

# **ACADEMIC CALENDAR**

*(SCE/AC/2022-23 (O)V1.1)*

## **Autonomy Batches**

**Academic Year 2022 – 23**

**(Odd Semester)**

- 
- **Undergraduate Programmes**
  - **Integrated Programme**
  - **Post-graduate Programmes**

### **GENERAL INFORMATION**

1. This Academic Calendar is prepared by consolidating the major events listed in the odd semester (2022-23 academic year) academic schedules of various programmes.
2. The odd semester schedules of mandatory academic activities for various programmes – Undergraduate, Integrated and Post-graduate Programmes – were published already.
3. The Academic Calendar may be referred by the staff members to plan their academic activities.
4. The Course Plan for the next semester may be prepared based on this Academic Calendar and uploaded in the AMS portal before the commencement of classes.
5. The listed activities & their timeline in the Academic Calendar are final and shall not be changed unless there is any compelling reason to modify it; faculty members shall plan their academic activities accordingly.
6. The number of working days for all programmes is as per the stipulation made by the academic regulations. The working days include days for internal tests (series tests) and co-curricular/extra-curricular activities.
7. Some Saturdays are made working days for staff and students; additional classes, if required, can be taken on non-working days offline/online to cover the modules/portions.
8. In case contact classes cannot be conducted due to natural calamities/ pandemics/ other such unforeseen happenings, classes can be held online on the day, as decided by the Principal.
9. There will not be any further communication to remind the faculty members of the scheduled activities. Deans, HODs, Academic Coordinators, Chief Staff advisors, Staff Advisors, AMS Coordinators, M.Tech. Coordinators, Course Coordinators, Convener-Examination Cell and all other responsible offices shall adhere to the schedule for the smooth conduct of the academic activities.
10. AMS portal will be disabled/locked on the date mentioned in the Academic Calendar for the designated academic activity. Enabling/unlocking the respective portals for re-entry/updation/re-submission of the details will be made with the permission of the Principal only.
11. The **Academic Calendar** that prescribes the timeline of major events, and the **Schedule of Mandatory Academic Activities** (programme-wise) shall have to be followed/referred to for carrying out the academic activities of the autonomous streams.

AUGUST 2022		
Day	Date	Event
Mon	1	
Tue	2	
Wed	3	
Thu	4	
Fri	5	
Sat	6	
Sun	7	Sunday
Mon	8	
Tue	9	
Wed	10	
Thu	11	
Fri	12	
Sat	13	Second Saturday
Sun	14	Sunday
Mon	15	Independence Day
Tue	16	
Wed	17	
Thu	18	Sree Krishna Jayanthi
Fri	19	
Sat	20	
Sun	21	Sunday
Mon	22	
Tue	23	
Wed	24	
Thu	25	First Instructional Day – S3 M.Tech.
Fri	26	
Sat	27	
Sun	28	Sunday
Mon	29	First Instructional Day- S3 MCA, S3 IMCA, S5 IMCA
Tue	30	
Wed	31	
Total number of working days of the month		22
Cumulative number of working days		22

SEPTEMBER 2022		
Day	Date	
Thu	1	
Fri	2	
Sat	3	ONAM HOLIDAYS
Sun	4	Sunday
Mon	5	ONAM HOLIDAYS
Tue	6	ONAM HOLIDAYS
Wed	7	ONAM HOLIDAYS
Thu	8	ONAM HOLIDAYS
Fri	9	ONAM HOLIDAYS
Sat	10	ONAM HOLIDAYS
Sun	11	Sunday
Mon	12	First Instructional Day – S1 MBA and S3 MBA
Tue	13	
Wed	14	
Thu	15	
Fri	16	
Sat	17	Working Saturday for S3 MCA, S3 IMCA, S5 IMCA, S3 M.Tech.
Sun	18	Sunday
Mon	19	First Instructional Day – S1 MCA, S1 IMCA
Tue	20	
Wed	21	Sree Narayana Guru Samadhi
Thu	22	First Instructional Day – S3 B.Tech. and S5 B.Tech.
Fri	23	
Sat	24	
Sun	25	Sunday
Mon	26	
Tue	27	
Wed	28	
Thu	29	
Fri	30	
Total number of working days of the month		17
Cumulative number of working days		39

