

**ACADEMIC SCHEDULE**

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

SL. NO.	ACTIVITY	S2 MBA	S4 MBA
0	End date for even semester registration (payment of (i) pending fees and (ii) fee for odd semester)	Jan. 18, 2023	
1	Advisory Meeting – I (to plan staff advisory activities)	Jan. 28, 2023	
2	End date to complete course teaching plan entry in AMS	Jan. 28, 2023	
3	<b>FIRST INSTRUCTIONAL DAY</b>	<b>Jan. 30, 2023</b>	
4	Advisory Meeting – II End date (PTA Meeting) Virtual mode for S2 MBA & On-campus meeting for S4 MBA	Feb. 11, 2023	
5	<b>INTERNAL TEST - I</b>	<b>Mar. 03 to 10, 2023</b>	<b>Feb. 23 to Mar. 03, 2023</b>
6	End date to complete mid-semester feedback of students	Mar. 15, 2023	Mar. 08, 2023
7	End date to publish Internal Test - I results in AMS	Mar. 17, 2023	Mar. 10, 2023
8	End date to conduct Course Review Meeting – I	Mar. 18, 2023	Mar. 11, 2023
9	<b>INTERNAL TEST – II</b>	<b>Apr. 17 to 25, 2023</b>	<b>Apr. 12 to 24, 2023</b>
10	End date to publish Internal Test -II results in AMS	May 02, 2023	Apr. 29, 2023
11	End date to conduct Course Review Meeting – II	May 03, 2023	Apr. 29, 2023



SL. NO.	ACTIVITY	S2 MBA	S4 MBA
12	Publishing the list of probable students facing attendance shortage	May 02, 2023	
13	End date to conduct re-tests and mark entry in AMS	May 03, 2023	
14	Advisory Meeting–III (to finalize CIE Marks)	May 06, 2023	
15	End date to complete end semester feedback of students	May 08, 2023	
16	End date to complete course exit survey of students	May 08, 2023	
<b>17</b>	<b>FINAL INSTRUCTIONAL DAY</b>	<b>May 08, 2023</b>	
18	Generation of draft CIE marks by faculty members	May 08, 2023	
<b>19</b>	<b>APPROVE &amp; PUBLISH INTERNAL CIE MARKS &amp; ATTENDANCE BY DEAN/HOD</b>	<b>May 09, 2023</b>	
20	Study Holidays for Students	May 09 – 18, 2023 (both days inclusive)	
21	ATTENDANCE CONDONATION SCHEDULE	Generation of the list of students eligible for condonation of shortage of attendance	May 09, 2023
		Submission of request for condonation of shortage of attendance by the students to Principal	May 10, 2023
		Processing condonation requests by Academics to enable ESE registration of students	May 10, 2023
22	FINAL SUBMISSION OF CIE MARKS BY DEAN/HOD	<i>Portal Opening</i>	<b>May 15, 2023</b>
		<i>Portal Closing</i>	<b>May 16, 2023</b>
23	TENTATIVE FIRST INSTRUCTIONAL DAY (SEMESTER III)	Shall be finalized after the notification of ESE (Regular and Supplementary) schedule	
<b>TOTAL WORKING DAYS</b>		<b>76</b>	<b>76</b>

<b>Advisory Meeting #</b>	<b>Purpose of Meeting</b>	<b>Participants</b>
I	To plan staff advisory/mentoring activities	HoD, Chief Staff Advisor, Staff Advisors
II	PTA Meeting	HoD, Course Coordinators, Chief Staff Advisor, Staff Advisors, Parents
III	To finalise CIE 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 76, 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 online/on-campus mode.
- In case contact classes cannot be conducted due to natural calamities/pandemics/other such happenings, classes can be held online on the day, as decided by Principal/Dean.
- 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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