

Saintgits College of Engineering (Autonomous)

ACADEMIC CALENDAR – ODD SEMESTER OF 2023-24 AY (Schedule of Mandatory Academic Activities)

Programme & Batch: S1, S3, S5 and S7

ACADEMICS

SCE/ACAD/2023/400

Date: 17.08.2023

Ref: Minutes of 9th Academic Council Meeting held on 4th July 2023

The schedule of mandatory academic activities of B.Tech. programme for the odd semester of 2023-24 AY is attached with this for the information and follow-up action by the concerned offices.

- ◆ First instructional day of the semester is **4th September 2023** and the final instructional day is **15th December 2023**.
- ◆ End Semester Examinations (Regular) will start on **4th/5th January 2024** followed by result declaration on **30th January 2024** (for S7 B.Tech.) and **06th February 2024** (for S1, S3 and S5 B.Tech.). Staff members and students may plan their academic activities according to this schedule.

Sd/-
Associate Dean (Academics & Compliance)

Copy to:

- ◆ Associate Director (Institutional Planning), Principal, Vice Principal
- ◆ Director-MCA, Dean-Research, Chief Digital Officer
- ◆ Dean-Planning & Monitoring, Dean-Academics, Associate Dean (SIM)
- ◆ Controller of Examinations, Dty. Controller of Examinations
- ◆ Senior Officer (Examinations), Manager (Office Administration)
- ◆ HOD (CE, CH, CS, EC, EE, FT, ME, PH, CY, HM, MA, MCA, MBA)
- ◆ IQAC Coordinator, Academic Coordinator, Associate Academic Coordinator, Timetable Coordinator
- ◆ Assistant Professor -AMC, Assistant Manager (Academics & Research)
- ◆ PRO, Faculty Coordinators-SESA, Dty.Chief Warden-Saintgits Hostels

"Encl: A/a"

**SCHEDULE OF MANDATORY ACADEMIC ACTIVITIES OF B.TECH. PROGRAMMES
(ODD SEMESTER OF 2023-24 ACADEMIC YEAR)**

SL. NO.	ACTIVITY	S1, S3, S5, S7 B.TECH.
0	End date for semester registration [payment of (i) pending fees and (ii) fee for the odd semester]	Aug. 18, 2023
1	End date to complete course teaching plan entry in AMS	Sept. 02, 2023
2	FIRST INSTRUCTIONAL DAY	Sept. 04, 2023
3	End date to conduct Advisory Meeting–I (To plan staff advisory/mentoring activities/conduct of common courses)	Sept. 05, 2023
4	End date to conduct Advisory Meeting–II (Class Committee/Course Committee)	Sept. 29, 2023
5	INTERNAL TEST - I <i>(starts on the 25th working day)</i>	Oct. 11 to 18, 2023
6	End date to complete mid-semester feedback of students	Oct. 19, 2023
7	End date to publish Internal Test–I marks in AMS	Oct. 30, 2023
8	End date to approve Internal Test –I marks in AMS by HoD	Oct. 31, 2023
9	End date to conduct Advisory Meeting–III (PTA Meeting-I) On-Campus meeting	Nov. 6, 2023
10	End date to conduct Advisory Meeting–IV (Class Committee/Course Committee)	Nov. 13, 2023
11	INTERNAL TEST – II <i>(starts on the 24th working day after Internal Test-I)</i>	Nov. 22 to 29, 2023
12	End date to publish Internal Test–II marks in AMS	Dec. 05, 2023

13	End date to approve Internal Test –I marks in AMS by HoD		Dec. 06, 2023
14	End date to conduct Advisory Meeting–V (PTA Meeting-II) Virtual Mode		Dec. 11, 2023
15	End date to conduct re-tests (if applicable) and mark entry in AMS		Dec. 12, 2023
16	End date to complete end semester feedback of students		Dec. 14, 2023
17	End date to conduct Advisory Meeting–VI (to finalize CIE Marks)		Dec. 14, 2023
18	FINAL INSTRUCTIONAL DAY (72 nd working day)		Dec. 15, 2023
19	Study Holidays for students		Dec. 16, 2023 to Jan. 03, 2023
19	End date to complete course exit survey of students		Dec. 16, 2023
21	Generation of draft internal assessment marks by faculty members		Dec. 18, 2023
22	APPROVE & PUBLISH CIE MARKS & ATTENDANCE BY HOD		Dec. 19, 2023
23	ATTENDANCE CONDONATION SCHEDULE	Generation of the list of students eligible for condonation of shortage of attendance	Dec. 16, 2023
		Submission of request for condonation of shortage of attendance by the students to the Principal	Dec. 16 to 19 , 2023
		Processing condonation requests by Academics to enable ESE registration of students	Dec. 20, 2023
24	FINAL SUBMISSION OF INTERNAL ASSESSMENT MARKS	Portal Opening	Dec. 21, 2023
		Portal Closing	Dec. 22, 2023
TOTAL WORKING DAYS			72