<b>OCTOBER 2022</b>		
Day	Date	
Sat	1	<b>Working Saturday for B.Tech., S1 MCA, S3 MCA, S1 IMCA, S3 IMCA, S5 IMCA, S3 M.Tech.</b>
Sun	2	<b>Sunday - Gandhi Jayanthi</b>
Mon	3	
Tue	4	<b>Maha Navami</b>
Wed	5	<b>Vijaya Dasami</b>
Thu	6	
Fri	7	<b>Internal Test – I (S3 M.Tech)</b>
Sat	8	
Sun	9	<b>Sunday</b>
Mon	10	
Tue	11	<b>End date to publish Internal Test-I marks of students in AMS (S3 M.Tech)</b>
Wed	12	<b>Start Date of Internal Test – I (S3 MCA)</b>
Thu	13	
Fri	14	
Sat	15	<b>Working Saturday for B.Tech., S1 MCA, S3 MCA, S1 IMCA, S3 IMCA, S5 IMCA, S3 M.Tech.</b> <b>End Date of Internal Test – I (S3 MCA)</b>
Sun	16	<b>Sunday</b>
Mon	17	<b>Start Date of Internal Test – I (S1 MBA)</b>
Tue	18	
Wed	19	<b>Start Date of Internal Test – I (S3 IMCA, S5 IMCA)</b>
Thu	20	
Fri	21	
Sat	22	<b>Working Saturday for B.Tech., S1 MCA, S1 IMCA, S3 IMCA, S5 IMCA</b> <b>Start Date of Internal Test – I (S3 MBA)</b> <b>End date to publish Internal Test-I marks of students in AMS (S3 MCA)</b>
Sun	23	<b>Sunday</b>
Mon	24	<b>Deepavali</b>
Tue	25	
Wed	26	<b>End Date of Internal Test – I (S1 MBA, S3 IMCA, S5 IMCA)</b>
Thu	27	<b>Start Date of Internal Test – I (S3 B.Tech., S5 B.Tech., S1 MCA, S1 IMCA)</b>
Fri	28	
Sat	29	<b>Working Saturday for B.Tech., S1 MCA, S1 IMCA</b> <b>End date to publish Internal Test-I marks of students in AMS (S1 MBA)</b>
Sun	30	<b>Sunday</b>
Mon	31	<b>End Date of Internal Test – I (S3 B.Tech, S5 B.Tech)</b>
Total number of working days of the month		<b>22</b>
Cumulative number of working days		<b>61</b>

NOVEMBER 2022		
Day	Date	Event
Tue	1	End Date of Internal Test – I (S1 MCA)
		End date to publish Internal Test-I marks of students in AMS (S3 IMCA, S5 IMCA)
Wed	2	End Date of Internal Test – I (S3 MBA, S1 IMCA)
Thu	3	
Fri	4	
Sat	5	Working Saturday for B.Tech., S1 MCA, S1 IMCA, S3 MCA, S3 IMCA, S5 IMCA, S3 M.Tech.
Sun	6	Sunday
Mon	7	End date to publish Internal Test-I marks of students in AMS (S3 MBA)
Tue	8	End date to publish Internal Test-I marks of students in AMS (S1 MCA)
Wed	9	End date to publish Internal Test-I marks of students in AMS (S1 IMCA)
Thu	10	
Fri	11	End date to publish Internal Test-I marks of students in AMS (S3 B.Tech., S5 B.Tech.)
Sat	12	Second Saturday
Sun	13	Sunday
Mon	14	
Tue	15	
Wed	16	
Thu	17	
Fri	18	
Sat	19	Working Saturday for B.Tech., S1 MCA, S1 IMCA, S3 MCA, S3 IMCA, S5 IMCA, S3 M.Tech.
Sun	20	Sunday
Mon	21	Start Date of Internal Test – II (S1 MBA)
Tue	22	
Wed	23	
Thu	24	Start Date of Internal Test – II (S3 MCA)
Fri	25	
Sat	26	Working Saturday for B.Tech.
Sun	27	Sunday
Mon	28	
Tue	29	End Date of Internal Test – II (S1 MBA)
Wed	30	Internal Test – II (S3 M.Tech.)
		End Date of Internal Test – II (S3 MCA)
Total number of working days of the month		25
Cumulative number of working days		86

