



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

JSSATEN/DEAN (ACAD)/189/2021

16-03-2021

Academic Calendar (Faculty & Admin) -Even Semester for B.Tech/M.Tech/MCA/MBA
AY 2020 -2021

S.No.	Event	Date(s)	Day(s)	Remarks
1	Course Allocation and Faculty load calculation and projection of requirement of resources	17-03-2021	Wednesday	By Respective HoDs
2	Subject Allotment	18-03-2021	Thursday	By Respective HoDs
3	First Year B. Tech Time Table	18-03-2021	Thursday	By First Year coordinator
4	Finalization of Lab Manual	22-03-2021	Monday	Coordinated by Dr Chaya Dalela, ECE Department
5	Department Time Table	23-03-2021	Tuesday	By Respective HoDs
5	Institute Time Table	26-03-2021	Friday	Dean (Acad) & By Time Table Committee
6	Feedback from Industry experts in connection with curriculum gaps and performance of students in various subjects during campus drive	27-03-2021	Saturday	TPO, Placement coordinators of departments, HoDs, NBA coordinator, D(A), Registrar and Principal
7	Department Academic Calendar (B Tech/M.Tech/MCA/MBA) to include Guest Lectures for curriculum gaps & beyond the syllabus/Seminars/webinars/Workshop/Industrial Visits/Industry Institute Interaction/IIC activities/ conferences and other FDP to be conducted by the department	31-03-2021	Wednesday	By Respective HoDs Vetted by Dean Academic and finally approved by Principal. Send a copy of the same to Principal and Dean (Academic)

8	Readiness of Course diary / Course File along with the course notes for the Ay 2020-2021	31-03-2021	Wednesday	By concerned faculty members in consultation with concerned HoD
9	Registration and Commencement of Classes for B. Tech /MBA/ MCA/M. Tech	01-04-2021	Thursday	HoDs/Registrar
10	Auditing of Lecture Plan/ CO-PO –PSO Mapping/Course File of odd and even semester 2020-21	12-04-2021 to 17-04-2021	Monday to Saturday	By the Principal/Dean (A) Respective HoDs
11	PAC/DAC	In the month of April		By Respective HoDs
12	NBA and NAAC Meeting	Continuous Process		By The Principal/Dean (A) / NBA/NAAC coordinators
13	PAQIC/QIC (FOR FIRST YEAR)	In the month of April		By Respective HoDs
14	Science conclave	24-04-2021	Saturday	First Year, HoDs of PHY,CHEM, MATHS
15	Attendance Record of students having less than 70% attendance	28-04-2021	Wednesday	By Respective HoDs
16	Information to Parents/Guardian regarding shortage of attendance	28-04-2021	Wednesday	By Respective HoDs
17	Sending SMS to parents regarding attendance status	28-04-2021	Wednesday	By HoDs/SIM Coordinator
18	Course Coverage sent to Principal & Dean Academic	29-04-2021	Thursday	By Respective HoDs
19	Submission of students List (70%) to Dean Academic /ARC	30-04-2021	Friday	By Respective HoDs
20	CIA-I (1/3 rd of syllabus)	03-05-2021 to 05-05-2021	Monday to Wednesday	By Respective HoDs
21	Students/Parents/ARC Meeting (shortage of attendance)	08-05-2021	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.	12-05-2021	Wednesday	By respective faculty members
23	Sending of sessionals (CIA-1) marks to Registrar office after evaluation	14-05-2021	Friday	By Respective HoDs