Working First Saturdays		
Six Govt. declared holidays during the semester period. <i>Two Mondays, 1 Tuesday, 2 Wednesdays and 1 Friday</i>		
No.	Date	As per the timetable of:
1	07.10.2023	Monday
2	04.11.2023	Tuesday
3	02.12.2023	Wednesday

- 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. Additional contact sessions, if required, can be taken on non-working days through offline/online mode.
- There will not be any further communication to remind the faculty members of the scheduled activities. HOD, Programme Coordinator, Chief Staff Advisor, Staff Advisors, Course Coordinators and Students shall adhere to the schedule for the smooth conduct of the academic activities.
- 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 the Principal
- 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.

Published by Academics as attachment to the Notification SCE/ACAD/2023/400 dated 19.08.2023

Advisory Meeting #	Purpose of Meeting	Participants
I	To plan staff advisory/mentoring activities	HoD/Representative, Programme Coordinator, Chief Staff Advisor and Staff Advisors <i>(and any other faculty member as decided by HoD)</i>
	To plan common course conduct	Chairman and Faculty Members of Course Committee <i>(and any other faculty member as decided by Chairman)</i>
II	To evaluate course/class conduct and other relevant academic related matters	Course Committee (for common courses only): Chairman and Faculty Members of Course Committee, Student Representatives <i>(and any other faculty member as decided by Chairman)</i>
		Class Committee: Dean, HoD/Representative, Programme Coordinator, Course Coordinators, Chief Staff Advisor, Staff Advisors and Student Representatives <i>(and any other faculty member as decided by HoD)</i> <i>[Class Committee is <u>not mandatory</u> for first year B.Tech.; will be decided by HoD]</i>
III	PTA Meeting-I (On Campus)	HoD, Programme Coordinator, Course Coordinators, Chief Staff Advisor, Staff Advisors and Parents
IV	To evaluate course/class conduct and other relevant academic related matters	Course Committee (for common courses only): Chairman and Faculty Members of Course Committee, Student Representatives <i>(and any other faculty member as decided by Chairman)</i>
		Class Committee: Dean, HoD/Representative, Programme Coordinator, Course Coordinators, Chief Staff Advisor, Staff Advisors and Student Representatives <i>(and any other faculty member as decided by HoD)</i> <i>[Class Committee is <u>not mandatory</u> for first year B.Tech.; will be decided by HoD]</i>
V	PTA Meeting-II (Virtual Mode)	HoD, Programme Coordinator, Course Coordinators, Chief Staff Advisor, Staff Advisors and Parents
VI	To finalise CIE marks	Common Courses: Chairman and Faculty Members of Course Committee <i>[Chief Staff Advisors of the concerned batch can also attend the meeting, if required, as decided based on mutual consultation between the Chairman and the Concerned HoD]</i>
		Other courses: HoD, Programme Coordinator, Course Coordinators, Chief Staff Advisor and Staff Advisors <i>(and any other faculty member as decided by HoD)</i>

Academic Calendar - MBA and MBA (Logistics and Supply Chain Management) Programmes - Odd Semester of 2023-24 Academic Year - Regarding

ACADEMICS

SCE/ACAD/2023/395

Date: 10.08.2023

Ref:

1. Minutes of 9th Academic Council meeting of Saintgits College of Engineering (Autonomous)
2. Principal's Circular SCE/2022-23/07/775 dated 15.07.2023

NOTIFICATION

With reference to above, the schedule of mandatory academic activities of MBA and MBA (Logistics and Supply Chain Management) programmes for the odd semester of 2023-24 academic year is enclosed with this.

