

# Poornima Group of Colleges, Jaipur

## ACADEMIC PROGRAMME

### Schedule of Important Dates - Even Semester, Session 2014-15

(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	Saturday, 24 January,15	Wednesday, 25th Feb.15	Saturday, 03 January,15	Saturday, 03 January,15
2	Issue of Faculty Preparedness Certificate by Campus Director/ Dean (Even Sem 2014-15)	Monday, 19 January, 15	Monday, 09 Feb.15	Friday 2 January,15	Friday 2 January, 15
3	Semester opening and closing meeting at institutional level by Campus Director	Friday 2nd Jan 15			
4	1 <sup>st</sup> Faculty meeting at institutional level	Tuesday, 10 <sup>th</sup> Feb.15			
5	Meeting of PJF Advisory Board	Friday, 6th Feb, 2015			
6	Academic Audit by team of Campus Directors (3 days for PCE, 3 days for PIET & 2 day for PGI)	PCE-(EE, EIC & EC) Monday, 23 <sup>th</sup> Feb.15		PGI- (CE, EC & ME) Tuesday,24th Feb.15	
		PCE-(CE, IT, ME & Civil) Wednesday, 25th		PGI- 1st Year & Civil Dept. Thursday,26th	
		PIET-(CE & IT ) Friday,27th Feb.15		PIET-(EE, & EC) Saturday, 28th Feb.15	
		PCE (1st Year, morning & Evening Shift ) Monday 02th Mar.15 PIET 1st Year & Civil Engg. Tuesday 3 March. 15			
7	Filling of student feedback form	During 1 <sup>st</sup> mid term exam			
8	Date of submission of report on students feedback with corrective measures to be taken by Campus Director and Report to Chairman, PGC	Saturday, 04 <sup>th</sup> Apr,15	Saturday, 11th Apr,15	Saturday, 14 <sup>th</sup> Mar,15	Saturday, 14th Mar,15
9	Guru Gobind Singh Jayanti	Monday 5th Jan. 2015			
10	Makar Sankranti Holiday	Wednesday, 14 <sup>th</sup> Jan.15			
11	Holi Vacations	Friday, 06 <sup>th</sup> Mar.& Saturday, 07 <sup>th</sup> Mar.15			
12	Mahavir Jayanti	Thursday 02nd April 2015			
13	Ambedkar Jayanti	Tuesday, 14th April,2015			
14	Last Teaching Day	Saturday, 16 <sup>th</sup> May., 15	Saturday, 30 <sup>th</sup> May., 15	Saturday, 11 <sup>th</sup> Apr. 15	Saturday, 11 <sup>th</sup> Apr. 15
15	Submission of self appraisal report by Faculty to Campus Director in prescribed form	Monday, 11 <sup>th</sup> May 15			
16	National & International Conference on Engineering to be organized by PCE	National conference- Mar 14-15, 2015			
17	National & International Conference on Engineering to be organized by PIET	International conference- Jan 16-17, 2015			
18	National Conference on Engineering to be organized by PGI	National conference- Feb 28 to Mar 1, 2015			
19	International Conference on Engineering to be organized PGC				
20	2nd Faculty meeting at institutional level	Saturday, 02nd May.2015			
21	NITTTR Sponsored short-term course	As per NITTTR and IIT Calendar			
22	Summer vacation	May-Jun as per the status of working days of faculty & staff members			
23	Revision classes & Preparation leave	To be declared later according to RTU Exam Schedule			
24	Submission of semester completion report by Campus Director to Chairman, PGC	Saturday, 30 <sup>th</sup> May.15			

