



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

12-08-2023

Academic Calendar – ODD Semester 2023-24
B.Tech (1st 2nd, 3rd and 4th Year/MCA/M.Tech

S.No	Event	Date(s)	Day(s)	Remarks
1	Course Allocation , Faculty Load Calculation, Projection of requirement of Resources	21-07-2023	Thursday	By Respective HoDs
2	Subject Allotment	21-07-2023	Thursday	By Respective HoDs
3	Finalization of Lab Manual	28-07-2023	Friday	Coordinated by Dr Chaya Dalela , ECE Department
4	Department Time Table 1st 2 nd , 3 rd , 4 th Year	05-08-2023	Saturday	By Respective HoDs
5	Institute Time Table (excluding 1 st Year)	05-08-2023	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/Work shop/Industrial Visits/Industry Institute Interaction/ IIC activities/ conferences and other FDP to be conducted by the department	10-08-2023	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	10-08-2023	Thursday	By the respective HoDs and monitored by Dean Academic and Principal
8	Commencement of classes for 4 th year B.Tech	16-08-2023	Wednesday	Registrar and HoDs
9	Commencement of classes for 3 rd and 2 nd year B.Tech along with lateral entry students	01-09-2023	Friday	Registrar and HoDs
10	Commencement of classes for 1st year B.Tech (NRI)	11-09-2023	Monday	Registrar and HoDs
11	Induction Programme and Commencement of classes for 1st year B.Tech/MCA/MBA/M.Tech and Lateral entry of B.Tech	03-10-2023	Tuesday	First year coordinator, Deans, Registrar and HoDs
12	Commencement of classes for 2 nd year MCA/MBA	03-10-2023	Tuesday	Registrar and HoDs
13	PAC/DAC	In the month of August/September 2023		By Respective HoDs
14	PAQIC/QIC (FOR FIRST YEAR)	In the month of August/September 2023		By Respective HoDs
15	NBA and NAAC Meeting	Continuous Process		By The Principal/Dean (A) / NBA/NAAC coordinators
16	Attendance Record of students	14-10-2023	Saturday	By Class Coordinators/First Year

	having less than 70% attendance			Coordinator
17	Information to Parents/Guardian regarding shortage of attendance	14-10-2023	Saturday	By Class Coordinators
	Sending SMS to parents regarding attendance status	16-10-2023	Monday	By Class Coordinators
18	Course Coverage sent to Principal & Dean Academic	16-10-2023	Monday	By Respective HoDs
19	Submission of students List (70%) to Dean Academic /ARC	16-10-2023	Monday	By Class Coordinators/
20	CIA-I (1/3rd% of syllabus) for 2, 3, and 4 th Year B.Tech	18-10-2023 to 20-10-2023	Wednesday to Friday	Sessional Coordinator
21	Students/Parents/ARC Meeting (shortage of attendance)	21-10-2023	Saturday	By ARC committee
22	CIA-1 test evaluations completed and answer- scripts shown to students, result analyses and submission of Sessional copies to HODs.	27-10-2023	Friday	By respective faculty members
23	Sending of sessionals (CIA-1) marks to Registrar office after evaluation	28-10-2023	Saturday	Sessional Coordinator
24	List of weak students to dean Academic and measures taken	28-10-2023	Saturday	Subject Coordinators/Class Coordinator
25	Student Feedback on faculty members	30-11-2023 to 04-11-2023	Monday to Saturday	By Class Coordinator/SIM Coordinator
26	Student Mentor meeting	30-11-2023 to 04-11-2023	Monday to Saturday	By Respective HoDs/ Mentors
27	Mytri –College sports festival	03-11-2023 to 04-11-2023	Friday to Saturday	Physical education Director
28	Attendance Record of students having less than 75% attendance	17-11-2023	Friday	By Respective HoDs
29	Course Coverage sent to Principal & Dean Academic	17-11-2023	Friday	By Respective HoDs
30	Sending SMS to parents regarding attendance status	17-11-2023	Friday	By SIM Coordinator
31	Information to Parents/Guardian regarding shortage of attendance	18-11-2023	Saturday	Class Coordinators/ First Year Coordinator
32	Submission of Detained students List to Dean Academic /ARC	18-11-2023	Saturday	Class Coordinators/ First Year Coordinator
33	CIA-II (1/3 of syllabus excluding 1 st CIA syllabus) for 2, 3, and 4 th and CIA-1 for 1 and 2yr lateral entry B.Tech/MCA/M.Tech/MBA with 1/3 of syllabus	20-11-2023 to 22-11-2023	Monday to Wednesday	Sessional Coordinator
34	CIA-1 for 1 and 2 yr lateral entry B.Tech/MCA/M.Tech/MBA with 1/3 of syllabus	20-11-2023 to 22-11-2023	Monday to Wednesday	Sessional Coordinator
35	CIA-1 and II test evaluations completed and answer- scripts shown to students, result analyses and submission of Sessional copies to HODs.	28-11-2023	Tuesday	By respective faculty members
36	Students/Parents/ARC Meeting (shortage of attendance)	25-11-2023		By Respective HoDs and ARC

