



Date: 18-12-2017

Academic Calendar for Even semester for the session 2017-18

SN	Event	Date(s)	Remarks
1	Course Allocation and Faculty load calculation	30-12-2017	By respective HOD
2	Finalisation of Lab Manual	30-12-2017	HOD EEE and concerned HODS
3	I Year Time Table	04-01-2018	By HOD of Maths
4	Department Time Table	10-01-2018	By respective HOD
5	Preparation of Course diary / Course File along with the course notes	12-01-2018	By concerned Faculty Members in consultation with concerned HOD
6	Institute Time Table	12-01-2018	By Time Table Committee
7	Department Academic Calendar	12-01-2018	By respective HOD
8	Staff Council Meeting	15-01-2018	By HOD Maths
9	Orientation programme to Faculty members by Prof. Lewlyn Lester Raj Rodrigues	18 th to 20 th of January 2018	By Principal
10	Registration & Commencement of Classes	22-01-2018	HODs
11	Induction Programme for B. Tech first year students	From 22 nd to 31 st of January 2018	By HOD Chemistry/HOD Humanities/HOD English
12	Republic –Day (Holiday)	26-01-2018	Physical Education Director
13	Industry Conclave	17-02-2018	By HOD EC
14	Student Mentor Meeting	23-02-2018	Department /Criterion 9 team
15	Attendance record for students having less than 75% attendance to Principal	24-02-2018	By respective HOD
16	Course coverage sent to Principal	24-02-2018	By respective HOD
17	Information to Parents/Guardian regarding shortage of attendance	24-02-2018	By Department
18	CIA-I test (1/3 rd of syllabus)	26 th to 28 th of February 2018	By respective HOD
19	Students/Parents/ARC meeting(Shortage of attendance)	27-02-2018	By respective HOD
20	Student Feedback	28-02-2018 to 03-03-2018	By Department/ Criterion 9 team/Sim Coordinator
21	Holi (Holiday)	02-03-2018	
22	Celebration of Women 's Day	08-03-2018	By Chairman Woman cell
23	CIA-I test evaluation completed and answer-scripts shown to students, result analyses and submission of sessional copies to HODs.	10-03-2018	By respective Faculty members.
24	Techno-Cultural Fest 2018	14 th to 17 th of March,2018	By. HOD EC
25	Student Mentor Meeting	27-03-2018	Department /Criterion 9 team
26	Attendance record sent to Principal	29-03-2018	By respective HOD
27	Course coverage sent to Principal	29-03-2018	By respective HOD
28	CIA-II test (2 nd 1/3 rd of syllabus)	29-03-2018 to 31-03-2018	By respective HOD
29	Student Feedback and feedback on central facilities	02-04-2018 to 04-04-2018	By Department/ Criterion 9 team / SIM Coordinator
30	ARC meeting with Parents whose attendance is less than 75%	31-03-2018	ARC Chairman
31	CIA-II test evaluation completed and answer-scripts shown to students, result analyses and submission of sessional; copies to HODs.	07-04-2018	By respective HOD
32	Project Presentation Demonstration	27-04-2018	By Department

33	Attendance record sent to Principal and parents	28-04-2018	By respective HOD
34	Students/Parents/HOD/Faculty/ARC (Shortage of attendance)	28-04-2018	By respective Departments
35	CIA-III test for full syllabus	30-04-2018 to 05-05-2018	By respective HOD
36	Course coverage sent to Principal	01-05-2018	By respective HOD
37	Student Feedback	07-05-2018 to 09-05-2018	By Department/ Criterion 9 team / SIM Coordinator
38	Students farewell(Final year)	05-05-2018	Department wise
39	Student Mentor Meeting	09-05-2018	Department/ Criterion 9 team
40	CIA-III test evaluation completed and answer - scripts shown to students result analyses and statistics sent to Principal	11-05-2018	By respective HOD
41	End Semester Examinations		As per University Syllabus
42	End semester Practical Examinations		As per University Syllabus
43	Staff Council meeting	15-06-2018	Tentative
44	Evaluation work		As per University Syllabus
45	Summer Break		

NOTE:

1. Attendance:

- Admit Cards for appearing in the Even Semester Examinations will be issued by the Academy to only those students who attained minimum required attendance of 75%(including medical grounds/genuine reasons beyond control of students). For further relaxation up to 15% due to exceptional circumstances, students are required to submit application through Class Coordinator and HOD for prior permission of Principal.
- Attendance requirement for CAI-I is 70%, CAI-II is 75% and CAI-III is 75%.
- Mentor-student meeting to be held during last week of the every month. HODs will identify the issues and discuss with students. Attendance to be marked by mentors and uploaded on SIM by respective faculty regularly.
- Department Attendance Review Committee headed by HOD shall conduct parents meeting at department level who have shortage of attendance as per norms as per schedule in Academic Calendar.
- List of those students, who are having attendance of 75% and below, report with color coding to be downloaded from SIM every month by respective HODs for action and also display it on the respective department notice boards.

2. Sessionals and Marking System:

- The marks obtained in Tests, Assignments & Quizes will be taken into account while awarding TAQ marks. SIM has to be kept up to date for student performance with color coded records.
- The CT marks will be awarded based on marks obtained in CIA-I and CIA-II and CIA-III. Attending CIA – I, II & III is compulsory, CIA I for 1/3 of syllabus, CIA II for 1/3 of syllabus and CIA-III is for full syllabus (60% + 40% syllabus) for 60 for 2014 & 15 batch and 40 marks for 2016 & 2017 batch, as it is being preparatory to the End semester exam.
- AT marks will be awarded based on students' attendance.
- Participation in sports, co-curricular and extracurricular activities will be accounted while awarding GP marks.

Students will make it a habit to see their performance on SIM on regular basis.

3. HoDs Meeting –HoDs Meeting will be held on every Saturday at 11:00am

PRINCIPAL

Copy to: HOD s - CE, CS, IT, EE, EEE, IC, EC, ME, MBA, MCA, PHY, CHEMISTRY, MATHS, ENGLISH, HUMANITIES, P&T, CAO, AO & REGISTRAR.