25	Training Program for new faculty, allotment of subjects & Academic preparation program i.e. finalization of blown-up, deployment, zero lecture and multiple tutorial sheets at PGC level	(i) Friday 02th Jan. 15 to Saturday 10th Jan. 15 (Even sem, session 2014-15) (ii) Wednesday 1st Jul.15 to Saturday, 11th Jul.15 (Odd sem, session 2015-16)			
26	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	Wednesday, 08th Jul.15 to Saturday,11th Jul.15 (Odd sem, session 2015-16)			
27	Issue of Faculty Preparedness Certification by Campus Director	(I) Before starting regular classes of Even sem, session 2014-15 (ii)Wednesday, 15 <sup>th</sup> Jul.15 (Odd sem, session 2015-16)			
28	Training of Lab. Assistant for preparation of next semester by HOD or Dy. HOD	Wednesday, 08th Jul.15 to Saturday,11th Jul.15 (Odd sem, session 15-16)			
29	Preparation leave for students	07 days before Start of University Theory Exams			
<b><u>INTERNAL EXAMINATION</u></b>					
30	Declaration of course for 1st and 2nd Mid-term exams along with detailed lecture plan of all theory, tutorials and P-Proskep activities excluding Labs	Monday, 19 Jan.15	Monday, 16 February.15	Friday 2nd Jan 15	Friday 2nd Jan 15
31	Date of submission of question papers by faculty members to secrecy for 1st Mid-term	Wednesday, 11 Feb,15	Monday, 02 Mar,15	Wednesday, 21 Jan,15	Wednesday, 21 Jan,15
32	Date of submission of question papers by secrecy to Assistant Director, PF for 1st Mid-term	Saturday, 21 Feb,15	Saturday, 14 March,15	Saturday, 01 Feb,15	Saturday, 01 Feb,15
33	Date of submission of question papers by Assistant Director, PF to Press for 1st Mid-term	Saturday, 28 Feb,15	Saturday, 14 March,15	Saturday, 07 Feb,15	Saturday, 07 Feb,15
34	Date of submission of question papers by Press to Assistant Director, PF for 1st Mid-term	Saturday, 07 Mar,15	Wednesday, 25 Mar,15	Saturday, 14 Feb,15	Saturday, 14 Feb,15
35	Issue of Question Papers of 1st Mid-term exam to Examination Cell of each institution	Saturday, 28 Mar,15	Saturday, 28 Mar,15	Wednesday, 25th Feb.15	Friday, 27th Feb.15
36	Declaration of first list of attendance defaulters and online exam defaulters indicating likelihood of debarring from 1st Mid-term exam	Thursday, 19th March.15	Thursday, 19th March.15	Thursday, 05th Feb.15	Thursday, 05th Feb.15
37	Declaration list of attendance defaulters to be debarred from 1st Mid-term exam	Monday 30 March, 15	Monday 30 March, 15	Thursday 26rd Feb 15	Monday 2nd Mar 15
38	Declaration list of online exam defaulters to be debarred from 1st Mid-term theory exam	Wednesday, 01 th Apr.15	Wednesday, 01 th Apr.15	Wednesday, 25th Feb.15	Wednesday, 25th Feb.15
39	Submission of home assignment marks by faculty before 1st Mid-term exam	Friday, 27th Mar. 15	Friday, 27th Mar. 15	Monday, 24th Feb.15	Friday, 27th Feb.15
40	1st Mid-term Theory & Practical exam	Monday 30th ,Mar. 15 to Tuesday 07 April 15	Monday 30th Mar.15 to Tuesday 07 April 15	Thursday 26th Feb 15 to Thursday 05th Mar 15	Monday 2nd Mar 15 to Thursday 5th Mar 15
41	Showing evaluated answer books of 1st Mid-term exam to students in respective classes	Saturday, 11th Apr.15	Saturday, 11th Apr.15	Tuesday 10th Mar.15	Tuesday 10th Mar.15
42	Submission report of result analysis of 1st & 2nd Mid Term Exams with name of Top 5 students of each branch by Campus Director to Assistant Director, PF	Within 15 days after evaluation of answer books			
43	Submission a report of result analysis of University results with name of Top 5 students of each branch by Campus Director to Assistant Director, PF	Within 07 days after declaration of results			
44	Last date of submission of Evaluated Answer Books and Mark Lists of First Mid-term Theory & Practical exam to Exam and Secrecy Cell respectively	Saturday, 11 April,15	Saturday, 11 April,15	Monday 09th Mar.15	Monday 09th Mar.15
45	Last date for application by students for unmark/unchecked/ retotaling of answer books of 1st Mid-term exam	Tuesday, 14th Apr.15	Tuesday, 14th Apr.15	Tuesday, 10 <sup>th</sup> Mar.15	Tuesday, 10 <sup>th</sup> Mar.15
46	Submission of revised Award list by HOD to Exam Cell	Friday, 17th Apr.15	Friday, 17th Apr.15	Thursday, 12th Mar.15	Thursday, 12th Mar.15
47	Dispatch of Mark-Sheets by mail & SMS to Parents & Students	Thursday 23 April 15	Thursday 23 April 15	Saturday, 21 <sup>th</sup> Mar.15	Saturday, 21 <sup>th</sup> Mar.15