DECEMBER 2022		
Day	Date	Event
Thu	1	Start Date of Internal Test – II (S3 B.Tech., S5 B.Tech., S3 MBA, S3 IMCA, S5 IMCA)
Fri	2	
Sat	3	Working Saturday for B.Tech., S1 MCA, S1 IMCA, S3 MCA, S3 IMCA, S5 IMCA, S3 M.Tech.
Sun	4	Sunday
Mon	5	End Date of Internal Test – II (S3 B.Tech, S5 B.Tech)
		End date to publish Internal Test-II marks of students in AMS (S1 MBA, S3 M.Tech)
Tue	6	End Date of Internal Test – II (S3 IMCA, S5 IMCA)
		End date to publish Internal Test-II marks of students in AMS (S3 MCA)
		End Date to Complete Final Review of Project Phase-I (S3 M.Tech.)
Wed	7	
Thu	8	Final Instructional Day of the Semester - S3 M.Tech
		Start Date of Internal Test – II (S1 MCA, S1 IMCA)
Fri	9	End Date of Internal Test – II (S3 MBA)
		Final Instructional Day of the Semester- S3 MCA
Sat	10	Second Saturday
Sun	11	Sunday
Mon	12	Publish IA marks & attendance of students by HOD (S3 M.Tech)
		End date to publish Internal Test-II marks of students in AMS (S3 IMCA, S5 IMCA)
Tue	13	End Date of Internal Test – II (S1 MCA)
		Publish IA marks & attendance of students by HOD(S3 MCA)
Wed	14	End date to publish Internal Test-II marks of students in AMS (S3 B.Tech., S5 B.Tech.)
		End Date of Internal Test – II (S1 IMCA)
Thu	15	End date to publish Internal Test-II marks of students in AMS (S3 MBA)
Fri	16	Final Instructional Day of the Semester- S3 IMCA, S5 IMCA
Sat	17	Working Saturday for B.Tech., S1 MCA, S1 IMCA
Sun	18	Sunday
Mon	19	End date to publish Internal Test-II marks of students in AMS (S1 MCA, S1 IMCA)
		Publish IA marks & attendance of students by HOD (S3 IMCA, S5 IMCA)
Tue	20	
Wed	21	Final Instructional Day of the Semester - S1 MCA, S1 IMCA
Thu	22	Publish IA marks & attendance of students by HOD (S1 MCA, S1 IMCA)
Fri	23	Final Instructional Day of the Semester S3 B.Tech., S5 B.Tech., S1 MBA, S3 MBA
		Publish IA marks & attendance of students by HOD (S3 B.Tech., S5 B.Tech., S1 MBA, S3 MBA)
Sat	24	CHRISTMAS HOLIDAYS
Sun	25	Sunday
Mon	26	CHRISTMAS HOLIDAYS
Tue	27	CHRISTMAS HOLIDAYS
Wed	28	CHRISTMAS HOLIDAYS
Thu	29	CHRISTMAS HOLIDAYS
Fri	30	CHRISTMAS HOLIDAYS
Sat	31	CHRISTMAS HOLIDAYS
Total number of working days of the month		19
Cumulative number of working days		105

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**Annexure - Combined File**

Schedule of Mandatory Academic Activities for Third Semester M.Tech. Odd Semester of 2022-23 AY published on **22<sup>st</sup> August 2022**

Schedule of Mandatory Academic Activities for Third Semester MCA, Third and Fifth Semester IMCA - Odd Semester of 2022-23 AY published on **26<sup>nd</sup> August 2022**

Schedule of Mandatory Academic Activities for First and Third Semester MBA - Odd Semester of 2022-23 AY published on **5<sup>th</sup> September 2022**

Schedule of Mandatory Academic Activities for Third and Fifth Semester B.Tech.– Odd Semester of 2022-23 AY published on **16<sup>th</sup> September 2022**

Schedule of Mandatory Academic Activities for First Semester MCA and IMCA – Odd Semester of 2022-23 AY published on **18<sup>th</sup> September 2022**

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Published by Academics as attachment to the notification SCE/AC-AB/GEN/268/2022 dated 20.09.2022

Suggestions/comments, if any, regarding the contents of the Academic Calendar may be mailed to

[autonomyoffice.academic@saintgits.org](mailto:autonomyoffice.academic@saintgits.org)

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## ACADEMIC SCHEDULE

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SCE/AS/22-23(O)/B.Tech./03&05/V1.1

### SCHEDULE OF MANDATORY ACADEMIC ACTIVITIES FOR THIRD SEMESTER B.TECH. AND FIFTH SEMESTER B.TECH. (2022-23 ACADEMIC YEAR)

SL. NO.	ACTIVITY	S3 B.Tech. and S5 B.Tech.
0	End date for previous semester registration (payment of (i) pending fees and (ii) fee for the third semester)	31.08.2022
1	Onam Holidays	03.09.2022 to 11.09.202 (both days inclusive)
2	End date to complete course teaching plan entry in AMS	20.09.2022
3	<b>FIRST INSTRUCTIONAL DAY</b>	<b>22.09.2022</b>
4	Advisory Meeting – I	23.09.2022
5	Advisory Meeting – II End date	17.10.2022
6	<b>INTERNAL TEST - I</b>	<b>27.10.2022 to 31.10.2022</b>
7	End date to complete mid-semester feedback of students	03.11.2022
8	End date to publish Internal Test - I results in AMS	11.11.2022
9	Advisory Meeting – III End date (PTA Meeting – I, Offline)	16.11.2022
10	Advisory Meeting – IV End Date	25.11.2022
11	<b>INTERNAL TEST – II</b>	<b>01.12.2022 to 05.12.2022</b>
12	End date to publish Internal Test -II results in AMS	14.12.2022
13	Advisory Meeting – V End date (PTA Meeting – II, Virtual Mode)	16.12.2022