First Instructional Day		Last Instructional Day	
S1 MBA	16 th August 2023	S1 MBA	15 th December 2023
S1 MBA (LSCM)		S1 MBA (LSCM)	
S3 MBA		S3 MBA	

End Semester Examinations (Regular) will start on **04th January 2024** followed by result declaration on **06th February 2024**. Staff members and students may plan their academic activities according to this schedule.

Copy to:

- ◆ Vice Principal, Dean-Research, Director-MCA, Chief Digital Officer, Dr.Roji George
- ◆ Dean-Planning & Monitoring, Dean-Academics, Dean-ECR, Associate Dean (Academics & Compliance)
- ◆ Associate Dean (SIM), HOD-MBA, Controller of Examinations, Dty. Controller of Examinations
- ◆ Senior Officer (Examinations), Manager (Office Administration)
- ◆ IQAC Coordinator, Academic Coordinator, Associate Academic Coordinator
- ◆ Timetable Coordinator, Assistant Professor -AMC, Assistant Manager (Academics & Research)
- ◆ PRO, Dty.Chief Warden-Saintgits Hostels, SIM Faculty Members

Printed Copy to Principal's Office

SCHEDULE OF MANDATORY ACADEMIC ACTIVITIES FOR THE ODD SEMESTER OF 2023-24 ACADEMIC YEAR)

Programmes: MBA, MBA (Logistics and Supply Chain Management)

SL. NO.	ACTIVITY	First Semester	Third Semester
0	End date for semester registration [payment of (i) pending fees and (ii) fee for the odd semester]	-	Aug. 08, 2023
1	End date to complete course teaching plan entry in AMS	Aug. 14, 2023	Aug. 14, 2023
2	End date to conduct Advisory Meeting–I (To plan staff advisory/ mentoring activities)	Aug. 14, 2023	
3	FIRST INSTRUCTIONAL DAY	Aug. 16, 2023	
4	Onam Holidays	Aug. 26 to Sep. 3, 2023 (both days inclusive)	
5	INTERNAL TEST - I	Oct. 05 to 13, 2023	Oct. 05 to 16, 2023
6	End date to complete mid-semester feedback of students	Oct. 17, 2023	
7	End date to publish Internal Test–I marks in AMS	Oct. 19, 2023	
8	End date to conduct Advisory Meeting–II [Course Review Meeting –I]	Oct. 20, 2023	
9	End date to approve Internal Test –I marks in AMS by HoD	Oct. 21, 2023	
10	End date to conduct Advisory Meeting–III (PTA Meeting On-Campus)	Nov. 11, 2023	Sept. 09, 2023
11	INTERNAL TEST – II	Nov. 18 to 28, 2023	Nov. 18 to 29, 2023

12	End date to publish Internal Test–II marks in AMS		Dec. 04, 2023	
13	End date to conduct Advisory Meeting–IV [Course Review Meeting –II]		Dec. 05, 2023	
14	End date to approve Internal Test–II marks in AMS by HoD		Dec. 06, 2023	
15	Conduct of re-tests (if applicable)		Dec. 06-11, 2023	Dec. 6-13, 2023
16	End date to publish re-test marks in AMS		Dec. 13, 2023	
17	End date to conduct Advisory Meeting–V (to finalize CIE Marks)		Dec. 14, 2023	
18	End date to complete end semester feedback of students		Dec. 14, 2023	
19	End date to complete course exit survey of students		Dec. 15, 2023	
20	FINAL INSTRUCTIONAL DAY		Dec. 15, 2023	
21	Generation of draft internal assessment marks by faculty members		Dec. 16, 2023	
22	Study Holidays for students		Dec. 16, 2023 to Jan. 02, 2024 (both days inclusive)	
23	APPROVE & PUBLISH CIE MARKS & ATTENDANCE BY HOD		Dec. 17, 2023	
24	ATTENDANCE CONDONATION SCHEDULE	Generation of the list of students eligible for condonation of shortage of attendance	Dec. 16, 2023	
		Submission of request for condonation of shortage of attendance by the students to the Principal	Dec. 16 -18, 2023	
		Processing condonation requests by Academics to enable ESE registration of students	Dec. 18, 2023	
25	FINAL SUBMISSION OF INTERNAL ASSESSMENT MARKS	Portal Opening	Dec. 20, 2023	
		Portal Closing	Dec. 21, 2023	
TOTAL WORKING DAYS			87	