48	Dispatch of Paper Mark-Sheets of 1st Mid-term exam to Parents	Thursday 23 April 15	Thursday 23 April 15	Saturday, 21th Mar.15	Saturday, 21th Mar.15
49	Display of marks of 1st Mid Term exam on college Website	Thursday 23 April 15	Thursday 23 April 15	Saturday, 21th Mar.15	Saturday, 21th Mar.15
50	Declaration of first list of attendance defaulters indicating likelihood of debaring from 2nd Mid-term exam	Monday, 04 <sup>th</sup> May,15	Tuesday, 19 <sup>th</sup> May,15	Saturday, 04th Apr,15	Saturday, 04 <sup>th</sup> Apr,15
51	Declaration of list of attendance defaulters to be debarred from 2nd Mid-term and/or University Exams.	Monday, 18 May, 2015	Monday, 01 June, 2015	Monday, 13 April, 2015	Monday, 13 April, 2015
52	Declaration of list of online exam defaulters to be debarred from 2nd Mid-term theory exam	Wednesday, 20th May,15	Wednesday, 03rd June,15	Wednesday, 15 April, 15	Wednesday, 15 April, 15
53	Date of submission of question papers by faculty members to secrecy for 2nd Mid-term	Thursday, 09th Apr.15	Thursday, 23rd Apr.15	Monday, 09 Mar.15	Monday, 09 Mar.15
54	Date of submission of question papers by secrecy to Assistant Director, PF for 2nd Mid-term	Thursday, 23 Apr.,15	Thursday, 07 May,15	Friday, 20 March,15	Friday, 20 March,15
55	Date of submission of question papers by Assistant Director, PF to Press for 2nd Mid-term	Friday, 01 May.,15	Friday, 15 May.,15	Thursday, 26 March,15	Thursday, 26 March,15
56	Date of submission of question papers by Press to Assistant Director, PF for 2nd Mid-term	Saturday, 09th May.,15	Saturday, 23rd May,15	Saturday, 4 April,15	Saturday, 4 April,15
57	Date of submission of question papers by Assistant Director, PF to secrecy for 2nd Mid-term	2 Days before the start of 2nd Mid Term Exams			
58	Submission of home assignment marks by faculty before 2nd Mid-term exam.	Friday, 15 <sup>th</sup> May,15	Friday, 29th May,15	Friday, 10 April, 15	Friday, 10 April, 15
59	2nd Mid-term theory & Practical Exams	Monday, 18 <sup>th</sup> May to Tuesday, 26 <sup>th</sup> May.,15	Monday, 01st June to Monday, 08th June,15	Monday, 13 Apr. to Monday, 20 April, 15	Monday, 13 Apr. to Saturday, 19 April, 15
60	End-Term Practical Exams	As per RTU Exams			
61	Last Date of submission of Evaluated Answer Books and Mark Lists of 2nd Mid-term Theory & Practical to Secrecy Cell.	Saturday, 6 <sup>th</sup> Jun, 15	Saturday, 13 <sup>th</sup> Jun, 15	Thursday, 30 April, 15	Thursday, 30 April, 15
<b>ACTIVITIES &amp; EVENTS</b>					
62	Celebration of Republic Day & Faculty Felicitation Program	Monday, 26 <sup>th</sup> January 2015			
63	Activity of ISTE Chapter	First week of March 2015			
64	Technical Activity of ISHRAE & ISLE	Second week of March 2015			
65	Release and Uploading of News Letter on PGC Website	Third week of March 2015			
66	Group Photograph of students of Final Year, faculty & staff members	On Day of First Mid-term theory exam between 1 <sup>st</sup> & 2 <sup>nd</sup> Test of the day			
67	College Magazine	Date of approved Q-sheet by Director	Saturday Jan 10, 2015		
		Date of approved common message by	Saturday Jan 24, 2015		
		Date of submission of first draft to Campus	Saturday Feb 14, 2015		
		Date of approval of first draft by Campus	Wednesday Feb 25, 2015		
		Date of submission of final draft to Campus	Saturday Mar 7, 2015		
		Date of approval of final draft by Campus	Thursday Mar 19, 2015		
		Submission for printing by Director	Saturday Mar 21, 2015		
		Date of Final Print receiving	Saturday Mar 28, 2015		
	Date of distribution	Saturday April 18, 15			
68	Library requirements for next semester	Thursday, 30th Apr.15			
69	Laboratory requirements for modification/ New Labs Establishment	Thursday, 30th Apr.15			
<b>OTHER IMPORTANT ISSUES</b>					
70	Start of preparation of report of AICTE by Campus Director for EOA	Friday 02nd Jan.2015			
71	Submission of report to AICTE by Campus Director	Monday, 09 <sup>th</sup> February, 15			
72	Start of preparation of affiliation form of RTU by Campus Director	Monday, 02nd February, 15			
73	Submission of RTU affiliation form	Friday, 20th February, 15			

74	Deposition of affiliation fee to RTU for session 2014-15	
75	Submission of Budget Utilization Report by HOD to Campus Director	Last teaching day of each sem.
76	Submission of Budget Utilization Report by Campus Director to Director(Admin & Finance)	Within seven days after last teaching day of each sem.
77	Release of PGC Budget Utilization Report and Budget Allocation Report by Director(Admin & Finance)	within fifteen days after last teaching day of each sem.
78	Issue of Purchase order to printers for lab records and other stationary for each semester including College Diary by CFO	30 <sup>th</sup> Nov. / 31 <sup>st</sup> May of every year
79	Date of supply of stationary lab records/ college diary by Director(Admin & Finance)	31 <sup>th</sup> Dec. / 30 <sup>th</sup> June of every year
80	Date of Distribution of Stationary/Lab records to Student's by Proctor/Registrar	First week of each sem.
81	Date of Distribution of college diary to new faculty and staff members by Campus Director	7 days before start of sem. Classes
82	Start of process of Purchase of lab equipments for new labs by Campus Director	3 months before start of regular classes
83	Issue of Purchase order for purchase of lab equipments for new labs	2 months before start of regular classes
<b>"CLEAN INDIA GREEN INDIA" BE A PART OF SOLUTION, NOT POLLUTION</b>		