14	Publish the list of probable students facing ineligibility to appear for ESE		16.12.2022
15	End date to conduct re-tests (if applicable) and mark entry in AMS		19.12.2022
16	Advisory Meeting–VI (to finalize IA Marks)		21.12.2022
17	End date to complete end semester feedback of students		22.12.2022
18	End date to complete course exit survey of students		22.12.2022
19	Generation of draft internal assessment marks by faculty members		22.12.2022
20	<b>FINAL INSTRUCTIONAL DAY</b>		<b>23.12.2022</b>
21	<b>APPROVE &amp; PUBLISH INTERNAL ASSESSMENT MARKS &amp; ATTENDANCE BY HOD</b>		<b>23.12.2022</b>
22	ATTENDANCE CONDONATION SCHEDULE	*Generation of the list of students eligible for condonation of shortage of attendance	24.12.2022
		Submission of request for condonation of shortage of attendance by the students to the Principal	03.01.2023 and 04.01.2023
		Processing condonation requests by Academics to enable ESE registration of students	05.01.2023 and 06.01.2023
23	X-Mas Holidays/Study Holidays for Students		24.12.2022 to 02.01.2023 (both days inclusive)
24	FINAL SUBMISSION OF INTERNAL ASSESSMENT MARKS	<i>Portal Opening</i>	<b>03.01.2023</b>
		<i>Portal Closing</i>	<b>04.01.2023</b>
25	TENTATIVE FIRST INSTRUCTIONAL DAY (SEMESTER IV/VI)		Shall be finalized after the notification of ESE (Regular) schedule
	<b>TOTAL WORKING DAYS</b>		<b>73</b>

\*Medical leave availed after 16.12.2023 shall not be considered for condonation of shortage of attendance

WORKING SATURDAYS		
No.	Date	As per the timetable of:
1	01.10.2022	Monday
2	15.10.2022	Tuesday
3	22.10.2022	Wednesday
4	29.10.2022	Internal Test-I
5	05.11.2022	Thursday
6	19.11.2022	Friday
7	26.11.2022	Monday
8	03.12.2022	Internal Test-II
9	17.12.2022	Thursday

Advisory Meeting #	Purpose of Meeting	Participants
I	<ul style="list-style-type: none"> <li>To plan staff advisory/mentoring activities</li> <li>To plan common course conduct</li> </ul>	<ul style="list-style-type: none"> <li>HoD, Chief Staff Advisor, Staff Advisors</li> <li>Chairman and faculty members of Course Committee</li> </ul>
II	Course Committee/Class Committee (To evaluate class/course conduct and any relevant matter)	Chairman, Course Coordinators, Chief Staff Advisor, Staff Advisors and Student Representatives
III	PTA Meeting – I (Offline Mode)	Dean/HoD, Course Coordinators, Chief Staff Advisor, Staff Advisors, Parents
IV	Course Committee/Class Committee (To evaluate class/course conduct and any relevant matter)	Chairman, Course Coordinators, Chief Staff Advisor, Staff Advisors and Student Representatives
V	PTA Meeting – II (Virtual Mode)	Dean/HoD, Course Coordinators, Chief Staff Advisor, Staff Advisors, Parents
VI	To finalise the internal assessment marks	Dean/HoD, Course Coordinators, Chief Staff Advisor, Staff Advisors

- The published schedule is final and shall not be changed unless there is any compelling reason to modify it; faculty members shall plan their academic activities accordingly.
- The number of working days is 73, which is more than stipulated by the academic regulations. Additional contact sessions, if required, can be taken on non-working days through offline/online.
- There will not be any further communication to remind the faculty members of the scheduled activities. Dean, HOD, Academic Coordinator, Chief Staff Advisor, Staff Advisors and Course Coordinators shall adhere to the schedule for the smooth conduct of the academic activities.
- The schedule for Academic Audits and End Semester Examinations will be published by the concerned authorities.
- Conduct/delivery of the courses shall be as per the guidelines given in the course syllabus and academic regulations.

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Published by Academics as attachment to the Notification SCE/AC-AB/GEN-264 dated 16.09.2022

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**ACADEMIC SCHEDULE****SCHEDULE OF MANDATORY ACADEMIC ACTIVITIES FOR  
FIRST SEMESTER MBA AND THIRD SEMESTER MBA (2022-23 ACADEMIC YEAR)**

