

POORNIMA GROUP OF COLLEGES

ACADEMIC PROGRAMME

Schedule of Important Dates - Even Semester, Session 2013-14

(Subject to revision due to specific RTU / RPET guidelines)

Calendar for Academic Activities: For All Engineering Faculty & Students of PCE, PIET & PGI

S. No	Activity Details	B.Tech. II Sem	B.Tech. IV Sem	B.Tech. VI Sem	B.Tech. VIII Sem
1	Date of Registration & start of regular classes	Monday, 10th Feb.14	Monday, 10th Feb.14	Monday, 6th Jan.14	Monday, 6th Jan.14
2	Issue of Faculty Preparedness Certificate by Campus Director/ Dean (Even Sem 2011-12)	Monday, 03 Feb.14	Monday, 03 rd Feb.14	Saturday, 04th Jan.14	Saturday, 04th Jan.14
3	Semester opening and closing meeting at institutional level by Campus Director	Saturday, 11th Jan.14			
4	1 st Faculty meeting at institutional level	Tuesday, 11 th Mar.14			
5	Meeting of PJF Advisory Board	June, 2014			
6	Academic Audit by team of Campus Directors and Director Academics (3 days for PCE, 3 days for PIET & 2 day for PGI)	PCE-(EE, EIC & EC) Monday, 14 th Apr.14		PGI- (CE, EC & ME) Tuesday, 15 th Apr.14	
		PCE-(CE, IT, ME & Civil) Wednesday, 16 th Apr.14		PGI- 1st Year & Civil Dept. Tuesday, 17th Apr.14	
		PIET-(CE & IT) Friday, 18 th Apr.14		PIET-(EE, & EC) Saturday, 19 th Apr.14	
		PCE (1st Year, morning & Evening Shift) Monday 21th Apr.14, PIET Ist Year & Civil Engg. Tuesday 22th Apr. 14			
		PCE- M.Tech. Saturday, 26 th Apr.14 (After 3 PM)			
7	Date of finalization of students feedback process and feedback form	Wednesday, 29 st Jan.14			
8	Filling of student feedback form	During 1 st mid term exam			
9	Date of submission of report on students feedback with corrective measures to be taken by Campus Director/Dean to Chairman, PGC	Saturday, 26 th Apr,14	Saturday, 26 th Apr,14	Saturday, 29 th Mar,14	Saturday, 29 th Mar,14
10	Makar Sankranti Holiday	Tuesday, 14 th Jan.14			
11	Holi Vacations	Monday, 17 th to Tuesday, 18 th Mar.14			
12	Last Teaching Day	Saturday, 17 th May., 14	Saturday, 17 th May., 14	Saturday, 19 th Apr. 14	Saturday, 19 th Apr. 14
13	Submission of self appraisal report by Faculty to Campus Director/Dean	Monday, 12 th May 14			
14	National & International Conference on Engineering to be organized by PCE	Saturday 18th & Sunday 19th Jan. 2014		IEEE Conference May 2014	
15	National & International Conference on Engineering to be organized by PIET	Wednesday, 22nd jan. to Friday 24th jan. 2014			
16	National Conference on Engineering to be organized by PGI				
17	International Conference on Engineering to be organized PGC				
18	2nd Faculty meeting at institutional level	Saturday, 17th May.2014			
19	NITTTR Sponsored short-term course				
20	Summer vacation	Jun - July as per the status of working days of faculty & staff members			
21	Revision classes & Preparation leave	To be declared later according to RTU Exam Schedule			
22	Submission of semester completion report by Campus Director to Chairman, PGC	Saturday, 14 th Jun.14			
23	Training Program for new faculty, allotment of subjects & Academic preparation program i.e. finalization of blown-up, deployment, zero lecture and multiple	(i) Thursday 02th Jan. 14 to Saturday 05th Jan. 14 (Even sem, session 13-14) (ii) Tuesday 1st Jul.14 to Saturday, 12th Jul.14 (Odd sem, session 14-15)			
24	Training Program for old faculty, allotment of subjects & Academic preparation program i.e. finalization of blown-up, deployment, zero lecture and multiple tutorial sheets at PGC level	Monday, 07th Jul.14 to Friday, 11th Jul.14 (Odd sem, session 14-15)			
25	Issue of Faculty Preparedness Certification by Principal/Campus Director	(i) Before starting regular classes of Even sem, session 13-14 (ii) Tuesday, 15 th Jul.14 (Odd sem, session 14-15)			
26	Training of Lab. Assistant for preparation of next semester by HOD or Dy. HOD	Monday, 07th Jul.14 to Friday, 11th Jul.14 (Odd sem, session 14-15)			
27	Preparation leave for students	minimum 8 days before Start of University Theory Exams			

