

# Moradabad Institute of Technology

Ramganga Vihar Phase – II, Moradabad

Date: 28-07-2020

## ACADEMIC CALENDAR (For 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> Semester)

Odd Semester

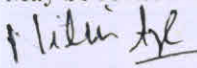
Session: 2020 – 2021

S. No.	Particulars	Date	Responsibility
1.	<b>Time Table</b> (a) Distribution to concerned Teachers (b) Distribution to students (Soft copy)	31 July 2020 31 July 2020	O.C. Time Table
2.	Distribution of Students' lists to teachers	31 July 2020	Concerned HODs /O.C. Class
3.	Blow up submission to HODs	31 July 2020	Concerned Teachers
4.	<b>Registration</b> (a) Last date of registration for 3 <sup>rd</sup> , 5 <sup>th</sup> and 7 <sup>th</sup> Semester (b) List of unregistered students to various departments (c) Notifying unregistered students for getting registered at the earliest ( through class O.Cs / Faculty)	07 August 2020 08 August 2020 08 August 2020	Concerned Teachers O.S. Academics Concerned HODs
5.	<b>Commencement of Classes</b> (a) 1 <sup>st</sup> Semester  (b) 3 <sup>rd</sup> , 5 <sup>th</sup> and 7 <sup>th</sup> Semester	As per date announced by AKTU 4 <sup>th</sup> August 2020	HODs and Concerned Teachers
6.	Announcement of Test Series dates	20 August 2020	Dean Academics
7.	(a) Short attendance compilation before Class Test-1 (b) Information to parents (c) Undertaking form handed over to students (d) Collection of undertaking form	01 Oct. 2020 01 Oct. 2020 01 Oct. 2020 03 Oct. 2020	O.C. Class
8.	<b>1<sup>st</sup> Test Series</b>	<b>05, 06 and 07 October 2020</b>	
	Announcement of Test Series schedule and Invigilation duties	30 Sept. 2020	Class Test Committee
	After completion of Test Series (a) Evaluation of test copies (b) Report of poor performance of students to class O.C. (c) Meeting of Director, Dean Academics and HODs regarding performance of students in class test (d) Submission of test copies in Nodal Centre. . (For offline Class test)	12 Oct. 2020 13 Oct. 2020 14 Oct. 2020 15 Oct. 2020	Concerned Teachers
	Uploading class test marks on ERP	16 Oct. 2020	
9.	Filling of student feedback forms for current semester	01 Sept. 2020	Concerned HODs
10.	(a) Last date for submission of examination forms to office (b) Submission of forms to University	As per date announced by AKTU	O.S. Academics to take timely action as per University directions.
11.	Announcement of dues list and last date for clearing dues (Current semester)	25 August 2020	Accounts/ O.S. Academics
12.	Mid Semester break	12 to 16 November 2020	



13.	(a) Floating the electives for even semester (b) Last date for students' choice	18 November 2020 20 November 2020	Concerned HODs
14.	Date up to which final attendance is to be counted	28 November 2020	Concerned teachers
15.	Submission of consolidated list of shortage of attendance to Director and information to parents	01 December 2020	Class O.C.
16.	Requirement of additional Faculty for even semester (to be conveyed to Director)	10 December 2020	Concerned HODs
17.	<b>2<sup>nd</sup> Test Series</b>	<b>03, 04 and 05 December 2020</b>	
	Announcement of Test Series schedule and Invigilation duties	28 November 2020	Class Test Committee
	After completion of Test Series		Concerned Teacher
	(a) Evaluation of test copies	10 December 2020	
	(b) Report of poor performance of students to class OCs	11 December 2020	Concerned Teachers
	(c) Submission of test copies in Nodal Centre. (For offline Class test)	12 December 2020	Concerned Teachers
	Uploading class test marks on ERP	14 December 2020	Concerned Teachers
18.	<b>Submission of sessional marks:</b>		
	(a) Meeting of Director, Dean Academics and all HODs regarding attendance and performance of students.	14 December 2020	Dean Academics
	(b) Checking of Teachers' Records by HODs	15 December 2020	Concerned HODs
	(c) Finalization of sessional marks	16 December 2020	Concerned Teachers
	(d) Submission of Award list after final checking and uploading to O.S. Academics for further necessary action	As per date announced by AKTU	HODs and Concerned Teachers
19.	<b>Theory Examinations:</b>		COE and O.S. Academics to take appropriate actions as per University directions.
	(a) Collection of Admit Cards / Roll Nos. from University	As per AKTU schedule	
	(b) Preparation of Roll lists		
	(c) Collection of stationery such as copies, practical copies drawing sheets, graph paper etc. from University.		
20.	<b>Practical Examinations:</b>	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	O.S. Academics
	(c) Dispatch of letters/contacting the external examiners	Within 2 days of list obtained from AKTU	HODs and concerned teachers
21.	<b>Preparation for Even Semester</b>		
	(a) Load Distribution by Departments	24 December 2020	Concerned Coordinators
	(b) Submission to O.C. Time Table	26 December 2020	Concerned HODs
22.	Registration for Even Semester (2020 – 21)	To be announced*	O.S. Academics

\*May be revised as per AKTU Schedule.

  
Dean Academics

  
Director

**Copy to:**

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