SL. NO.	ACTIVITY	S1 MBA	S3 MBA
0	End date for third semester registration (payment of (i) pending fees and (ii) fee for the third semester)	NA	16.08.2022
1	Advisory Meeting – I (to plan staff advisory activities)	01.09.2022	
2	Onam Holidays	03.09.2022 to 11.09.2022 (both days inclusive)	
3	End date to complete course teaching plan entry in AMS	10.09.2022	
4	<b>FIRST INSTRUCTIONAL DAY</b>	<b>12.09.2022</b>	
5	<b>INTERNAL TEST - I</b>	<b>17.10.2022 to 26.10.2022</b>	<b>22.10.2022 to 02.11.2022</b>
6	End date to publish Internal Test - I results in AMS	29.10.2022	07.11.2022
7	End date to conduct Course Review Meeting – I	01.11.2022	09.11.2022
8	End date to complete mid-semester feedback of students	27.10.2022	
9	Advisory Meeting – II End date (PTA Meeting – I, Online)	12.11.2022	
10	<b>INTERNAL TEST – II</b>	<b>21.11.2022 to 29.11.2022</b>	<b>01.12.2022 to 09.12.2022</b>
11	End date to publish Internal Test -II results in AMS	05.12.2022	15.12.2022
12	End date to conduct Course Review Meeting – II	07.12.2022	17.12.2022

13	End date to conduct re-tests (if applicable) and mark entry in AMS		16.12.2022	17.12.2022
14	End date to complete end semester feedback of students		23.12.2022	
15	End date to complete course exit survey of students		23.12.2022	
16	Advisory Meeting-III (to finalize IA Marks)		21.12.2022	
17	<b>FINAL INSTRUCTIONAL DAY</b>		<b>23.12.2022</b>	
18	Generation of draft internal assessment marks by faculty members		22.12.2022	
19	<b>APPROVE &amp; PUBLISH INTERNAL ASSESSMENT MARKS &amp; ATTENDANCE BY HOD</b>		<b>23.12.2022</b>	
20	ATTENDANCE CONDONATION SCHEDULE	Generation of the list of students eligible for condonation of shortage of attendance	20.12.2022	
		Submission of request for condonation of shortage of attendance by the students to the Principal	21.12.2022	
		Processing condonation requests by Academics to enable ESE registration of students	22.12.2022	
21	X-Mas Holidays/Study Holidays for Students		24.12.2022 to 02.01.2023 (both days inclusive)	
22	<b>FINAL SUBMISSION OF INTERNAL ASSESSMENT MARKS</b>	<b>Portal Opening</b>	<b>03.01.2023</b>	
		<b>Portal Closing</b>	<b>04.01.2023</b>	
23	TENTATIVE FIRST INSTRUCTIONAL DAY (SEMESTER II/IV)		Shall be finalized after the notification of ESE (Regular and Supplementary) schedule	
	<b>TOTAL WORKING DAYS</b>		<b>75</b>	<b>77</b>

Advisory Meeting #	Purpose of Meeting	Participants
I	To plan staff advisory/mentoring activities	Dean/HoD, Chief Staff Advisor, Staff Advisors
II	PTA Meeting – I (Online Mode)	Dean/HoD, Course Coordinators, Chief Staff Advisor, Staff Advisors, Parents
III	To finalise the internal assessment marks	Dean/HoD, Course Coordinators, Chief Staff Advisor, Staff Advisors

- The published schedule is final and shall not be changed unless there is any compelling reason to modify it; faculty members shall plan their academic activities accordingly.
- The number of working days is 75 and 77, respectively for S1 and S3 MBA which is more than the number (72 days) stipulated by the academic regulations. Additional contact sessions, if required, can be taken on non-working days through offline/online.
- There will not be any further communication to remind the faculty members of the scheduled activities. Dean, HOD, Academic Coordinator, Chief Staff Advisor, Staff advisors and Course Coordinators shall adhere to the schedule for the smooth conduct of the academic activities.
- The schedule for Academic Audits and End Semester Examinations will be published by the concerned authorities.
- Conduct/delivery of the courses shall be as per the guidelines given in the course syllabus and academic regulations.

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Published by Academics as attachment to the Notification SCE/AC-AB/261/2022 dated 05.09.2022

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**ACADEMIC SCHEDULE**
**SCHEDULE OF MANDATORY ACADEMIC ACTIVITIES FOR  
FIRST SEMESTER MCA AND FIRST SEMESTER IMCA (2022-23 ACADEMIC YEAR)**

SL. NO.	ACTIVITY	S1 MCA	S1 IMCA
1	End date to complete course teaching plan entry in AMS	17.09.2022	
2	<b>FIRST INSTRUCTIONAL DAY</b>	<b>19.09.2022</b>	
3	Advisory Meeting – I (to plan staff advisory activities)	20.09.2022	
4	Advisory Meeting – II End Date (Class Committee)	19.10.2022	
5	<b>INTERNAL TEST - I</b>	<b>27.10.2022 to 01.11.2022</b>	<b>27.10.2022 to 02.11.2022</b>
6	End date to complete mid-semester feedback of students	04.11.2022	
7	End date to publish Internal Test - I results in AMS	08.11.2022	09.11.2022
8	Advisory Meeting – III End date (PTA Meeting – I, Offline)	11.11.2022	
9	Advisory Meeting – IV End date (Class Committee)	30.11.2022	
10	<b>INTERNAL TEST – II</b>	<b>08.12.2022 to 13.12.2022</b>	<b>08.12.2022 to 14.12.2022</b>
11	Publish the list of probable students facing ineligibility to appear for ESE (R)	14.12.2022	
12	End date to publish Internal Test -II results in AMS	19.12.2022	
13	End date to conduct re-tests (if applicable) and mark entry in AMS	19.12.2022	
14	End date to complete end semester feedback of students	19.12.2022	



