



**JSS Mahavidyapeetha**  
**JSS ACADEMY OF TECHNICAL EDUCATION,**  
**C-20/1, Sector-62, NOIDA-201 301 (UP)**

14-02-2022

**Academic Calendar – Even Semester 2021-22**  
**B.Tech (3 and 4th Year/MBA/M.Tech (2<sup>nd</sup> Year)**

S.No	Event	Date(s)	Day(s)	Remarks
1	Course Allocation , Faculty Load Calculation, Projection of requirement of Resources	24/01/2022	Monday	By Respective HoDs
2	Subject Allotment	25/01/2022	Tuesday	By Respective HoDs
3	Finalization of Lab Manual	31/01/2022	Monday	Coordinated by Dr Chhaya Dalela , ECE Department
4	Department Time Table 3 <sup>rd</sup> , 4 <sup>th</sup> Year	03-02-2022	Thursday	By Respective HoDs
5	Institute Time Table ( excluding 1 <sup>st</sup> and 2ndYear)	05-02-2022	Saturday	Dean (Acad.) & By Time Table Committee
6	Department Academic Calendar (B Tech/ M.Tech/MCA/MBA) to include Guest Lectures for curriculum gaps & beyond the syllabus/Seminars/webinars/Workshop/Industrial Visits/Industry Institute Interaction/ IIC activities/conferences and other FDP to be conducted by the department	10/2/2022	Thursday	By Respective HoDs Vetted by Dean Academic and finally approved by Principal. Send a copy of the same to Principal and Dean (Academic)
7	Auditing of Lecture Plan/ CO-PO – PSO Mapping/Course File of odd and even semester 2020-21	21/02/2021 to 26/02/2021	Monday to Saturday	By the Principal/Dean (A) Respective HoDs.
8	PAC/DAC	In the month of March/April		By Respective HoDs
9	NBA and NAAC Meeting	Continuous Process		By The Principal/Dean (A) / NBA/NAAC coordinators
10	PAQIC/QIC (FOR FIRST YEAR)	In the month of March/April		By Respective HoDs
11	Attendance Record of students having less than 70% attendance	8/03/2022	Tuesday	By Class Coordinators/First Year Coordinator
12	Information to Parents/Guardian regarding shortage of attendance	8/03/2022	Tuesday	By Class Coordinators/First Year Coordinator
13	Sending SMS to parents regarding attendance status	8/03/2022	Tuesday	By Class Coordinators/First Year Coordinator
14	Course Coverage sent to Principal & Dean Academic	9/03/2022	Wednesday	By Respective HoDs
15	Submission of students List (70%) to Dean Academic /ARC	9/03/2022	Wednesday	By Class Coordinators/First Year Coordinator



16	CIA-I (1/3 <sup>rd</sup> of syllabus)	10/03/2022 to 12/03/2022	Thursday to Saturday	Sessional Coordinator
17	Students/Parents/ARC Meeting (shortage of attendance)	12/03/2022	Saturday	By ARC committee
18	CIA-I test evaluations completed and answer- scripts shown to students, result analyses and submission of Sessional copies to HODs.	18/03/2022	Friday	By respective faculty members
19	Sending of sessionals (CIA-I) marks to Registrar office after evaluation	21/3/2022	Monday	Sessional Coordinator
20	List of weak students to dean Academic and measures taken	21/3/2022	Monday	Subject Coordinators/Class Coordinator/ First Year Coordinator
21	Student Feedback on faculty members	21/03/2022 to 26/03/2022	Monday to Saturday	By Class Coordinator/SIM Coordinator
22	Student Mentor meeting	24/03/2022 to 26/03/2022	Thursday to Saturday	By Respective HoDs/ Mentors
23	Attendance Record of students having less than 75% attendance	8/04/2022	Friday	By Respective HoDs
24	Course Coverage sent to Principal & Dean Academic	8/04/2022	Friday	By Respective HoDs
25	Sending SMS to parents regarding attendance status	8/04/2022	Friday	By SIM Coordinator
26				
27	Information to Parents/Guardian regarding shortage of attendance	9/04/2022	Saturday	Class Coordinators/ First Year Coordinator
28	Submission of Detained students List to Dean Academic /ARC	9/04/2022	Saturday	Class Coordinators/ First Year Coordinator
29	CIA-II (Next 1/3 <sup>rd</sup> of syllabus)	18/04/2022 to 20/04/2022	Monday to Wednesday	Sessional Coordinator
30	Students/Parents/ARC Meeting (shortage of attendance)	16/04/2022	Saturday	By Respective HoDs and ARC
31	CIA II Test evaluation Completed and answer-scripts shown to students, result analyses and submission of Sessional copies to HODs.	20/04/2022	Wednesday	By Respective HoDs
32	Sending of sessional marks to Registrar office after evaluation	23/04/2022	Saturday	Sessional Coordinator
33	List of weak students to dean Academic and measures taken	23/04/2022	Saturday	Subject Coordinators/Class Coordinator/ First Year Coordinator
34	Student Mentor Meeting	25/04/2022 to 26/04/2022	Monday to Tuesday	By Respective HoDs and Mentors
35	Zealicon Techno Cultural Fest 2022	26-04-2022 to 28-04- 2022	Tuesday to Thursday	Dean (S/W) and organizing committee
36	Student feedback on central facilities	27/04/2022 to 29/04/2022	Wednesday to Friday	By Class Coordinator/SIM Coordinator



