02-02-2023

Academic Calendar – EVEN Semester 2022-23
B.Tech (3rd and 4th Year)

S.No	Event	Date(s)	Day(s)	Remarks
1	Course Allocation , Faculty Load Calculation, Projection of requirement of Resources	23/01/2023	Monday	By Respective HoDs
2	Subject Allotment	24/01/2023	Tuesday	By Respective HoDs
3	Finalization of Lab Manual	27/01/2023	Friday	Coordinated by Dr Chaya Dalela , ECE Department
4	Department Time Table B.Tech 3rd, 4th Year	27/01/2023	Friday	By Respective HoDs
5	Institute Time Table (B.Tech. 3rd, 4th Year)	04/02/2023	Saturday	Dean (Acad.) & By Time Table Committee
6	Department Academic Calendar (B Tech) to include Guest Lectures for curriculum gaps & beyond the syllabus/Seminars/webinars/Work shop/Industrial Visits/Industry Institute Interaction/ IIC activities/ conferences and other FDP to be conducted by the department	06/2/2023	Monday	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 2022-23	06/02/2023 to 11/02/2023	Monday to Saturday	By the respective HoDs and monitored by Dean Academic and Principal
8	Commencement of classes for 3rd and 4th year B.Tech	06/02/2023	Monday	Registrar and HoDs
9	Commencement of classes for 1st and 2nd year B.Tech/MCA/MBA/M.Tech and Lateral entry of B.Tech	May be in April 2023		Registrar and HoDs
10	PAC/DAC	March 2023		By Respective HoDs
11	PAQIC/QIC (FOR FIRST YEAR)	March 2023		By Respective HoDs
12	NBA and NAAC Meeting	Continuous process		By The Principal/Dean (A) / NBA/NAAC coordinators
13	Attendance Record of students having less than 70% attendance	29/03/2023	Wednesday	By Class Coordinators/First Year Coordinator
14	Information to Parents/Guardian regarding shortage of attendance	31/03/2023	Friday	By Class Coordinators
15	Sending SMS to parents regarding attendance status	31/03/2023	Friday	By Class Coordinators
16	Course Coverage sent to Principal & Dean Academic	01/04/2023	Saturday	By Respective HoDs

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17	Submission of students List (70%) to Dean Academic /ARC	01/04/2023	Saturday	By Class Coordinators/
18	CIA-I (50% of syllabus) for 2, 3, and 4th Tear B.Tech/MCA/M.Tech	03/04/2023 to 05/04/2023	Monday to Wednesday	Sessional Coordinator
19	Students/Parents/ARC Meeting (shortage of attendance)	08/04/2023	Saturday	By ARC committee
20	CIA-1 test evaluations completed and answer- scripts shown to students, result analyses and submission of Sessional copies to HODs and to Registrar	12/04/2023	Wednesday	By respective faculty members
21	Sending of sessionals (CIA-1) marks to Registrar office after evaluation	13/04/2023	Thursday	Sessional Coordinator
22	List of weak students to dean Academic and measures taken	13/04/2023	Thursday	Subject Coordinators/Class Coordinator
23	Student Feedback on faculty members	17/04/2023 to 22/04/2023	Monday to Saturday	By Class Coordinator/SIM Coordinator
24	Student Mentor meeting	17/04/2023 to 22/04/2023	Monday to Saturday	By Respective HoDs/ Mentors
25	Lab Sessional for all courses	17/05/2023 to 22/05/2023	Monday to Saturday	By Respective HoDs
26	Student feedback on central facilities	19/05/2023 to 22/05/2023	Wednesday to Saturday	By Class Coordinator/SIM Coordinator
27	Zealicon Techno cultural Fest	24/04/2023 to27/04/2023	Monday to Thursday	Dean SW
28	Attendance Record of students having less than 75% attendance	29/04/2023	Saturday	By Respective HoDs
29	Course Coverage sent to Principal & Dean Academic	01/05/2023	Monday	By Respective HoDs
30	Sending SMS to parents regarding attendance status	02/05/2023	Tuesday	By SIM Coordinator
31	Information to Parents/Guardian regarding shortage of attendance	02/05/2023	Tuesday	Class Coordinators/ First Year Coordinator
32	Submission of Detained students List to Dean Academic /ARC	02/05/2023	Tuesday	Class Coordinators/ First Year Coordinator
33	Student Feedback on faculty members	01/05/2023 to 02/05/2023	Monday to Tuesday	By Department/SIM Coordinator
34	CIA-II (50% of syllabus) for 3, and 4th Tear B.Tech	03/05/2023 to 06/05/2023	Wednesday to Saturday	Sessional Coordinator
35	Students/Parents/ARC Meeting (shortage of attendance)	06/05/2023	Saturday	By Respective HoDs and ARC
36	CIA II Test evaluation Completed and answer-scripts shown to students, result analyses and submission of Sessional copies to HODs and to registrar	12/05/2023	Friday	By Respective HoDs
37	Sending of sessional marks to Registrar office after evaluation	16/05/2023	Tuesday	Sessional Coordinator
38	List of weak students to dean Academic and measures taken	17/05/2023	Wednesday	Subject Coordinators/Class Coordinator/ First Year Coordinator
39	End semester Practical Examinations			As per University Calendar
40	End semester theory Examinations			As per University Calendar

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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%** and CIA-II 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
   g) HoDs and faculty members are advised to teach the students with innovative pedagogies in order to create interest among the student fraternity and to have a better ecosystem

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 two sessionals/tests of equal weightage. Both the sessionals are compulsory
   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 CIAs schedule, Lab sessional schedule, 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

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.