15	End date to complete course exit survey of students		19.12.2022
16	Advisory Meeting–VI (to finalize IA Marks)		20.12.2022
17	<b>FINAL INSTRUCTIONAL DAY</b>		<b>21.12.2022</b>
18	Generation of draft internal assessment marks by faculty members		21.12.2022
19	<b>APPROVE &amp; PUBLISH INTERNAL ASSESSMENT MARKS &amp; ATTENDANCE BY HOD</b>		<b>22.12.2022</b>
20	ATTENDANCE CONDONATION SCHEDULE	Generation of list of students eligible for condonation of shortage of attendance	22.12.2022
		Submission of request for condonation of shortage of attendance by the students to the Principal	23.12.2022
		Processing condonation requests by Academics to enable ESE registration of students	03.01.2023
21	X-Mas Holidays		24.12.2022 to 02.01.2023 (both days inclusive)
22	<b>FINAL SUBMISSION OF INTERNAL ASSESSMENT MARKS</b>	<i>Portal Opening</i>	<b>03.01.2022</b>
		<i>Portal Closing</i>	<b>04.01.2022</b>
23	*TENTATIVE FIRST INSTRUCTIONAL DAY (SEMESTER II)		
	<b>TOTAL WORKING DAYS</b>		<b>72</b>

\*Shall be finalized after the notification of ESE schedule

Advisory Meeting #	Purpose of Meeting	Participants
I	To plan staff advisory/mentoring activities	HoD, Chief Staff Advisor, Staff Advisors
II	Class Committee (To evaluate class conduct and any relevant matters)	Chairman of the committee, Course Coordinators, Chief Staff Advisor, Staff Advisors, Student representatives
III	PTA Meeting – I (Offline Mode)	HoD, Course Coordinators, Chief Staff Advisor, Staff Advisors, Parents
IV	Class Committee (To evaluate class conduct and any relevant matters)	Chairman of the committee, Course Coordinators, Chief Staff Advisor, Staff Advisors, Student representatives
V	PTA Meeting – I (Online Mode)	HoD, Course Coordinators, Chief Staff Advisor, Staff Advisors, Parents
VI	To finalise the internal assessment marks	HoD, Course Coordinators, Chief Staff Advisor, Staff Advisors

Working Saturdays

No.	Date
1	01.10.2022
2	15.10.2022
3	22.10.2022
4	29.10.2022
5	05.11.2022
6	19.11.2022
7	03.12.2022
8	17.12.2022

- The published schedule is final and shall not be changed unless there is any compelling reason to modify it; faculty members shall plan their academic activities accordingly.
- The number of working days is 72 as stipulated by the academic regulations.
- All first Saturdays and third Saturdays are working days; Besides fourth and fifth Saturdays of October are also working days on which classes may be conducted either online or offline; Additional contact sessions, if required, can be taken on non-working days through offline/online.
- There will not be any further communication to remind the faculty members of the scheduled activities. HOD, Academic Coordinator, Chief Staff Advisor, Staff advisors and Course Coordinators shall adhere to the schedule for the smooth conduct of the academic activities.
- The schedule for Academic Audits and End Semester Examinations will be published by the concerned authorities.
- Conduct/delivery of the courses shall be as per the guidelines given in the course syllabus and academic regulations.

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Published by Academics as attachment to the Notification SCE/AC-AB/268/2022 dated 18.09.2022

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## ACADEMIC SCHEDULE

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### SCHEDULE OF MANDATORY ACADEMIC ACTIVITIES FOR THIRD SEMESTER MCA, THIRD SEMESTER IMCA, FIFTH SEMESTER IMCA (2022-23 ACADEMIC YEAR)