Working Saturdays		
No.	Date	Semester
1	19.08.2023	S1&S3
2	09.09.2023	S3
3	16.09.2023	S1&S3
4	30.09.2023	S1&S3
5	07.10.2023	S1&S3
6	21.10.2023	S1&S3
7	04.11.2023	S1&S3
8	11.11.2023	S1
9	18.11.2023	S1&S3
10	02.12.2023	S1&S3

Advisory Meeting #	Purpose of Meeting	Participants
I	Advisory Meeting–I (To plan staff advisory/mentoring activities)	Associate Dean, HoD, Programme Coordinator, Chief Faculty Advisor and Faculty Advisors
II	Advisory Meeting–II [Course Review Meeting –I]	Associate Dean, HoD, Programme Coordinator, Chief Faculty Advisor, Course Coordinators and Student Representatives
III	Advisory Meeting–III (PTA Meeting) On-Campus meeting	Associate Dean, HoD, Programme Coordinator, Course Coordinators, Chief Faculty Advisor, Faculty Advisors and Parents
IV	Advisory Meeting–II [Course Review Meeting –II]	Associate Dean, HoD, Programme Coordinator, Chief Faculty Advisor, Course Coordinators and Student Representatives
V	To finalise CIE marks	Associate Dean, HoD, Programme Coordinator, Course Coordinators, Chief Faculty Advisor and Faculty 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 87, which is more than the number stipulated (72 days) by the concerned Academic Regulations. Additional contact sessions, if required, can be taken on non-working days through offline/online mode.
- There will not be any further communication to remind the faculty members of the scheduled activities. Associate Dean, HOD, Programme Coordinator, Faculty Members and Students shall adhere to the schedule for the smooth conduct of 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.

Published by Academics as attachment to the Notification SCE/ACAD/2023/395 dated 10th August 2023

SCE/AS/23-24(O)/MBA/01&03/**V1.0**



SCE/ACAD/2023/390

Date: 29.07.2023

ACADEMIC CALENDAR

Schedule of Mandatory Academic Activities (Odd Semester of 2023-24 AY)

» Programmes: MCA and Integrated MCA »

Ref: Principal's Circular SCE/2022-23/07/775 dated 15.07.2023

The schedule of mandatory academic activities of the following programmes run by the Department of Computer Applications for the odd semester of 2023-24 AY is attached with this for the information and follow-up action by the concerned offices.

- ◆ MCA Programme (S1 and S3)
- ◆ Integrated MCA Programme (S1, S3, S5 and S7)

First instructional day of the semester is **7th August 2023** and the final instructional day is **30th November 2023**. End Semester Examinations (Regular) will start on **13th December 2023** followed by the result declaration on **15th January 2024**. Staff members and students may plan their academic activities according to this schedule.

Copy to:

- ◆ Vice Principal, Dean-Research, Director-MCA, Chief Digital Officer
- ◆ Dean-Planning & Monitoring, Dean-Academics, Dean-ECR, Associate Dean (Academics & Compliance)
- ◆ Associate Dean (SIM), Controller of Examinations, Dty. Controller of Examinations
- ◆ Senior Officer (Examinations), Manager (Office Administration)
- ◆ HOD (CE, CH, CS, EC, EE, FT, ME, PH, CY, HM, MA, MCA)
- ◆ IQAC Co-coordinator, Academic Coordinator, Associate Academic Coordinator, Timetable Coordinator
- ◆ Assistant Professor -AMC, Assistant Manager (Academics & Research)
- ◆ PRO, Faculty Coordinators-SESA, Dty.Chief Warden-Saintgits Hostels

ENCL: AS ABOVE

Printed Copy to Principal's Office

**SCHEDULE OF MANDATORY ACADEMIC ACTIVITIES FOR 'INTEGRATED MCA' AND 'MCA' PROGRAMMES
(ODD SEMESTER OF 2023-24 ACADEMIC YEAR)**

