

**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 11.09.202 (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	FINAL SUBMISSION OF INTERNAL ASSESSMENT MARKS	<i>Portal Opening</i>	<b>03.01.2023</b>	
		<i>Portal Closing</i>	<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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