24	List of weak students to dean Academic and measures taken	14-05-2021	Friday	By Respective HoDs
25	Student Mentor meeting	13-05-2021 to 15-05-2021	Thursday to Saturday	By Respective HoDs/ Mentors
26	Student Feedback on faculty members	17-05-2021 to 22-05-2021	Monday to Saturday	By Department/SIM Coordinator
27	Attendance Record of students having less than 75% attendance	31-05-2021	Monday	By Respective HoDs
28	Course Coverage sent to Principal & Dean Academic	31-05-2021	Monday	By Respective HoDs
29	Sending SMS to parents regarding attendance status	31-05-2021	Monday	By SIM Coordinator
30	Information to Parents/Guardian regarding shortage of attendance	01-06-2021	Tuesday	By Respective HoDs
31	Submission of Detained students List to Dean Academic /ARC	01-06-2021	Tuesday	By Respective HoDs
32	CIA-II (Next 1/3 rd of syllabus)	03-06-2021 to 05-06-2021	Thursday to Saturday	By Respective HoDs
33	Students/Parents/ARC Meeting (shortage of attendance)	07-06-2021 to 08-06-2021	Monday & Tuesday	By Respective HoDs and ARC
34	CIA II Test evaluation Completed and answer-scripts shown to students, result analyses and submission of Sessional copies to HODs.	12-06-2021	Saturday	By Respective HoDs
35	Sending of sessionals marks to Registrar office after evaluation	14-06-2021	Monday	By Respective HoDs
36	List of weak students to dean Academic and measures taken	14-06-2021	Monday	By Respective HoDs
37	Student Mentor Meeting	14-06-2021 to 15-06-2021	Monday & Tuesday	By Respective HoDs and Mentors
38	Student feedback on central facilities	16-06-2021 to 17-06-2021	Wednesday & Thursday	By Department/Criterion 9 team/SIM Coordinator
39	Student Feedback on faculty members	21-06-2021 to 26-06-2021	Monday to Saturday	By Department/SIM Coordinator
40	Open day presentation-Final Year Project Presentation	26-06-2021	Saturday	By Respective HoDs
41	Lab Sessional for all courses	28-06-2021 to 03-07-2021	Monday to Saturday	By Respective HoDs
42	Students/ Parents/HOD/Faculty/ARC (shortage of attendance)	30-06-2021	Wednesday	By ARC committee
43	Attendance Record sent to Principal and Parents	30-06-2021	Wednesday	By Respective HoDs

44	Students Fare well (Final Year Students)	03-07-2021	Saturday	By Respective departments
45	Course Coverage sent to Principal and Dean Academics	03-07-2021	Saturday	By Respective HoDs
46	CIA-III (I/3 rd syllabus)	05-07-2021 to 07-07-2021	Monday to Wednesday	By Respective HoDs
47	Feedback from Industry experts in connection with curriculum gaps and performance of students in various subjects during campus drive	09-07-2021	Friday	TPO, Placement coordinators of departments, HoDs, NBA coordinator, D(A), Registrar and Principal
48	CIA III Test evaluation completed and answer-scripts shown to students, result analyses and submission of Sessional copies to HODs.	12-07-2021	Monday	By Respective HoDs
49	Sending of sessionals marks to Registrar office after evaluation	13-07-2021	Tuesday	By Respective HoDs
50	End semester Practical Examinations			As per University Schedule
51	End Semester Examinations			As per University Schedule
52	Evaluation work			As per University Schedule
53	Summer Internship			As per University Schedule

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

4. 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.
- 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.

- 5 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.
- 6 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.

- 7 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 weak students must be arranged by respective departments periodically. HoDs must send the weak students list, action plan and their progress to the Dean (Academics)
- 8 Details of the course coverage and attendance must be sent to the Principal and Dean (Academics) before every sessional
- 9 All HoDs and faculty members cooperation is needed to have better Teaching learning ecosystem in the institute.



Dean (Academics)



Principal
16/03/2021.

Copy to:

CAO, AO, Registrar, All Deans,

HODs – CE, CS, IT, EE, EEE, IC, EC, ME, MBA, MCA, PHY, CHEMISTRY, MATHS, ENGLISH, P&T, NBA Coordinator/Chief warden /Sports and Project office, /Hostel superintendents.