SL. NO.	ACTIVITY	♦ S1, S3, S5, S7 INTEGRATED MCA ♦ S1, S3 MCA
0	End date for semester registration [payment of (i) pending fees and (ii) fee for the odd semester]	Aug. 01, 2023
1	End date to complete course teaching plan entry in AMS	Aug. 04, 2023
2	FIRST INSTRUCTIONAL DAY	Aug. 07, 2023
3	End date to conduct Advisory Meeting–I (To plan staff advisory/ mentoring activities)	Aug. 08, 2023
4	Onam Holidays	Aug. 26 to Sep. 3, 2023 (both days inclusive)
5	End date to conduct Advisory Meeting–II (Class Committee)	Sep. 13, 2023
6	INTERNAL TEST - I	Sep. 18 to 25, 2023
7	End date to publish Internal Test–I marks in AMS	Oct. 03, 2023
8	End date to approve Internal Test –I marks in AMS by HoD	Oct. 04, 2023
9	End date to complete mid-semester feedback of students	Oct. 04, 2023
10	End date to conduct Advisory Meeting–III (PTA Meeting-I) On-Campus meeting	Oct. 12, 2023
11	End date to conduct Advisory Meeting–IV (Class committee)	Oct. 25, 2023
12	INTERNAL TEST – II	Nov. 06 to 10, 2023

13	End date to publish Internal Test–II marks in AMS		Nov. 17, 2023
14	End date to approve Internal Test–II marks in AMS by HoD		Nov. 18, 2023
15	End date to conduct re-tests (if applicable) and mark entry in AMS		Nov. 23, 2023
16	End date to conduct Advisory Meeting–V (PTA Meeting-II) Virtual Mode		Nov. 24, 2023 (NA for MCA)
17	End date to conduct Advisory Meeting–VI (to finalize CIE Marks)		Nov. 28, 2023
18	End date to complete end semester feedback of students		Nov. 28, 2023
19	End date to complete course exit survey of students		Nov. 28, 2023
20	FINAL INSTRUCTIONAL DAY		Nov. 30, 2023
21	Generation of draft internal assessment marks by faculty members		Nov. 30, 2023
22	Study Holidays for students		Dec. 01 to 12, 2023 (both days inclusive)
23	APPROVE & PUBLISH CIE MARKS & ATTENDANCE BY HOD		Dec. 02, 2023
24	ATTENDANCE CONDONATION SCHEDULE	Generation of the list of students eligible for condonation of shortage of attendance	Dec. 01, 2023
		Submission of request for condonation of shortage of attendance by the students to the Principal	Dec. 01 to 04, 2023
		Processing condonation requests by Academics to enable ESE registration of students	Dec. 04, 2023
25	FINAL SUBMISSION OF INTERNAL ASSESSMENT MARKS	Portal Opening	Dec. 05, 2023
		Portal Closing	Dec. 06, 2023
TOTAL WORKING DAYS			75

Working Saturdays		
No.	Date	As per the timetable of:
1	07.10.2023	Monday
2	04.11.2023	Tuesday

Advisory Meeting #	Purpose of Meeting	Participants
I	To plan staff advisory/mentoring activities	HoD, Programme Coordinator, Chief Staff Advisor and Staff Advisors
II	To evaluate class conduct and other relevant matters	HoD, Programme Coordinator, Course Coordinators, Chief Staff Advisor, Staff Advisors and Student Representatives
III	PTA Meeting-I (On-Campus)	HoD, Programme Coordinator, Course Coordinators, Chief Staff Advisor, Staff Advisors and Parents
IV	To evaluate class conduct and other relevant matters	HoD, Programme Coordinator, Course Coordinators, Chief Staff Advisor, Staff Advisors and Student Representatives
V	PTA Meeting-II (Virtual Mode)	HoD, Programme Coordinator, Course Coordinators, Chief Staff Advisor, Staff Advisors and Parents
VI	To finalise CIE marks	HoD, Programme Coordinator, Course Coordinators, Chief Staff Advisor and 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, which is more than the number stipulated (72 days) by the concerned Academic Regulations. Additional contact sessions, if required, can be taken on non-working days through offline/online mode.
- There will not be any further communication to remind the faculty members of the scheduled activities. HOD, Programme Coordinator, Chief Staff Advisor, Staff Advisors, Course Coordinators and Students 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.