SL. NO.	ACTIVITY	S3 MCA	S3 IMCA	S5 IMCA
0	End date for third/fifth semester registration (payment of (i) pending fees and (ii) fee for the third semester)	26.08.2022		
1	End date to complete course teaching plan entry in AMS	27.08.2022		
2	FIRST INSTRUCTIONAL DAY	29.08.2022		
3	Advisory Meeting – I (to plan staff advisory activities)	30.08.2022		
4	Onam Holidays	03.09.2022 to 11.09.202 (both days inclusive)		
5	End Semester Examination (Supplementary) and Sem. Project Scrutiny	NA	16.09.2022 to 23.09.202	
6	Advisory Meeting – II End Date (Class Committee)	07.10.2022		
7	INTERNAL TEST - I	12.10.2022 to 15.10.2022	19.10.2022 to 26.10.2022	
8	End date to complete mid-semester feedback of students	27.10.2022		
9	End date to publish Internal Test - I results in AMS	22.10.2022	01.11.2022	
10	Advisory Meeting – III End date (PTA Meeting – I, Offline)	28.10.2022 to 31.10.2022	04.11.2022 & 05.11.2022	
11	Advisory Meeting – IV End date (Class Committee)	17.11.2022	22.11.2022	
12	INTERNAL TEST – II	24.11.2022 to 30.11.2022	01.12.2022 to 06.12.2022	
13	End date to publish Internal Test -II results in AMS	06.12.2022	12.12.2022	

14	Advisory Meeting – V End date (PTA Meeting – II, Online)		NA	14.12.2022
15	End date to conduct re-tests (if applicable) and mark entry in AMS		08.12.2022	15.12.2022
16	End date to complete end semester feedback of students		08.12.2022	15.12.2022
17	End date to complete course exit survey of students		08.12.2022	15.12.2022
18	Advisory Meeting–VI (to finalize IA Marks)		09.12.2022	16.12.2022
19	<b>FINAL INSTRUCTIONAL DAY</b>		<b>09.12.2022</b>	<b>16.12.2022</b>
20	Generation of draft internal assessment marks by faculty members		12.12.2022	17.12.2022
21	<b>APPROVE &amp; PUBLISH INTERNAL ASSESSMENT MARKS &amp; ATTENDANCE BY HOD</b>		<b>13.12.2022</b>	<b>19.12.2022</b>
22	ATTENDANCE CONDONATION SCHEDULE	Generation of list of students eligible for condonation of shortage of attendance	12.12.2022	17.12.2022
		Submission of request for condonation of shortage of attendance by the students to the Principal	13.12.2022	19.12.2022 & 20.12.2022
		Processing condonation requests by Academics to enable ESE registration of students	14.12.2022	21.12.2022
23	X-Mas Holidays		24.12.2022 to 02.01.2023 (both days inclusive)	
24	<b>FINAL SUBMISSION OF INTERNAL ASSESSMENT MARKS</b>	<i>Portal Opening</i>	<b>16.12.2022</b>	<b>21.12.2022</b>
		<i>Portal Closing</i>	<b>17.12.2022</b>	<b>22.12.2022</b>
25	*TENTATIVE FIRST INSTRUCTIONAL DAY (SEMESTER IV/VI)			
	TOTAL WORKING DAYS		<b>72</b>	<b>72</b>

\*Shall be finalized after the notification of ESE (Regular and Supplementary) schedule

Advisory Meeting #	Purpose of Meeting	Participants
I	To plan staff advisory/mentoring activities	HoD, Chief Staff Advisor, Staff Advisors
II	Class Committee/Course Committee (To evaluate class conduct and any relevant matters)	Chairman of the committee, Course Coordinators, Chief Staff Advisor, Staff Advisors, Student representatives
III	PTA Meeting – I (Offline Mode)	HoD, Course Coordinators, Chief Staff Advisor, Staff Advisors, Parents
IV	Class Committee/Course Committee (To evaluate class conduct and any relevant matters)	Chairman of the committee, Course Coordinators, Chief Staff Advisor, Staff Advisors, Student representatives
V	PTA Meeting – I (Online Mode)	HoD, Course Coordinators, Chief Staff Advisor, Staff Advisors, Parents
VI	To finalise the internal assessment marks	HoD, Course Coordinators, Chief Staff Advisor, Staff Advisors

- The published schedule is final and shall not be changed unless there is any compelling reason to modify it; faculty members shall plan their academic activities accordingly.
- The number of working days is 72 as stipulated by the academic regulations. All first Saturdays and third Saturdays are working days; For Integrated MCA, the fourth Saturday of October is also a working day on which classes may be conducted either online or offline; Additional contact sessions, if required, can be taken on non-working days through offline/online.
- There will not be any further communication to remind the faculty members of the scheduled activities. HOD, Academic Coordinator, Chief Staff Advisor, Staff advisors and Course Coordinators shall adhere to the schedule for the smooth conduct of the academic activities.
- The schedule for Academic Audits and End Semester Examinations will be published by the concerned authorities.
- Conduct/delivery of the courses shall be as per the guidelines given in the course syllabus and academic regulations.

