



# POORNIMA

## GROUP OF COLLEGES

### Calendar for Engineering Programs: Odd Semester - Session 2015-16 (Subject to revision due to specific RTU/RPET guidelines)

#### ACADEMIC PROGRAMME

S. No.	Activity Details	B.Tech. I Sem.	B.Tech. III Sem.	B.Tech. V Sem.	B.Tech. VII Sem.
1	Date of Registration & start of regular classes	Mon., 03th Aug. 15	Mon., 20th July 15	Mon., 20th July 15	Mon., 13th July 15
2	Orientation programme	Mon., 03th Aug. 15 to Thu., 06th Aug. 15	As per Department Schedule	As per Department Schedule	As per Department Schedule
3	Date of finalization feedback process and feedback form of students and SHG Coordinators by Director Academic (o)	Mon., 14th July, 15			
4	Semester Opening & Closing Meeting at Institutional level by Campus Director	Sat., 11th July, 15			
5	Meeting of Governing Council	PCE Sat., 05th Sept., 15	PIET-Sat., 20th Sept., 15	PGI Sat., 03th Oct., 15	
6	Meeting of PJF Advisory Board	Nov., 2015			
7	Departmental Academic Audit by Asst. Director (PF)	PCE- ECE, EIC & EE 14th Sept., 15	PCE- CSE & IT 15th Sept., 15	PCE- ME & Civ 16th Sept., 15	PCE- 1st Year (A&B Group) 17th Sept., 15
		PIET-CS, IT & EE 18th Sept., 15	PIET-ECE & Civ 19th Sept., 15	PIET- 1st Year 21st Sept., 15	PGI- Civil & ME 22nd Sept., 15
		PGI- CS, EC&1st Year 24th Sept., 15			
8	Submission of self appraisal report by PF Employees to their reporting officers in prescribed form	Mon., 07th Dec., 15 to Sat., 12th Dec., 15			
9	Forwarding of Self appraisal report by reporting officer to review officer with recommendation	Mon., 14th Dec., 15 to Wed., 16th Dec., 15			
10	Finalization of self appraisal report by review officer & submission of summary to Asst. Director (PF)	Tue., 17th Dec., 15 to Sat., 19th Dec., 15			
11	National Conference on Engineering to be organized by PCE, PIET & PGI individually				
12	International Conference on Engineering to be organized by PCE, PIET & PGI				
13	Semester Opening & Closing Meeting at Institutional level by Campus Director	Sat., 19th Dec. 15			
15	Submission of semester completion report by Campus Director to Chairman, PF	Mon., 04th Jan. 16			
15	Training Program for Odd Semester 2015-16	Wed., 01 July to Fri., 10th July 15			
16	Submission of Preparedness status report by HOD to Campus Director for ODD Semester 2015-16	Sat., 11th July 15			
17	Review Meeting of Odd Semester Preparedness status with Chairman, PF	Tue., 14th July, 15			

18	Filling of student feedback form	During 1st mid term exam			
19	Date of submission of report on students feedback with corrective measures to be taken by HOD & Campus Director and report to Chairman, PF	After one week of 1st Mid Term Exams			
20	Submission of Faculty/Staff feedback by Campus Director to Chairman, PF	After 10 days of 1st Mid Term Exams			
21	Last Teaching Day	Sat., 13th Dec.15	Sat., 13th Dec.15	Sat., 15th Nov.15	Sat., 15th Nov.15
22	Revision classes & Preparation leave	To be declared later according to RTU Exam Schedule			
23	Preparation leave for students	8 days before Start of University Theory Exams			