Published by Academics as attachment to the Notification SCE/ACAD/2023/390 dated 29th July 2023



SAINTGITS COLLEGE OF ENGINEERING (AUTONOMOUS)

Schedule of Mandatory Academic Activities

Programme: First Semester M.Tech. (2023-24 Academic Year)

ACADEMICS

SCE/ACAD/2023/408

Date: 13.09.2023

Ref: Principal's Circular SCE/2023/09/145 dated 11th September 2023

NOTIFICATION

Further to the above circular issued by Principal regarding commencement of first semester M.Tech. classes for 2023-25 batch of students, the schedule of mandatory activities of the semester is enclosed with this for the follow-up action by the concerned departments.

- ⇒ First Instructional Day : 14th September 2023
- ⇒ Internal Test-I : 25th to 27th October 2023
- ⇒ Internal Test-II : 01st to 04th December 2023
- ⇒ Final Instructional Day : 21st December 2023
- ⇒ Total Number of Working Days : 72

Sd/-
Associate Dean (Academics & Compliance)

Copy to:

- Director-MCA, Associate Director (Institutional Development)
- Vice Principal, Dean (PGS & Research), Chief Digital Officer
- Dean-Planning & Monitoring, Dean-Academics, Associate Dean (SIM)
- HOD (CE, CH, CS, EC, EE, FT, ME, MCA, MBA, MA, PH, CY, HM)
- AMS Academic Coordinator, AMS Associate Academic Coordinator
- Timetable Coordinator, Assistant Professor (AMC), Academic Office File

Printed Copy to Principal's Office

**SCHEDULE OF MANDATORY ACADEMIC ACTIVITIES OF FIRST SEMESTER M.TECH. PROGRAMME
(2023-24 ACADEMIC YEAR)**

SL. NO.	ACTIVITY	S1 M.TECH.
1	End date to complete course teaching plan entry in AMS	Sept. 13, 2023
2	FIRST INSTRUCTIONAL DAY	Sept. 14, 2023
3	End date to conduct Advisory Meeting–I (To plan staff advisory/mentoring activities/conduct of common courses)	Sept. 15, 2023
4	End date to conduct Advisory Meeting–II (Class Committee/Course Committee)	Oct. 13, 2023
5	INTERNAL TEST - I <i>(starts on the 27th working day, conducted by respective departments)</i>	Oct. 25 to 27, 2023
6	End date to publish Internal Test–I marks in AMS	Oct. 31, 2023
7	End date to approve Internal Test –I marks in AMS by HoD	Nov. 01, 2023
8	End date to complete mid-semester feedback of students	Nov. 04, 2023
9	End date to conduct Advisory Meeting–III (PTA Meeting-I) Online meeting	Nov. 06, 2023
10	End date to conduct Advisory Meeting–IV (Class Committee/Course Committee)	Nov. 24, 2023
11	INTERNAL TEST – II <i>(starts on the 27th working day after Internal Test-I, conducted by respective departments)</i>	Dec. 01 to 04, 2023
12	End date to publish Internal Test–II marks in AMS	Dec. 08, 2023
13	End date to approve Internal Test –II marks in AMS by HoD	Dec. 11, 2023

14	End date to conduct re-tests (if applicable) and mark entry in AMS		Dec. 18, 2023
15	End date to conduct Advisory Meeting–V (to finalize CIE Marks)		Dec. 19, 2023
16	End date to complete end semester feedback of students		Dec. 20, 2023
17	Generation of draft internal assessment marks by faculty members		Dec. 20, 2023
18	End date to complete course exit survey of students		Dec. 22, 2023
19	FINAL INSTRUCTIONAL DAY (72 nd working day)		Dec. 21, 2023
20	Study Holidays for students		Dec. 22, 2023 to Jan. 02, 2024 (both days inclusive)
21	APPROVE & PUBLISH CIE MARKS & ATTENDANCE BY HOD		Dec. 21, 2023
22	ATTENDANCE CONDONATION SCHEDULE	Generation of the list of students eligible for condonation of shortage of attendance	Dec. 21, 2023
		Submission of request for condonation of shortage of attendance by the students to the Principal	Dec. 22, 2023
		Processing condonation requests by Academics to enable ESE registration of students	Dec. 22, 2023
23	FINAL SUBMISSION OF INTERNAL ASSESSMENT MARKS	Portal Opening	Jan. 03, 2024
		Portal Closing	Jan. 04, 2024
TOTAL WORKING DAYS			72

