordinator	DQAC , HoD
54	Last date for evaluation of Lab courses (PG)	06 May	PG Coordinator	PG Dean &HoD
55	Publishing of Internal marks excluding assignment III	07 May	Senior advisor	HoD
56	Faculty Evaluation 2	10 May	HoD	Principal
57	Class assignment –III (For Module VI)	10-12May	Faculty	HoD
58	Third class committee meeting	11 May	Senior advisor	HoD
59	Submission of Academic Review- II	11 May	Dept. Ac.	HoD

			Coordinator	
60	Final Project Evaluation by Dept.Committee (PG)	11 May	PG Coordinator	PG Dean &HoD
61	Review of Faculty Evaluation	13 May	Dean(UG), Dean(PG), HoD, IQAC coordinator	Principal
62	Course Exit Survey	13 May	Senior advisor	HoD
63	Dept. level Meeting for finalization of internal Marks(UG & PG)	13 May	DQAC coordinator	HoD
64	Last Working Day	14 May	UG Dean	Principal
65	Publication of Attendance	14 May	Dept. Ac. Coordinator	UG Dean
66	Meeting of the internal marks assessment committee to finalize Internal Marks	15 May	UG Dean	Principal
67	Last date for evaluation of Jury(B Arch)	15 May	Dept. Ac. Coordinator	UG Dean, HoD (B Arch)
68	Forwarding IA Marks & Attendance to Uty of S6/S8 UG, S2 PG, S2/S6 MCA	16-22 May	Faculty , Senior advisor, Academic section	UG Dean
69	Commencement of Summer Course(S1-S4)	17 May	Senior advisor	UG Dean
70	Last date for uploading Jury/ Practical marks	20 May	Senior advisor	UG Dean
71	Commencement of S6 UG, S2 PG and S6 MCA end sem. Exam	27 May	Controller of Examinations	PVC
72	Commencement of S8 UG, S3 PG and S2 MCA end sem. Exam	28 May	Controller of Examinations	PVC
73	Submission project report in the college (PG)	29 May	PG Coordinator	PG Dean &HoD
74	Forwarding IA Marks & Attendance to Uty of S2/S4 UG, S4 PG, S4 MCA	30 May-07 June	Faculty , Senior advisor, Academic section	UG Dean
75	Project Eval & Viva-Voce - External(UG)	10-17 June	HoD	KTU
76	Submission project report to Uty. (PG)	11 June	PG Coordinator	PG Dean &HoD

77	Commencement of S1S2 UG, S1 PG and S1 MCA end sem. Exam	13 June	Controller of Examinations	PVC
78	Commencement of S7 UG and S4 MCA end sem. Exam	14 June	Controller of Examinations	PVC
79	Attainment evaluation for 100% CO's to be completed	14 June	Programme co-ordinator	HoD
80	Evaluation of PO & PSO attainment to be completed	17 June	Programme co-ordinator	HoD
81	Viva-Voce (PG)- External	19 June – 04 July	PG Coordinator	PG Dean & HoD
82	Commencement of S4 UG end sem. Exam	27 June	Controller of Examinations	PVC
83	Commencement of S5 UG and S5 MCA end sem. Exam	28 June	Controller of Examinations	PVC
84	Last date for uploading of Viva-Voce Marks (PG)	06 July	Examiners	KTU
85	Commencement of S3 UG and S3 MCA end sem. Exam	08 July	Controller of Examinations	PVC
86	<b>Commencement of Classes S3/S5/S7 UG/MCA, S3 PG</b>	15 July	UG Dean	Principal
87	<b>Commencement of Classes S1 UG/PG</b>	01 Aug	UG Dean	Principal

**Note:**

1. Series Tests will be conducted as per this calendar with two courses per day. **Retests will be permitted only on prior requests in the prescribed format based on the seriousness of the reason**
2. 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. The original medical certificate will be kept in the senior advisor's file.

3. The Senior Advisor is requested to report status of classes engaged to academic coordinator/DQAC coordinator and HoD every two weeks, in the prescribed format as shown in Table 1.
4. The DQAC coordinator is requested to report the status of classes engaged/not engaged, tutorial classes/lab classes to IQAC coordinator on alternate Fridays.
5. HoD is solely responsible for keeping the time schedule without any lag.

**TABLE 1 (Class ...)**

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

<b>Subject</b>	<b>Hrs/week</b>	<b>Faculty</b>	<b>Hrs not engaged</b>	<b>Hrs Compensated</b>	<b>Hrs arranged</b>	<b>Remarks</b>