37	Student Feedback on faculty members	27/04/2022 to 30/04/2022	Saturday	By Department/SIM Coordinator
38	Lab Sessional for all courses	2/05/2022 to 7/05/2022	Monday to Saturday	By Respective HoDs
39	Students/ Parents/HOD/Faculty/ARC (shortage of attendance)	6/05/2022 & 7/05/2022	Friday & Saturday	By ARC committee
40	Attendance Record sent to Principal and Parents	10/05/2022	Tuesday	By Respective HoDs
41	Course Coverage sent to Principal and Dean Academics	11/05/2022	Wednesday	By Respective HoDs
42	CIA-III (I/3 <sup>rd</sup> syllabus)	12/05/2022 to 14/05/2022	Thursday to Saturday	Sessional Coordinator
43	CIA III Test evaluation completed and answer-scripts shown to students, result analyses and submission of Sessional copies to HODs.	20/05/2022	Friday	By Subject Teachers
44	Sending of sessionals marks to Registrar office after evaluation	21/05/2022	Saturday	Sessional Coordinator
45	End semester Practical Examinations			As per University Schedule

**NOTE:**

1. HoDs meeting will be convened by Principal every fortnight and also as and when required
2. NBA/ NAAC/NIRF/QS I GAGUE meetings will be held by respective coordinators with the permission of Principal
3. **Attendance:**
  - a) Uploading of students attendance on SIM/University ERP login by faculty on day - to - day basis is Mandatory. This is wholly the responsibility of faculty and concerned HoD.
  - b) 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 seeking prior permission of Principal.
  - c) Attendance requirement to be eligible to appear in CIA-I is 70%, CIA-II is 75% and CIA-III is 75%. Both Theory and practical attendance must be considered for calculation of student attendance. Documents related to the attendance of students and letter to parents should be maintained by the department meticulously.
  - d) Mentor-student meeting should be held as per scheduled in time table. Mentors will identify the issues on discussion with students, mark the attendance, prepare the reports on discussions and upload them on SIM regularly.
  - e) Department Attendance Review Committee headed by HoD shall conduct parents meeting at department level who have shortage of attendance (all red band students) as per norms and as scheduled in Department Academic Calendar.
  - f) HODs will generate report of those students, who are having attendance of 75% and below i.e. with red and yellow colour band and display it on the Student's Notice Board and also inform parents every fortnight

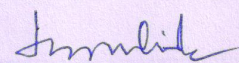


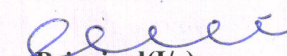
#### **4. Performance Assessments and Marking System:**

- a) The marks obtained in Tests, Assignments & Quizes will be taken into account while awarding TAQ marks. SIM has to be kept up-to-date on student performance indicating their color bands. Faculty will take special care for those red band students to ensure their continuous performance improvements.
- b) The CT marks will be awarded based on the average of best of two sessionals/tests of equal weightage.
- c) AT marks gets awarded based on student's attendance in Theory Classes & Labs.
- d) Student's participation in sports, Co-curricular & extracurricular activities is essential.
- e) It is mandatory for all students to perform all the prescribed experiments in the respective labs.

**Students and their parents have to make it as good practice to see student performance and attendance status on SIM on regular basis.**

- 5 HoDs are accountable for the smooth running of classes' every day. There may be a surprise check by the Principal, Dean (Academic) and Registrar of the college.
- 6 In order to motivate the students, the College premises is divided into different zones and all HoDs are made responsible to assign teaching faculty, who are not occupied with classes at specific times and advise students to attend the classes.
- 7 Surprise Auditing will be done By the Principal /Dean (Academics) / Concerned HoD in running semester to check Course file, CO, PO & PSO mapping file. Special classes for week students must be arranged by respective departmentsperiodically. HoDs must send the weak students list, action plan and their progress to the Dean (Academics)
- 8 Details of the course coverage and attendance must be sent to the Principal and Dean (Academics) before every sessional
- 9 All HoDs and faculty members cooperation is needed to have better Teaching learning ecosystem in the institute.

  
Dean (Academics)

  
Principal(I/c)

Copy to:

CAO, AO, Registrar, All Deans,  
HODs – CE, CS, IT, EE, EEE, IC, EC, ME, MBA, First Year Coordinator, PHY,  
CHEMISTRY, MATHS, ENGLISH, P&T, NBA coordinator/chief warden /Sports and  
Project office, /Hostel superintendents.