INTERNAL EXAMINATION

1	Date of Registration & start of regular classes	Monday, 10th Feb.14	Monday, 10th Feb.14	Monday, 6th Jan.14	Monday, 6th Jan.14
28	Declaration of course for 1st and 2nd Mid-term exams along with detailed lecture plan of all theory, tutorials	Monday, 10th Feb.14	Monday, 10th Feb.14	Monday, 6th Jan.14	Monday, 6th Jan.14
29	Date of submission of question papers by faculty members to secrecy for 1st Mid-term	Sat., 22 Feb.,14	Sat., 22 Feb.,14	Sat., 01 Feb.,14	Sat., 01 Feb.,14
30	Date of submission of question papers by secrecy to Director Academics for 1st Mid-term	Sat., 08 Mar.,14	Sat., 08 Mar.,14	Sat., 15 Feb.,14	Sat., 15 Feb.,14
31	Date of submission of question papers by Director Academics to Press for 1st Mid-term	Sat., 15th Mar.,14	Sat., 15th Mar.,14	Sat., 22th Feb.,14	Sat., 22th Feb.,14
32	Date of submission of question papers by Press to Director Academics for 1st Mid-term	Saturday, 29 Mar.,14	Saturday, 29 Mar.,14	Wednesday., 05th Mar.,14	Wednesday., 05th Mar.,14
33	Issue of Question Papers of 1st Mid-term exam to Examination Cell of each institution	Friday, 04 th Apr.14	Friday, 04 th Apr.14	Friday, 07th Mar.14	Friday, 07th Mar.14
34	Declaration of first list of attendance defaulters and online exam defaulters indicating likelihood of debarring from 1st Mid-term exam	Saturday, 22 th Mar.14	Saturday, 22 th Mar.14	Wednesday, 19 th Feb.14	Wednesday, 19 th Feb.14
35	Declaration list of attendance defaulters to be debarred from 1st Mid-term exam	Mon,07 th Apr.14 to Tue, 15 th Apr.14	Mon,07 th Apr.14 to Tue, 15 th Apr.14	Mon,10th Mar.14 to Wed, 19 nd Mar.14	Mon,10th Mar.14 to Wed, 19 nd Mar.14
36	Declaration list of online exam defaulters to be debarred from 1st Mid-term theory exam	Wednesday, 09 th Apr.14	Wednesday, 09 th Apr.14	Wednesday, 12th Mar.14	Wednesday, 12th Mar.14
37	Submission of home assignment marks by faculty before 1st Mid-term exam	Friday, 04 th Apr.14	Friday, 04 th Apr.14	Friday, 07th Mar.14	Friday, 07th Mar.14
38	1st Mid-term Theory & Practical exam	Monday, 07 th Apr.14 to Tuesday, 15 th Apr.14	Monday, 07 th Apr.14 to Tuesday, 15 th Apr.14	Monday, 10th Mar.14 to Wednesday, 19 nd Mar.14	Monday, 10th Mar.14 to Wednesday, 19 nd Mar.14
39	Showing evaluated answer books of 1st Mid-term exam to students in respective classes	Wednesday, 23th Apr.14	Wednesday, 23th Apr.14	Thursday 27 Mar.14	Thursday 27 Mar.14
40	Submission a report of result analysis of 1st & 2nd Mid Term Exams with name of Top 5 students of each branch to Campus Director to Director Academics	Within 15 days after evaluation of answer books			
41	Submission a report of result analysis of University results with name of Top 5 students of each branch by Campus Director to Director Academics	Within 07 days after declaration of results			
42	Last date of submission of Evaluated Answer Books and Mark Lists of First Mid-term Theory & Practical exam to Exam and Secrecy Cell respectively	Wednesday, 23th Apr.14	Wednesday, 23th Apr.14	Thursday 27 Mar.14	Thursday 27 Mar.14