Working Saturdays

Govt. declared six holidays during the semester period. 2 *Mondays*, 1 *Tuesday*, 2 *Wednesdays* and 1 *Friday*

No.	Date	As per the timetable of:
1	07.10.2023	Monday
2	21.10.2023 (online)	Wednesday
3	04.11.2023	Tuesday
4	18.11.2023 (online)	Monday
5	02.12.2023	Wednesday
6	16.12.2023 (online)	Friday

- 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. Additional contact sessions, if required, can be taken on non-working days through offline/online mode.
- There will not be any further communication to remind the faculty members of the scheduled activities. HOD, Programme Coordinator, Chief Staff Advisor, Staff Advisors, Course Coordinators and Students shall adhere to the schedule for the smooth conduct of the academic activities.
- 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 the Principal
- 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.

Published by Academics as attachment to the Notification SCE/ACAD/2023/408 dated 13.09.2023

Advisory Meeting #	Purpose of Meeting	Participants
I	To plan staff advisory/mentoring activities	HoD/Representative, Programme Coordinator and Staff Advisors <i>(and any other faculty member as decided by HoD)</i>
	To plan common course conduct	Chairman and Faculty Members of Course Committee <i>(and any other faculty member as decided by Chairman)</i>
II	To evaluate course/class conduct and other relevant academic related matters	Course Committee (for common courses only): Chairman and Faculty Members of Course Committee, Student Representatives <i>(and any other faculty member as decided by Chairman)</i>
		Class Committee: Dean, HoD/Representative, Programme Coordinator, Course Coordinators, Staff Advisors and Student Representatives <i>(and any other faculty member as decided by HoD)</i>
III	PTA Meeting-I (On Campus)	HoD, Programme Coordinator, Course Coordinators, Staff Advisors and Parents
IV	To evaluate course/class conduct and other relevant academic related matters	Course Committee (for common courses only): Chairman and Faculty Members of Course Committee, Student Representatives <i>(and any other faculty member as decided by Chairman)</i>
		Class Committee: Dean, HoD/Representative, Programme Coordinator, Course Coordinators, Staff Advisors and Student Representatives <i>(and any other faculty member as decided by HoD)</i>
V	To finalise CIE marks	Common Courses: Chairman and Faculty Members of Course Committee <i>[Staff Advisor of the concerned batch can also attend the meeting, if required, as decided based on mutual consultation between the Chairman and the Concerned HoD]</i>
		Other courses: HoD, Programme Coordinator, Course Coordinators and Staff Advisors <i>(and any other faculty member as decided by HoD)</i>



ACADEMIC CALENDAR

Schedule of Mandatory Academic Activities (Odd Semester of 2023-24 AY)

◆ Programme: Third Semester M.Tech. (2022-24 Batch) ◆

Ref: Principal's Circular SCE/2022-23/07/775 dated 15.07.2023

The schedule of mandatory academic activities for **third semester M.Tech. programme** commencing on **24th July 2023** is attached with this for the information and follow-up action by the concerned offices.

- First Instructional Day : 24th July 2023
- Final Instructional Day : 10th November 2023

Copy to:

- ◆ Vice Principal, Dean-Research, Director-MCA, Chief Digital Officer
- ◆ Dean-Planning & Monitoring, Dean-Academics, Dean-ECR, Associate Dean (Academics & Compliance)
- ◆ Associate Dean (SIM), Controller of Examinations, Dty. Controller of Examinations
- ◆ Senior Officer (Examinations), Manager (Office Administration)
- ◆ HOD (CE, CH, CS, EC, EE, FT, ME, PH, CY, HM, MA, MCA)
- ◆ IQAC Co-coordinator, Academic Coordinator, Associate Academic Coordinator, Timetable Coordinator
- ◆ Assistant Professor -AMC, Assistant Manager (Academics & Research)
- ◆ PRO, Faculty Coordinators-SESA, Dty.Chief Warden-Saintgits Hostels

