



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

25-11-2021

**Academic Calendar – Odd Semester 2021-22**

**(B. Tech. First Year Activities)**

S.No.	Event	Date(s)	Day(s)	Remarks
1	Course Allocation , Faculty Load Calculation, Projection of requirement of Resources	28/08/2021	Saturday	By Respective HoDs
2	Subject Allotment	28/08/2021	Saturday	By Respective HoDs
3	Finalization of Lab Manual	31/08/2021	Tuesday	Coordinated by Dr Chhaya Dalela , ECE Department
4	Department Time Table 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Year	30/08/2021	Monday	By Respective HoDs
5	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	31/08/2021	Tuesday	By Respective HoDs Vetted by Dean Academic and finally approved by Principal. Send a copy of the same to Principal and Dean (Academic)
6	Institute Time Table ( excluding 1 <sup>st</sup> Year)	31/08/2021	Tuesday	Dean (Acad.) & By Time Table Committee
7	Auditing of Lecture Plan/ CO-PO – PSO Mapping/Course File of odd and even semester 2020-21	13/09/2021 to 18/09/2021	Monday to Saturday	By the Principal/Dean (A) Respective HoDs.
8	Registration and Commencement of classes for First Year of B. Tech. /MBA/M.Tech.	15/11/2021	Monday	First Year Coordinator/HoDs
9	Preparation of First Year Time Table	27/11/2021	Saturday	By Dr Shalini Singh , Dr Kirti Shrivastava
10	Induction Program of B. Tech. First Year	15/11/2021 to 30/11/2021	Monday to Tuesday (16 Days)	First Year Coordinator with the help of Applied Science HoDs and Faculty Members
11	Orientation of Student Societies	22/11/2021 to 30/11/2021	Monday to Tuesday (7 Days)	By Respective Student Societies
12	PAC/DAC	In the month of Sept/October		By Respective HoDs
13	NBA and NAAC Meeting	Continuous Process		By The Principal/Dean (A) / NBA/NAAC coordinators
14	PAQIC/QIC (FOR FIRST YEAR)	In the month of Sept/October		By Respective HoDs
15	Science conclave	Month of Jan/Feb. 2022		First Year, HoDs of PHY,CHEM, MATHS

16	Attendance Record of students having less than 70% attendance	31/12/2021	Friday	By Class Coordinators/First Year Coordinator
17	Information to Parents/Guardian regarding shortage of attendance	31/12/2021	Friday	By Class Coordinators/First Year Coordinator
18	Sending SMS to parents regarding attendance status	31/12/2021	Friday	By Class Coordinators/First Year Coordinator
19	Course Coverage sent to Principal & Dean Academic	01/01/2022	Saturday	By Respective HoDs
20	Submission of students List (70%) to Dean Academic /ARC	01/01/2022	Saturday	By Class Coordinators/First Year Coordinator
21	CIA-I (1/3 <sup>rd</sup> of syllabus)	03/01/2022 to 05/01/2022	Monday to Wednesday	Sessional Coordinator
22	Students/Parents/ARC Meeting (shortage of attendance)	15/01/2022	Saturday	By ARC committee
23	CIA-I test evaluations completed and answer- scripts shown to students, result analyses and submission of Sessional copies to HODs.	15/01/2022	Saturday	By respective faculty members
24	Sending of sessionals (CIA-I) marks to Registrar office after evaluation	17/01/2022	Monday	Sessional Coordinator
25	List of weak students to dean Academic and measures taken	17/01/2022	Monday	Subject Coordinators/Class Coordinator/ First Year Coordinator
26	Student Mentor meeting	17/01/2022 to 19/01/2022	Monday to Wednesday	By Respective HoDs/ Mentors
27	Student Feedback on faculty members	17/01/2022 to 22/01/2022	Monday to Saturday	By Class Coordinator/SIM Coordinator
28	Attendance Record of students having less than 75% attendance	01/02/2022	Tuesday	By Respective HoDs
29	Course Coverage sent to Principal & Dean Academic	01/02/2022	Tuesday	By Respective HoDs
30	Sending SMS to parents regarding attendance status	01/02/2022	Tuesday	By SIM Coordinator
31	Information to Parents/Guardian regarding shortage of attendance	01/02/2022	Tuesday	Class Coordinators/ First Year Coordinator
32	Submission of Detained students List to Dean Academic /ARC	01/02/2022	Tuesday	Class Coordinators/ First Year Coordinator
33	CIA-II (Next 1/3 <sup>rd</sup> of syllabus)	03/02/2022 to 05/02/2022	Thursday to Saturday	Sessional Coordinator
34	Students/Parents/ARC Meeting (shortage of attendance)	12/02/2022	Saturday	By Respective HoDs and ARC
35	CIA II Test evaluation Completed and answer-scripts shown to students, result analyses and submission of Sessional copies to HODs.	12/02/2022	Saturday	By Respective HoDs



36	Sending of sessional marks to Registrar office after evaluation	14/02/2022	Monday	Sessional Coordinator
37	List of weak students to dean Academic and measures taken	14/02/2022	Monday	Subject Coordinators/Class Coordinator/ First Year Coordinator
38	Student Mentor Meeting	14/02/2022 to 16/02/2022	Monday to Wednesday	By Respective HoDs and Mentors
39	Student feedback on central facilities	14/02/2022 to 16/02/2022	Monday to Wednesday	By Class Coordinator/SIM Coordinator
40	Student Feedback on faculty members	14/02/2022 to 16/02/2022	Monday to Wednesday	By Department/SIM Coordinator
41	Lab Sessional for all courses	22/02/2022 to 28/02/2022	Tuesday to Monday	By Respective HoDs
42	Students/ Parents/HOD/Faculty/ARC (shortage of attendance)	25/02/2022 & 26/02/2022	Friday & Saturday	By ARC committee
43	Attendance Record sent to Principal and Parents	28/02/2022	Monday	By Respective HoDs
44	Course Coverage sent to Principal and Dean Academics	28/02/2022	Monday	By Respective HoDs
45	CIA-III (I/3 <sup>rd</sup> syllabus)	02/03/2022 to 4/03/2022	Wednesday to Friday	Sessional Coordinator
46	CIA III Test evaluation completed and answer-scripts shown to students, result analyses and submission of Sessional copies to HODs.	09/03/2022	Wednesday	By Subject Teachers
47	Sending of sessionals marks to Registrar office after evaluation	10/03/2022	Thursday	Sessional Coordinator
48	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 Card 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 departments periodically. 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  
29/11/2021

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.