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SCHEDULE OF MANDATORY ACADEMIC ACTIVITIES FOR THIRD SEMESTER M.TECH. (2022-23 ACADEMIC YEAR)

SL. NO.	ACTIVITY	S3 M.TECH.
0	End date for third semester registration (payment of (i) pending fees and (ii) fee for the third semester)	16.08.2022
1	End date to complete course teaching plan entry in AMS	24.08.2022
2	<b>FIRST INSTRUCTIONAL DAY (SEMESTER III)</b>	<b>25.08.2022</b>
3	Advisory Meeting – I (to plan staff advisory activities)	25.08.2022
4	Zeroth review of Project Phase – I	Scheduled by the M.Tech. Co-ordinator considering the date of commencement of the project work of the students
5	A presentation to assess (no evaluation) the progress of Industrial Training shall be conducted by M.Tech. Coordinator considering the schedule of the training undergone by the student.	
6	<b>INTERNAL TEST - I (OFFLINE) CONDUCTED BY COURSE FACULTY MEMBERS</b>	<b>07.10.2022</b>
7	End date to publish Internal Test - I results in AMS	11.10.2022
8	Advisory Meeting – II End Date (Class Committee/Course Committee)	12.10.2022
9	Advisory Meeting – III End date (PTA Meeting – I, Online)	13.10.2022
10	End date to complete mid-semester feedback of students	21.10.2022
11	End date to conduct First review of Project Phase – I	31.10.2022
12	<b>INTERNAL TEST – II (OFFLINE) CONDUCTED BY COURSE FACULTY MEMBERS</b>	<b>30.11.2022</b>
13	End date to publish Internal Test -II results in AMS	05.12.2022
14	End date to complete Seminar-II presentation/viva-voce & evaluation	05.12.2022
15	<b>END DATE TO COMPLETE FINAL REVIEW OF PROJECT PHASE – I</b>	<b>06.12.2022</b>
16	End date to complete Industrial Training final presentation & evaluation	07.12.2022
17	End date to conduct re-tests (if applicable) and mark entry in AMS	07.12.2022
18	End date to complete end semester feedback of students	08.12.2022
19	End date to complete course exit survey of students	08.12.2022
20	<b>FINAL INSTRUCTIONAL DAY (SEMESTER III)</b>	<b>08.12.2022</b>
21	Advisory Meeting–IV (to finalize IA Marks)	08.12.2022
22	Generation of draft internal assessment marks by faculty member	09.12.2022
23	<b>APPROVE &amp; PUBLISH INTERNAL ASSESSMENT MARKS &amp; ATTENDANCE BY HOD</b>	<b>12.12.2022</b>

24	ATTENDANCE CONDONATION SCHEDULE	Generation of list of students eligible for condonation of shortage of attendance	09.12.2022
		Submission of request for condonation of shortage of attendance by the students to the Principal	12.12. 2022
		Processing condonation requests by Academics to enable ESE registration of students	13.12.2022
25	FINAL SUBMISSION OF INTERNAL ASSESSMENT MARKS	Portal Opening	13.12.2022
		Portal Closing	14.12.2022
26	X-MAS holidays	24.12.2022 to 02.01.2023 (both days inclusive)	
TOTAL WORKING DAYS			72
27	*TENTATIVE FIRST INSTRUCTIONAL DAY (SEMESTER IV)		03.01.2023

\*Shall be finalized after the notification of ESE schedule

Advisory Meeting #	Purpose of Meeting	Participants
I	To plan staff advisory/mentoring activities	HoD, M.Tech. Co-ordinator, Staff Advisor(s)
II	Class Committee/Course Committee (To evaluate class conduct and any relevant matters)	Chairman of the committee, M.Tech. Co-ordinator, Course Coordinators, Staff Advisor(s), Student representatives
III	PTA Meeting – I (Online Mode)	HoD, M.Tech. Co-ordinator, Course Coordinators, Staff Advisor(s), Parents
IV	To finalise the internal assessment marks	HoD, M.Tech. Co-ordinator, Course Coordinators, Staff Advisor(s)

- The published schedule is final and shall not be changed unless there is any compelling reason to modify it; faculty members shall plan their academic activities accordingly.
- The number of working days is 72, as stipulated by the academic regulations. All first Saturdays and third Saturdays are working days; Additional contact sessions, if required, can be taken on non-working days through offline/online.
- The content delivery of Open Elective 21GN300-X is online, the schedule of which is decided by the concerned course faculty members through mutual agreement between the course coordinator and students. The schedule may be intimated to the Principal.
- There will not be any further communication to remind the faculty members of the scheduled activities. HOD, M.Tech. coordinator, Staff advisor(s) and Course Coordinators shall adhere to the schedule for the smooth conduct of the academic activities.
- The schedule for Academic Audits and End Semester Examinations will be published by the concerned authorities.
- Conduct/delivery of the courses shall be as per the guidelines given in the course syllabus and academic regulations.
- Evaluation of Seminar-II, Industrial Training and Project Phase-I shall be as per the rubrics published by IQAC. The internal evaluations can be conducted online or in-person as decided by the HoD and M.Tech. Co-ordinator.

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