

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

Academic Calendar (Faculty & Admin) - Even Semester 2018-19

S.N.	Event	Date(s)	Day(s)	Remarks
1	Course Allocation and Faculty load calculation	03/12/2018	Monday	By respective HODs
2	Subject Allotment	05/12/2018	Wednesday	By respective HODs
3	I Year Time Table	18/12/2018	Tuesday	By HOD Maths
4	Finalization of Lab Manual	22/12/2018	Saturday	By respective HODs/Coordinated by HoD IC
5	Department Time Table	27/12/2018	Thursday	By respective HODs
6	Readiness of Course diary / Course File along with the course notes	28/12/2018	Friday	By concerned faculty members in consultation with concerned HOD
7	Institute Time Table	29/12/2018	Saturday	Dean (Acad) & By Time Table Committee
8	Department Academic Calendar (B Tech/ MCA/MBA) to include Guest Lectures/Seminars/Workshops and other FDP to be conducted by the department	29/12/2018	Saturday	By respective HODs
9	NBA and NAAC Meeting	01/01/2019	Tuesday	By The Principal/Dean (A) / NBA coordinators
10	Auditing of Faculty Diary/Lecture Plan/ CO-PO - PSO Mapping/Course File	09/01/2019 to 16/01/2019	Wednesday to Wednesday	By The Principal/Dean (A) Respective HoDs
11	PAC Meeting	10/01/2019 to 12/01/2019	Thursday to Saturday	By Respective HoDs
12	DAC Meeting	14/01/2019 to 16/01/2019	Monday to Wednesday	By Respective HoDs
13	Staff Council Meeting	17/01/2019	Thursday	By Staff Council Secretary
14	Registration and commencement of classes	21/01/2019	Monday	HODs
15	Republic Day Holiday	26/01/2019	Saturday	Registrar/Sports Director
16	Mytri Annual Sports	1-02-2018 to 02-02-2018	Friday & Saturday	Dean Student welfare/Sports Director
17	First student Mentor Meeting	22/02/2019	Friday	By respective Department
18	Attendance Record of students having less than 75% attendance	22/02/2019	Friday	By respective HODs
19	Information to Parents/Guardian regarding shortage of attendance	23/02/2019	Saturday	By respective HODs
20	Sending SMS to parents regarding attendance status	23/02/2019	Saturday	By SIM Coordinator
21	Course Coverage sent to Principal	23/02/2019	Saturday	By respective HODs

22	CIA-I (1/3 rd of syllabus)	25/02/2019 to 27/02/2019	Monday to Wednesday	By respective HODs
23	Students/Parents/ARC Meeting (shortage of attendance)	27/02/2019	Wednesday	By respective HODs
24	CIA-1 test evaluation completed and answers- scripts shown to students, result analyses and submission of Sessional copies to HODs.	04/03/2019	Monday	By respective faculty members
25	Sending of sessionals marks to registrar office after evaluation	06/03/2019	Wednesday	By respective HODs
26	Second mentors meeting	07/03/2019	Thursday	By respective HODs
27	Student Feedback	28/02/2019 to 02/03/2019	Thursday to Saturday	By Department/Criterion 9 team/SIM Coordinator
28	Techno-Cultural Fest Zealicon-2019	05/03/2019 to 08/03/2019	Tuesday to Friday	Dean Student welfare
29	Celebration of women's day	08/03/2019	Friday	Women cell /Dr.T.G.Mamatha
30	SIH -2019	09/03/2019 to 10/03/2019	Saturday to Sunday	HoD EEE and Dean R&D
31	Holi Holidays	21/03/2019	Thursday	
32	Attendance record sent to Principal	27/03/2019	Wednesday	By respective HODs
33	Course coverage sent to principal	27/03/2019	Wednesday	By respective HODs
34	Sending SMS to parents regarding attendance status	27/03/2019	Wednesday	By SIM Coordinator
35	Information to Parents/Guardian regarding shortage of attendance	27/03/2019	Wednesday	By respective HODs
36	CIA-II (Next 1/3 rd of syllabus)	28/03/2019 to 01/04/2019	Thursday to Monday	By respective HODs
37	Students/Parents/ARC Meeting (shortage of attendance)	30/03/2019	Saturday	By respective HODs
38	Student feedback and feedback on central facilities	01/04/2019 to 03/04/2019	Monday to Wednesday	By Department/Criterion 9 team/SIM Coordinator
39	CIA II Test evaluation completed and answer- scripts shown to students, result analyses and submission of Sessional copies to HODs.	08/04/2019	Monday	By respective HODs
40	Sending of sessionals marks to registrar office after evaluation	09/04/2019	Tuesday	By respective HODs
41	Student Mentor Meeting	09/04/2019	Tuesday	Department Criterion 9 Team
42	Project Presentation Demonstration/open Day Presentation	26/04/2019	Friday	By respective HODs
43	Attendance Record sent to Principal and parents	27/04/2019	Saturday	By respective HODs

44	Students/ Parents/HOD/Faculty/ARC (shortage of attendance)	27/04/2019	Saturday	By ARC chairman
45	Student Feedback	22/04/2019 to 27/04/2019	Monday to Saturday	By Department/Criterion 9 team/SIM Coordinator
46	Course Coverage sent to Principal	27/04/2019	Saturday	By respective HODs
47	CIA-III (Complete Syllabus)	29/04/2019 to 03/05/2019	Monday to Friday	By respective HODs
48	Students Farewell (Final Year)	06/05/2019	Monday	Department wise
49	Student Mentor Meeting	07/05/2019	Tuesday	Department Criterion 9 team
50	CIA III Test evaluation completed and answer-scripts shown to students, result analyses and submission of Sessional copies to HODs.	08/05/2019	Wednesday	By respective HODs
51	Sending of sessionals marks to registrar office after evaluation	09/05/2019	Thursday	By respective HODs
52	End Semester Examinations			As per University Schedule
53	End semester Practical Examinations			As per University Schedule
54	Evaluation work			As per University Schedule
55	Summer Break			As per Management and Principal
56				

Note:

1. HoDs Meeting: HoDs meeting will be held as and when required

2. 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.

3. Performance Assessments and Marking System:

- a) The marks obtained in Tests, Assignments & Quizzes 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.


Dean (Academic) 01/11/2019


Principal 01/11/2019

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)

(4)