



JSS ACADEMY OF TECHNICAL EDUCATION
C-20/1, sector-62, NOIDA-201301

Academic Calender - Even semester 2016-17

SN	Event	Date(S)	Remarks
1.	Course Allocation and Faculty load calculation	31-12-2016	By respective HOD's
2.	I Year Time Table	06-01-2017	By Maths / Physics HOD
3	Course diary / Course File along with the course notes	09-01-2017	By Faculty Members
4.	Department Time Table	10-01-2017	By respective HOD's
5.	Departmental Seminar, Conference & FDP schedule preparation	10-01-2017	By Departments
6.	Institute Time Table	12-01-2017	By Time Table Committee
7.	Department Academic Calender	12-01-2017	By Respective HOD's
8.	Staff Council Meeting	12-01-2017	
9.	Reviewing and updation of Lab Manual	14-01-2017	By Departments
10.	B.Tech/MCA/MBA Registration & Commencement of Classes	16-01-2017	HOD's
11.	HOD's Meeting	21-01-2017	
12.	Alumni day / College Convocation		HOD-Mathematics
13.	Attendance record for students having less than 75% attendance to Principal	13-02-2017	By respective HOD's
14.	Course coverage sent to Principal	13-02-2017	By respective HOD's
15.	Information to Parents/Guardian regarding shortage of attendance	13-02-2017	
16.	CIA-I test (1/3 rd of syllabus) for B.Tech/MCA/MBA	15-02-2017 to 18-02-2017	By respective HOD's
17.	Students/Parents/ARC meeting(Shortage of attendance)	16-02-2017	By respective HOD's
18.	HOD's Meeting	25-02-2017	
19.	CIA-I test evaluation completed and answer-scripts shown to students, result analysed and statistics sent to Principal deficient students identified	27-02-2017	By respective HOD's
20.	Zealicon & Cultural day(Indian traditional dance & music programme, Indian cuisine competition)	30th, 31st of March and 01st of April 2017	By. HOD EE/EEE
21.	HOD's Meeting	25-03-2017	
22.	Attendance record sent to Principal	27-03-2017	By respective HOD's
23.	Course coverage sent to Principal	27-03-2017	By respective HOD's
24.	CIA-II test (2nd 1/3rd of syllabus) for B.Tech/MBA/MCA	23-03-2017 to 25-03-2017	By respective HOD's
25.	CIA-II test evaluation completed and answer-scripts shown to students result analysed and statistics sent to Principal/ deficient students identified	08-04-2017	By respective HOD's
26.	HOD's Meeting	22-04-2016	
27.	Attendance record sent to Principal and parents /Guardian	29-04-2017	By respective HOD's
28.	Students/Parents/HOD/Faculty/ARC (Shortage of attendance)	29-04-2017	By respective Departments
29.	Course coverage sent to Principal	01-05-2017	By respective HOD's
30.	CIA-III test for B.Tech/MCA/MBA	01-05-2017 to 05-05-2017	By respective HOD's
31.	Students farewell(Final year)	06-05-2017	Department wise
32.	CIA-III test evaluation completed and answer -scripts shown to students result analysed and statistics sent to Principal	11-05-2017	By respective HOD's
33.	End Semester Examinations		As per University Schedule
34.	End semester Practical Examinations	12-05-2017	As per University Schedule
35.	Evaluation work		As per University Schedule
36.	Summer Break		After the completion of end semester University Examination

NOTE:

1. Attendance:

- a) 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 prior permission of Principal.
- b) Attendance requirement for CAI-I is 70%, CAI-II is 75% and CAI-III is 75%.
- c) Mentor-student meeting to be held during last week of the every month. HODs will identify the issues and discuss with students. Attendance to be marked by mentors and uploaded on SIM by respective faculty regularly.
- d) Department Attendance Review Committee headed by HOD shall conduct parents meeting at department level who have shortage of attendance as per norms as per schedule in Academic Calender.
- e) List of those students, who are having attendance of 75% and below, report with colour coding to be downloaded from SIM every month by respective HODs for action and also display it on the respective department notice boards.

2. Sessionals 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 for student performance with colour coded records.
- b) The CT marks will be awarded based on marks obtained in CIA - I and CIA - II and attending CIA - III is compulsory, as it is being preparing to the End semester exam.
- c) AT marks will be awarded based on students' attendance.
- d) Participation in sports, co-curricular and extracurricular activities will be accounted while awarding GP marks.

Students will make it habit to see their performance on SIM on regular basis.

SD/-
PRINCIPAL