



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

10<sup>th</sup> July, 2018

**ACADEMIC CALENDAR - ODD SEMESTER 2018-19**

S.N.	Event	Date(s)	Day(s)	Remarks
1	Course Allocation, Faculty load calculation and projection of requirement of resources	20-6-2018	Wednesday	By respective HODs
2	Subject Allotment	20-6-2018	Wednesday	By respective HODs
3	Finalisation of Lab Manual	23-06-2018	Wednesday	By respective HODs
4	Finalisation of First Year Timetable	24-07-2018	Tuesday	First Year Coordinator
5	Department Academic Calendar presentation	25-07-2018	Wednesday	By respective HODs
6	Staff Council meeting	25-07-2018	Wednesday	By Staff Council Secretary
7	Department Timetable	26-07-2018	Thursday	By respective HODs
8	Final announcement of Institute Time Table	28-07-2018	Saturday	By Dean & Timetable Committee
9	Commencement of Classes for II / III / IV Year of B.Tech /MBA/MCA/M.Tech	30-07-2018	Monday	By Registrar & HODs
10	Auditing of Faculty Dairy/ Lecture Plan/ CO-PO-PSO mapping/course file	01-08-2018	Wednesday	By The Principal / Dean (A) & respective HODs
11	Orientation , Commencement of I year B.Tech/MBA/MCA Classes & Induction Program	01-08-2018	Wednesday	By HOD Maths
12	PAC Meeting	01-08-2018	Wednesday	By Respective Departments
13	DAC Meeting	08-08-2018	Wednesday	By Respective Departments
14	HODs Meeting	13-08-2018	Monday	By Principal
15	NBA and NAAC Meeting	18-08-2018	Saturday	By Principal & NBA Coordinators
16	Orientation of Student Societies	27-08-2018 to 31-08-2018	Monday to Friday	By Respective Student Societies
17	Founders day	29-08-2018	Wednesday	By Accounts Officer
18	First Mentors Meeting	05-09-2018	Wednesday	By Respective Departments
19	Students Feedback	15-09-2018	Saturday	By respective HODs
20	HODs Meeting	13-09-2018	Thursday	By Principal
21	Attendance and course coverage send to Principal	14-09-2018	Friday	By Respective HODs
22	Sessional - I test for B.Tech/MBA/MCA. CIA-I	17-09-2018 to 19-09-2018	Monday to Wednesday	1/3 syllabus
23	Sending SMS to Parents regarding Attendance status	17-09-2018	Monday	By Sim Coordinator
24	Students, parents meeting with HODs (Shortage of Attendance through SIM	17-09-2018	Monday	By respective departments
25	Sending of Sessional marks to Registrars office after evaluation	25-09-2018	Tuesday	By Respective HODs
26	Second Mentors Meeting	03-10-2018	Wednesday	By Respective Departments
27	Annual Sports meet Mythri 2017-18	04-10-2018 to 06-10-2018	Thursday to Saturday	By Dean (Student Welfare) & Physical Education Director
28	Alumni Meet	13-10-2018	Saturday	By Alumni Coordinator
29	Sending SMS to Parents regarding attendance status	17-10-2018	Wednesday	By Sim Coordinator
30	Dussehra	18-10-2018 to 20-10-2018	Thursday to Saturday	By CAO
31	Declaration of Zealicon Technical Fest Coordinator and Sponsorship	24-10-2018	Wednesday	By Principal

32	HODs Meeting	25-10-2018	Thursday	By Principal
33	ARC Meeting with parents	26-10-2018 to 30-10-2018	Friday to Tuesday	By ARC Committee
34	Attendance and course coverage send to Principal	29-10-2018	Monday	By Respective HODs
35	Sessional – II test for B.Tech/MBA/MCA CIA-II	31-10-2018 to 03-11-2018	Wednesday to Saturday	Next 1/3 syllabus
36	Diwali	05-11-2018 to 10-11-2018	Monday to Saturday	By CAO
37	Submission of Sessional marks to Registrars office after evaluation	10-11-2018	Saturday	By Respective HODs
38	HODs Meeting	13-11-2018	Tuesday	By Principal
39	Third Mentors Meeting	14-11-2018	Wednesday	By Respective Departments
40	Sending SMS to Parents regarding attendance status	15-11-2018	Friday	By Sim Coordinator
41	UG Conference (Presentation of papers by students and Project Exhibition)	17-11-2018	Sunday	Dean (R& D)
42	Students/ parents meeting with HODs (Shortage of Attendance)	26-11-2018	Monday	By respective departments
43	Attendance and course coverage send to Principal	<del>26</del> -11-2018	Tuesday	By Respective HODs
44	Students Feedback	27-11-2018	Tuesday	By respective HODs
45	Sessional - III test for B.Tech/MBA/MCA.CIA-III	30-11-2018 to 06-12-2018	Friday to Thursday	Full Syllabus (60 or 40 marks as prescribed)
46	Submission of sessional marks and CIA I, CIA II, CIA III evaluated answer scripts to the Registrar office	12-12-2018	Wednesday	By Respective HODs
47	Attendance filing on SIM Scrutinized & Recorded department wise	06-12-2018	Thursday	By Chairperson ARC HODs
48	HODs Meeting	13-12-2018	Wednesday	By Principal
49	University End semester Examination			As per University Schedule
50	End semester Practical Examinations			As per University Schedule

**NOTE:**

**1. Attendance:**

- a) Uploading of students attendance on SIM 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 odd 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%**.
- 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 NB.

## 2. 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. **Attendance in CIA-I & CIA-II is compulsory, only for those students detained either for appearing in CIA-I or CIA-II, their attendance in CIA-III is mandatory. CIA-III is preparatory to University exam, therefore all students should attend the same.**
- 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.**

3. Surprise Auditing will be done By the Principal /Dean (Academics) / Concerned HOD twice in a semester to check Faculty Dairy, Course file, CO, PO & PSO mapping file.
4. Special classes for week students must be arranged by respective departments periodically. Every month departments must send the week students list, action plan and their progress must be sent to the Dean (Academics)
5. Details of the course coverage and attendance must be sent to the Principal and Dean (Academics) three days before every sessional.

  
**Principal**

Copy to: HODs – CE, CS, IT, EE, EEE, IC, EC, ME, MBA, MCA, PHY, CHEMISTRY, MATHS, ENGLISH, HUMANITIES, P&T, and PROJECT OFFIC.

CAO, AO, REGISTRAR, DEAN (Academics), Dean (R&D) and Dean (Students)