43	Last date for application by students for unmark/unchecked/ retotaling of answer books of 1st Mid-term exam	Saturday, 26 th Apr.14	Saturday, 26 th Apr.14	saturday, 29 th Mar.14	saturday, 29 th Mar.14
44	Submission of revised Award list by HOD to Exam Cell	Wednesday, 30 th Apr.14	Wednesday, 30 th Apr.14	Wednesday, 02 Apr.14	Wednesday, 02 Apr.14
45	Dispatch of Mark-Sheets by mail & SMS to Parents & Students	Saturday, 10 th May.14	Saturday, 10 th May.14	Saturday, 12 th Apr.14	Saturday, 12 th Apr.14
46	Dispatch of Paper Mark-Sheets of 1st Mid-term exam to Parents	Saturday, 10 th May.14	Saturday, 10 th May.14	Saturday, 12 th Apr.14	Saturday, 12 th Apr.14
47	Display of marks of 1st Mid Term exam on college Website	Saturday, 10 th May.14	Saturday, 10 th May.14	Saturday, 12 th Apr.14	Saturday, 12 th Apr.14
48	Declaration of first list of attendance defaulters indicating likelihood of debarring from 2nd Mid-term	Monday, 05 th May,14	Monday, 05 th May,14	Friday, 04 th Apr,14	Friday, 04 th Apr,14
49	Declaration of list of attendance defaulters to be debarred from 2nd Mid-term and/or University Exams.	Monday, 19 th May 2014	Monday, 19 th May 2014	Monday, Apr. 2014 21 th	Monday, 21 th Apr. 2014
50	Declaration of list of online exam defaulters to be debarred from 2nd Mid-term theory exam	Wednesday, 21 st May,14	Wednesday, 21 st May,14	Wednesday, 23 th Apr.14	Wednesday, 23 th Apr.14
51	Date of submission of question papers by faculty members to secrecy for 2nd Mid-term	Thu., 10th Apr.,14	Thu., 10th Apr.,14	Thu., 13 Mar.14	Thu., 13 Mar.14
52	Date of submission of question papers by secrecy to Director Academics for 2nd Mid-term	Thu., 24 Apr.,14	Thu., 24 Apr.,14	Thu., 27th Mar.,14	Thu., 27th Mar.,14
53	Date of submission of question papers by Director Academics to Press for 2nd Mid-term	Thu., 1 May.,14	Thu., 1 May.,14	Wed., 02th Apr.,14	Wed., 02th Apr.,14
54	Date of submission of question papers by Press to Director Academics for 2nd Mid-term	Sat., 10th May.,14	Sat., 10th May.,14	Sat., 12th Apr.,14	Sat., 12th Apr.,14
55	Date of submission of question papers by Director Academics to secrecy for 2nd Mid-term	3 Days before of 2nd Mid Term Exams			
56	Submission of home assignment marks by faculty before 2nd Mid-term exam.	Friday, 16 th May,14	Friday, 16 th May,14	Friday, 18 th Apr.14	Friday, 18 th Apr.14
57	2nd Mid-term theory & Practical Exams	Monday, 19 th May to Tuesday, 27 th May.,14	Monday, 19 th May to Tuesday, 27 th May.,14	Monday, 21 th Apr. to Monday, 28 th Apr.14	Monday, 21 th Apr. to Sat., 26 th Apr.14
58	End-Term Practical Exams	As per RTU Exams			
59	Last Date of submission of Evaluated Answer Books and Mark Lists of 2nd Mid-term Theory & Practical to	Saturday, 26 th May,14	Saturday, 26 th May,14	Saturday, 26 th May,14	Saturday, 26 th May,14

