

Moradabad Institute of Technology

Ramganga Vihar Phase – II, Moradabad

ACADEMIC CALENDAR

ODD Semester

Session: 2019 – 2020

S. No.	Particulars	Date	Responsibility
1.	Time Table (a) Display on Notice Boards (b) Distribution to concerned Teachers	29 July 2019 29 July 2019	O.C. Time – Table
2.	Distribution of class lists to teachers	29 July 2019	O.C. Class / DR
3.	Registrations (a) 3 rd / 5 th / 7 th Semester (b) List of unregistered students to various department (c) Notifying unregistered students for getting registered at the earliest (through class O.Cs, / Faculty)	1,2,3 Aug.2019 20 Aug 2019 22 Aug 2019	Concerned Teachers OS Academic Concerned HODs
4.	Commencement of Classes 3 rd / 5 th / 7 th Semester	2,3,4 Aug.2019	Concerned Teachers
5.	Blow up submission to HODs	30 July 2019	Concerned Teachers
6.	Announcement of Test series dates	16 Aug 2019	Dean Academics
7.	(a) Collection of Examination forms from University and announcement of date for availability of forms (b) Last date for submission of forms to office (c) Submission of forms to University	30 Aug 2019**	OS Academic to take timely action as per University directions.
8.	Procurement of stationary & materials for Test Series for full semester (a) Requirement (b) Actual Procurement	31 Aug 2019 5 Sept 2019	Convener Test Series Committee O.S. Academics
9.	(a) Short attendance compilation and information to parents and undertaking format handed over to students (b) Collection of Short attendance undertaking	09 Sept 2019 11 Sept 2019	O.C. Class
10.	1st Test Series Thu, Fri, Sat	12, 13,14, Sept 2019	
	(a) Announcement of Test Series schedule, Invigilation Programme, Seating arrangement etc.	11 Sept 2019	Class Test Committee
	(b) After completion of Test Series- Evaluation of test copies & showing of copies to students	21 Sept 2019	Concerned Teachers
	(c) Submission of test copies in Nodal Centre	25 Sept 2019	Concerned Teachers
	(d) Report of poor performance of students to class OCs	26 Sept 2019	Concerned Teachers
	(e) Short attendance compilation, display on notice board and information to parents	19 Oct 2019	O.C. Class
11.	2nd Test Series Wed, Thus, Fri	23,24, 25 Oct 2019	
	(a) Announcement of Test Series schedule, Invigilation Programme, seating arrangement etc	22 Oct 2019	Class Test Committee

	(b) After completion of Test Series - Evaluation of test copies & showing of copies to students	02 Nov 2019	Concerned Teachers
	(c) Submission of test copies in Nodal Centre	04 Nov 2019	Concerned Teachers
	(d) Report of poor performance of students to class OCs	05 Nov 2019	Concerned Teachers
12.	Filling of student feedback forms for current semester	27 Nov 2019	Concerned HODs
13.	Requirement of additional Faculty (to be conveyed to Director) (for even semester)	30 Nov 2019	Concerned HODs
14.	(a) Floating the electives for even semester (b) Last date for students choice	26 Nov 2019 30 Nov 2019	Concerned HODs
15.	Announcement of dues list and its last date for clearing dues (Current semester)	22 Oct 2019	Accounts/ OS Academic
16.	Date up to which final attendance is to be counted	29 Nov 2019	Concerned teachers
17.	Submission of consolidated list of shortage of attendance to Director and information to Parents	30 Nov 2019	Class O.Cs
18.	3rd Test Series Thu, Fri, Sat	28,29,30 Nov 2019	
	(a) Announcement of Test Series schedule, Invigilation Programme, Seating arrangement etc.	27 Nov 2019	Class Test Committee
	(b) After completion of Test Series- Evaluation of test copies & showing of copies to students	03 Dec 2019	Concerned Teacher
	(c) Submission of test copies in Nodal Centre	04 Dec 2019	Concerned Teachers
	(d) Report of poor performance of students to class OCs	04 Dec 2019	Concerned Teachers
19.	Submission of sessional marks:		
	(a) Meeting of Dean Academics, , all HODs and Director regarding attendance and performance of students.	04 Dec 2019	Dean Academics
	(b) Checking of Teachers' Records by HODs	05 Dec 2019	Concerned HODs
	(c) Finalization of sessional marks	05 Dec 2019	Concerned Teachers
	(d) Submission of Award list after final checking and uploading to OS Academics for further necessary action	As per date announced by AKTU	HODs Concerned Teachers
20.	Theory Examinations:		
	(a) Collection of Admit Cards / Roll Nos. from University	As per AKTU schedule	OS Academics to take appropriate actions as per University directions.
	(b) Preparation of Roll lists		
	(c) Collection of stationery such as copies, practical copies drawing sheets, graph paper etc. from University.		
	(c) Procurement of stationery and other materials locally as necessary.		
21.	Practical Examinations:	As per AKTU schedule	Concerned HODs
	(a) Appointment of Internal Examiners	3 days before the practical exam schedule	Concerned HODs
	(b) Obtaining list of panel of External Examiners from AKTU & preparation of schedule of practical examination.	As per AKTU schedule	OS Academics
	(d) Dispatch of letters/contacting the external examiners	Within 2 days of list obtained from AKTU	HODs and concerned teachers

22.	Preparation for Even Semester (a) Load Distribution by Department (b) Submission to O.C. Time-Table (c) Display of Time Table on Notice Board	10 Dec 2019 12 Dec 2019 18 Jan 2020	Concerned Coordinators O.C. Time Table
23.	Registration for Even semester [2019 – 20]	To be announced**	OS Academic
24.	Announcement of Academic calendar for Even semester [2019 – 20]	5 Days before the start of Even sem.	Dean Academics

**May be revised as per AKTU Schedule.

Nitin bl
27.7.2019
Dean Academics

Clay
Director

Copy to:

1. Chairman	2. Secretary	3. P.A. to Director for Director's folder
4. All HODs	5. DOSW	6. Controller Examination
7. Associate Dean Academics	8. Registrar	9. All Faculty Members through HODs
10. O.S. Academics	11. A.S. Examinations	12. Accounts Section
13. T & P Cell	14. Librarian	15. Convener Test Series/ O.C. Time Table