



Academic Calendar - Odd Semester 2017-18

S.N.	Event	Date(s)	Day(s)	Remarks
1	Course Allocation, Faculty load calculation and projection of requirement of resources	10-06-2017	Saturday	By respective HODs
2	Subject Allotment	10-06-2017	Saturday	By respective HODs
3	HODs Meeting for discussion to finalize Academic Calendar & Time Table	12-06-2017	Monday	By Principal
4	Department Academic Calendar to be uploaded on SIM	17-06-2017	Thursday	By respective HODs with SIM OSD
5	Prepare 1 st year Time Table – Finalization of Department Time Table	14-06-2017 - 20-07-2017	Wednesday Thursday	By Dean(1 st year) By respective HODs
6	HODs Meeting	21-07-2017	Friday	By Principal
7	Staff Council meeting	22-07-2017	Saturday	By Principal
8	Upload on SIM & through SIM Implement Institute Time Table w.e.f.	24-07-2017	Monday	By Time Table Committee & SIM Coordinators
9	Commencement of Classes for II / III / IV Year of B.Tech/MBA/MCA/M.Tech	24-07-2017	Monday	By Registrar & HODs
10	Reporting & Commencement of I year B.Tech/MBA/MCA	01-08-2017	Tuesday	By Dean(1 st year)/HOD Maths
11	Orientation to I year Students	18-08-2017	Friday	By Principal & HOD Maths
12	HODs Meeting	19-08-2017	Saturday	By Principal
13	Founders day	29-08-2017	Tuesday	By Accounts Officer
14	HODs Meeting	01-09-2017	Friday	By Principal
15	Students Feedback	06-09-2017	Wednesday	By respective HODs
16	Sessional - I test for B.Tech/MBA/MCA . CIA-I	07-09-2017 to 09-09-2017	Thursday-Saturday	1/3 syllabus
17	Students, parents meeting with HODs (Shortage of Attendance through SIM	13-09-2017 & 14-09-2017	Wednesday-Thursday	By respective departments
18	Annual Sports meet Mythri 2017-18	04-10-2017 to 06-10-2017	Wednesday - Friday	By Physical Education Director
19	Alumni Meet	07-10-2017	Saturday	By Alumni Coordinator
20	HoDs Meeting	16 -10-2017	Monday	By Principal
21	ARC Meeting with parents	23-10-2017	Monday	By ARC Committee
22	Sessional – II test for B.Tech/MBA/MCA CIA-II	26-10-2017 to 28-10-2017	Thursday - Saturday	Next 1/3 syllabus
23	Students/ parents meeting with HODs (Shortage of Attendance)	24-11-2017	Friday	By respective departments
24	HODs Meeting	25-11-2017	Saturday	By Principal
25	Students Feedback	25-11-2017	Saturday	By respective HODs
26	Sessional - III test for B.Tech/MBA/MCA . CIA-III	27-11-2017 to 01-12-2017	Monday – Friday	Full Syllabus (60 or 40 marks as prescribed)
27	Attendance filing on SIM Scrutinized & Recorded department wise	01-12-2017	Friday	By Chairperson ARC HODs
28	HODs Meeting	04-12-2017	Monday	By Principal
29	University End semester Examination			As per University Schedule
30	End semester Practical Examinations			As per University Schedule
31	Digital Evaluation work			As per University Schedule

NOTE:

1. Attendance:

- a) 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.
- b) Attendance requirement to be eligible to appear in CIA-I is **70%**, CIA-II is **75%** and CIA-III is **75%**.
- c) 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.
- d) 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.
- e) 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 & 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 student's marks obtained in **CIA-I, CIA-II and CIA-III**. **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.** The final marks obtained will then get generated through SIM only towards the end of the odd semester for uploading at the University portal.
- 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 habit to see students performance and attendance status on SIM on regular basis.

SD/-
Principal