37	Student feedback on central facilities	27-11-2023 to 2-12-2023		By Class Coordinator/SIM Coordinator
38	Lab Sessional for 3 and 4 th year B.Tech students courses	27-11-2023 to 2-12-2023		By Respective HoDs
39	Sending of sessionals (CIA-1) marks to Registrar office after evaluation	30-11-2023	Thursday	Sessional Coordinator
40	List of weak students to dean Academic and measures taken	30-11-2023	Thursday	Subject Coordinators/Class Coordinator
41	Student Mentor Meeting	01-12-2023 to 05-12-2023	Friday to Tuesday	By Respective HoDs and Mentors
42	Student Feedback on faculty members	05-12-2022 to 07-12-2022	Tuesday	By Department/SIM Coordinator
43	CIA-III (1/3rd of remaining syllabus excluding 1 st and 2 nd CIA syllabus) for 3, and 4 th Year B.Tech/MCA/M.Tech)	07-12-2023 to 09-12-2023	Thursday to Saturday	Sessional Coordinator
44	Sending of sessional marks to Registrar office after evaluation	14-12-2023	Thursday	Sessional Coordinator
45	End semester theory Examinations (3rd and 4 th year B.Tech)	15-12-2023 to 05-01-2024	Friday to Friday	As per University Calendar
46	Attendance Record of students having less than 75% attendance	19-12-2023	Tuesday	By Respective HoDs
47	Course Coverage sent to Principal & Dean Academic	19-12-2023	Tuesday	By Respective HoDs
48	Sending SMS to parents regarding attendance status	19-12-2023	Tuesday	By SIM Coordinator
49	Information to Parents/Guardian regarding shortage of attendance	20-12-2023	Wednesday	Class Coordinators/ First Year Coordinator
50	Submission of Detained students List to Dean Academic /ARC	20-12-2023	Wednesday	Class Coordinators/ First Year Coordinator
51	CIA-II for 1 and 2 yr lateral entry B.Tech/MCA/M.Tech/MBA with 1/3 of syllabus excluding CIA-1 syllabus	21-12-2023 to 23-12-2023	Thursday to Saturday	Sessional Coordinator
52	Attendance Record of students having less than 75% attendance	26-12-2023	Tuesday	By Respective HoDs
53	Course Coverage sent to Principal & Dean Academic	26-12-2023	Tuesday	By Respective HoDs
54	Sending SMS to parents regarding attendance status	26-12-2023	Tuesday	By SIM Coordinator
55	Information to Parents/Guardian regarding shortage of attendance	27-12-2023	Wednesday	Class Coordinators/ First Year Coordinator
56	Submission of Detained students List to Dean Academic /ARC	27-12-2023	Wednesday	Class Coordinators/ First Year Coordinator
57	CIA-III (1/3rd of remaining syllabus excluding 1 st and 2 nd CIA syllabus) for 2 nd Year B. Tech regular students)	28-12-2023 to 30-12-2023	Thursday to Saturday	Sessional Coordinator
58	Attendance Record of students having less than 75% attendance	02-01-2024	Tuesday	By Respective HoDs
59	Course Coverage sent to Principal & Dean Academic	02-01-2024	Tuesday	By Respective HoDs
60	Sending SMS to parents regarding attendance status	02-01-2024	Tuesday	By SIM Coordinator
61	Information to Parents/Guardian	02-01-2024	Tuesday	Class Coordinators/ First

	regarding shortage of attendance			Year Coordinator
62	Submission of Detained students List to Dean Academic /ARC	03-01-2024	Wednesday	Class Coordinators/ First Year Coordinator
63	CIA-III for 1 and 2 yr lateral entry B.Tech/MCA/M.Tech/MBA (1/3rd of remaining syllabus excluding 1 st and 2 nd CIA syllabus)	04-01-2024 to 06-01-2024	Thursday to Saturday	Sessional Coordinator Tentative subject to change
64	End semester Practical Examinations (3rd and 4 th B. Tech)	06-01-2024 to 14-01-2024	Saturday to Sunday	As per University Calendar
65	End semester theory Examinations (I, III of B.Tech/MCA/MBA)	Jan 2024		As per University Calendar
66	End semester Practical Examinations (I, III of B.Tech/MCA/MBA)	Jan 2024		As per University Calendar

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
 - 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 best of two sessionals 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.

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

6. 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.
7. 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.
8. 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)
9. Details of the course coverage and attendance must be sent to the Principal and Dean (Academics) before every sessional
10. 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.