ENCL: AS ABOVE

Printed copy to Principal's Office



ACADEMIC SCHEDULE

SCE/AS/23-24(O)/M.Tech./03/V1.0

SCHEDULE OF MANDATORY ACADEMIC ACTIVITIES FOR **THIRD SEMESTER M.TECH.** (2023-24 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]	20.07.2023
1	FIRST INSTRUCTIONAL DAY (SEMESTER III)	24.07.2023
2	Advisory Meeting – I (to plan staff advisory activities, common course conduct, schedule of project reviews, industrial training reviews and seminar review)	25.07.2023
3	Zeroth review of Project Phase – I (on or before: 04.08.2023)	Scheduled by M.Tech. Co-ordinator considering the date of commencement of the project work of the students
4	A presentation to assess (no evaluation) the progress of Industrial Training shall be conducted by M.Tech. Coordinator within 10 days from the date of commencement of the training.	
5	Advisory Meeting – II (Class Committee/Course Committee)	22.08.2023
6	Onam Holidays	26.08.2023 to 03.09.2023 (both days inclusive)
7	INTERNAL TEST - I (OFFLINE) CONDUCTED BY COURSE FACULTY MEMBERS	04.09.2023
8	End date to publish Internal Test - I results in AMS	11.09.2023
9	End date to approve Internal Test-I marks in AMS by HoD	12.09.2023
10	Advisory Meeting – III End date (PTA Meeting – I, Online)	13.09.2023
11	End date to complete mid-semester feedback of students	18.09.2023
12	End date to conduct Interim Review of Project Phase – I	18.09.2023
13	INTERNAL TEST – II (OFFLINE) CONDUCTED BY COURSE FACULTY MEMBERS	20.10.2023
14	End date to publish Internal Test -II results in AMS	26.10.2023
15	End date to approve Internal Test-II marks in AMS by HoD	27.10.2023
16	End date to complete Seminar-II presentation & evaluation	30.10.2023
17	End date to complete Industrial Training final presentation & evaluation	06.11.2023
18	END DATE TO COMPLETE FINAL REVIEW OF PROJECT PHASE – I	07.11.2023
19	End date to conduct re-tests (if applicable) and mark entry in AMS	08.11.2023
20	End date to complete end semester feedback of students	09.11.2023
21	End date to complete course exit survey of students	09.11.2023
22	FINAL INSTRUCTIONAL DAY (SEMESTER III)	10.11.2023
23	Study holidays for students	11.11.2023 to 20.11.2023
24	Advisory meeting–IV (to finalize CIE Marks)	13.11.2023
25	Generation of draft internal assessment marks by faculty member	14.11.2023

SAINTGITS COLLEGE OF ENGINEERING (AUTONOMOUS)

26	APPROVE & PUBLISH CIE MARKS & ATTENDANCE BY HOD		15.11.2023
27	ATTENDANCE CONDONATION SCHEDULE	Generation of list of students eligible for condonation of shortage of attendance	13.11.2023
		Submission of request for condonation of shortage of attendance by the students to the Principal	14.11.2023
		Processing condonation requests by Academics to enable ESE registration of students	14.11.2023
28	FINAL SUBMISSION OF CIE MARKS	Portal Opening	17.11.2023
		Portal Closing	18.11.2023
TOTAL WORKING DAYS			74

Advisory Meeting #	Purpose of Meeting	Participants
I	To plan staff advisory/mentoring activities, common course conduct, schedule of project reviews, industrial training reviews and seminar review	HoD, M.Tech. Co-ordinator, Staff Advisor(s) and other concerned faculty members
II	Class Committee/Course Committee (To evaluate class conduct and any other relevant matters)	Chairman of the committee, M.Tech. Co-ordinator, Course Coordinators, Staff Advisor(s), Student representatives, Project Supervisors and other concerned faculty members
III	PTA meeting – I (Online Mode)	HoD, M.Tech. Co-ordinator, Course Coordinators, Staff Advisor(s), Parents, Project Supervisors and other concerned faculty members
IV	To finalize the internal assessment marks	HoD, M.Tech. Co-ordinator, Course Coordinators, Staff Advisor(s), Project Supervisors and other concerned faculty members

- The published schedule is the 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 74, more than the number (72 days) stipulated by the academic regulations. All first Saturdays and third Saturdays are working days, during which students can carry out project work/industrial training. 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 Academics.
- There will not be any further communication to remind the faculty members of the scheduled activities. HOD, M.Tech. coordinator, Staff advisor(s), Course Coordinators, students and other stake holders 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. Only end dates are mentioned in the calendar; departments can conduct additional reviews to assess the work progress. However, evaluation shall be conducted as per the structure given in the academic regulations.

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