## INTERNAL EXAMINATION

S. No.	Activity Details	B.Tech. I Sem.	B.Tech. III Sem.	B.Tech. V Sem.	B.Tech. VII Sem.
24	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	Mon., 03th Aug. 15	Mon., 20th July 15	Mon., 20th July 15	Mon., 13th July 15
25	Date of submission of question papers by faculty members to secrecy for 1st Mid-term	Wed., 09th Sep.,15	Wed., 09th Sep.,15	Sat., 08th Aug.,15	Sat., 08th Aug.,15
26	Date of submission of question papers by secrecy to Director Academics (o) for 1st Mid-term	Mon., 21th Sep.,15	Mon., 21th Sep.,15	Fri., 21th Aug.,15	Fri., 21th Aug.,15
27	Date of submission of question papers by Asst. Director (o) to Press for 1st Mid-term	Mon., 28th Sep.,15	Mon., 28th Sep.,15	Fri., 28th Aug.,15	Fri., 28th Aug.,15
28	Date of submission of question papers by Press to Director Academics (o) for 1st Mid-term	Sat., 03rd Oct.,15	Sat., 03rd Oct.,15	Fri., 04th Sep.,15	Fri., 04th Sep.,15
29	Date of submission of question papers by Asst. Director (o) to secrecy for 1st Mid-term	Sat., 10th Oct.,15	Sat., 10th Oct.,15	Fri., 12th Sep.,15	Fri., 12th Sep.,15
30	Declaration of attendance defaulters and online exam defaulters indicating likelihood of debaring from 1st Mid-term exam	Sat., 03rd Oct.,15	Sat., 03rd Oct.,15	The., 03rd Sept.,15	The., 03rd Sept.,15
31	Declaration of attendance defaulters to be debarred from 1st Mid-term exam	Mon., 12th Oct.15	Mon., 12th Oct.15	Mon., 14th Sept.15	Mon., 14th Sept.15
32	Declaration of online exam defaulters to be debarred from 1st Mid-term theory exam	Wed., 14th Oct. 15	Wed., 14th Oct. 15	Wed., 16th Sept. 15	
33	Submission of home assignment marks by faculty before 1st Mid-term exam	Sat., 10th Oct.15	Sat., 10th Oct.15	Sat., 12th Sep.15	Sat., 12th Sep.15
34	I Mid Term Theory & Practical Exam	Mon., 12th Oct.15	Tue., 13th Oct.15	Mon., 14th Sept.15	Mon., 14th Sept.15
35	Showing evaluated answer books of 1st Mid-term exam to students in respective classes	Sat., 25th Oct.15	Sat., 25th Oct.15	Fri., 26th Sept.15	Fri., 26th Sept.15
36	Special Lectures for II Yr. Students in all Colleges as per Time Table	-	Mon., 14th Sep.15 to Sat., 20th Sep., 15	-	-
37	Special Lectures/ Campus Recruitment Training for III & IV Yr. Students in all Colleges as per time table (PEEM)	-	-	Mon., 12th Oct.15 to Sat., 18th Oct. 15	-
38	Last date of submission of Evaluated Answer Books and Mark 2nds of First Mid-term Theory & Practical exam to Exam and Secrecy Cell respectively	Mon., 03rd Nov.15	Mon., 03rd Nov.15	Mon., 06th Oct.15	Mon., 06th Oct.15
39	Last date for application by students for unmark/unchecked/ re-totalling of answer books of 1st Mid-term exam	Thu., 06th Nov.15	Thu., 06th Nov.15	Thu., 09th Oct.15	Thu., 09th Oct.15
40	Submission of revised Award 2nd by HOD to Exam Cell	Mon., 10th Nov.15	Mon., 10th Nov.15	Sat., 11th Oct.15	Sat., 11th Oct.15
41	Dispatch of Mark-Sheets by mail & SMS to Parents & Students	Thu., 20th Nov.15	Thu., 20th Nov.15	Wed., 22nd Oct.15	Wed., 22nd Oct.15
42	Dispatch of Paper Mark-Sheets of 1st Mid-term exam to Parents	Thu., 20th Nov.15	Thu., 20th Nov.15	Wed., 22nd Oct.15	Wed., 22nd Oct.15
43	Display of marks of 1st Mid Term exam on college Website	Thu., 20th Nov.15	Thu., 20th Nov.15	Wed., 22nd Oct.15	Wed., 22nd Oct.15
44	Submission of report of result analysis of 1st Mid Term Exams in PF format by Campus Director to Asst. Director (o) and review meeting with Chairman, PF	Within 10 days of last theory paper of 1st Mid Term Exams			
45	Submission of report of result analysis of University results with name of Top 5 students of each branch by Campus Director to Director Academics (o)	Within 07 days after declaration of results			