ACTIVITIES & EVENTS

1	Date of Registration & start of regular classes	Monday, 10th Feb.14	Monday, 10th Feb.14	Monday, 6th Jan.14	Monday, 6th Jan.14
60	Celebration of Republic Day & Faculty Felicitat Program	Sunday, 26 th January 2014			
61	Activity of ISTE Chapter	First week of March 2014			
62	Technical Activity of ISHRAE & ISLE	Second week of March 2014			
63	Release of New Letter	On Respective Department Day			
64	Uploading of News Letter on PGC Website	Within Two days After Department day Celebration			
65	College Magazine	Date of approved Q-sheet by Director Academics, PGC	Saturday 12th October 2013		
		Date of approved common message by Director Academics, PGC	Saturday 4th January 2014		
		Date of submission of first draft to Campus Director	Friday 31st January 2014		
		Date of approval of first draft by Campus Director	Saturday 22nd February 2014		
		Date of submission of final draft to Campus Director	Tuesday 25th February 2014		
		Date of approval of final draft by Campus Director and submission for approval to Director General	Thursday 6th March 2014		
		Submission for printing by Director Academics	PCE-March 10th, PIET-March 15th, PGI-March 20, 2014		
		Date of Final Print receiving	PCE-March 17th, PIET-March 22nd, PGI-March 27th, 2014		
	Date of distribution	Saturday 19 th Apr.14			
66	Library requirements for next semester	Wednesday,	Wednesday,	Wednesday,	Wednesday,
67	Blood Donation	between 17th Feb. to 22 Feb. 2014			
68	Laboratory requirements for modification/ New Labs Establishment	Wednesday, 30 th Apr.14	Wednesday, 30 th Apr.14	Wednesday, 30 th Apr.14	Wednesday, 30 th Apr.14
<i>OTHER IMPORTANT ISSUES</i>					
69	Start of preparation of report of AICTE by Campus Director for EOA	<i>OTHER IMPORTANT ISSUES</i>			
70	Submission of report to AICTE by Campus Director	Monday, 10 th February, 14			
71	Start of preparation of affiliation form of RTU by Campus Director	Monday, 10 th February, 14			
72	Submission of RTU affiliation form	Friday, 21 st February, 14			
73	Deposition of affiliation fee to RTU for session 2013-14				
74	Submission of Budget Utilization Report by HOD to Campus Director	Last teaching day of each sem.			
75	Submission of Budget Utilization Report by Campus Director to CFO	Within seven days after last teaching day of each sem.			
76	Replease of PGC Budget Utilization Report and Budget Allocation Report by CFO	within fifteen days after last teaching day of each sem.			
77	Issue of Purchase order to printers for lab records and other stationary for each semester including College	30 th Nov. / 31 st May of every year			
78	Date of supply of stationary lab records/ college diary by CFO	31 th Dec. / 30 th June of every year			
79	Date of Distribution of Stationary/Lab records to Student's Proctor/Registrar	First week of each sem.			
80	Date of Distribution of college diary to new faculty and staff members by Campus Director	7 days before start of sem. Classes			
81	Start of process of Purchase of lab equipments for new labs by Campus Director	3 months before start of regular classes			
82	Issue of Purchase order for purchase of lab equipments for new labs	2 months before start of regular classes			
83	Visit to interact with 25 selected student's parents of day scholars by Tutors/Faculties	once before 1st Mid term exams			
"SAVE GREENERY-SAVE EARTH" Be a part of solution not the polution					