46	Declaration of attendance defaulters indicating likelihood of debarring from 2nd Mid-term exam	Thu., 03th Dec,15	Thu., 03th Dec,15	Wed., 04th Nov,15	Wed., 04th Nov,15
47	Declaration of attendance defaulters to be debarred from 2nd Mid-term and/or University Exams.	Mon., 14th Dec.,15	Mon., 14th Dec.,15	Mon., 16th Nov.,15	Mon., 16th Nov.,15
48	Declaration of 2nd of online exam defaulters to be debarred from 2nd Mid-term theory exam	2nd day of 2nd mid-term theory exam			
49	Date of submission of question papers by faculty members to secrecy for 2nd Mid-term	Wed., 28th Oct.,15	Wed., 28th Oct.,15	Thu., 08th Oct.15	Thu., 08th Oct.15
50	Date of submission of question papers by secrecy to Asst. Director (o) for 2nd Mid-term	Thu., 19th Nov.,15	Thu., 19th Nov.,15	Tue., 20th Oct.,15	Tue., 20th Oct.,15
51	Date of submission of question papers by Asst. Director (o) to Press for 2nd Mid-term	Sat., 28th Nov.,15	Sat., 28th Nov.,15	Thu., 29th Oct.,15	Thu., 29th Oct.,15
52	Date of submission of question papers by Press to Asst. Director (o) for 2nd Mid-term	Sat., 05th Dec.,15	Sat., 05th Dec.,15	Thu., 05th Nov.,15	Thu., 05th Nov.,15
53	Date of submission of question papers by Asst. Director (o) to secrecy for 2nd Mid-term	3 Days before of 2nd Mid Term Exams			
54	Submission of home assignment marks by faculty before 2nd Mid-term exam.	Sat., 12th Dec.15	Sat., 12th Dec.15	Sat., 07th Nov.15	Sat., 07th Nov.15
55	2nd Mid-term theory & Practical Exams	Mon., 14th Dec.,15	Mon., 14th Dec.,15	Mon., 16th Nov.,15	Mon., 16th Nov.,15
56	End-Term Practical Exams	Thu., 22th Dec.,15	Thu., 22th Dec.,15	Tue., 02nd Dec.,15	Tue., 02nd Dec.,15
57	Last Date of submission of Evaluated Answer Books and Mark 2nds of 2nd Mid-term Theory & Practical to Secrecy Cell.	7 day from date of Exam			
58	Library requirements for next semester	Sat., 24th Oct.,15	Sat., 24th Oct.,15	Sat., 24th Oct.,15	Sat., 24th Oct.,15
59	Laboratory requirements for modification/ New Labs Establishment	Sat., 24th Oct.,15	Sat., 24th Oct.,15	Sat., 24th Oct.,15	Sat., 24th Oct.,15

**ACTIVITIES ,EVENTS & HOLIDAYS**

S. No.	Activity Details	B.Tech. I Sem.	B.Tech. III Sem.	B.Tech. V Sem.	B.Tech. VII Sem.
60	Eid-ul-Fitar			Sat., 18th July., 15	
61	Celebration of Independence Day & Faculty Felicitation Program			Sat., 15th August 2015	
62	Raksha Bandhan			Sat., 29th August 2015	
63	Celebration of Teachers' Day at Department Level ( 1.30 PM to 3.30 PM)			Sat., 05th Sep. 2015	
64	Celebration of Engineering' Day at Department Level (12.30PM to 2.30PM) & Inter-college Debate Competition			Tue., 15th Sep. 2015	
65	Blood Donation Camp			II Week of Sep. 2015	
66	Eid-ul-Juha			Fri., 25th Sep.2015	
67	Annual Day KALANIDHI' 2015 & Prize d1stribution ceremony (At Arbuda Convention Centre )			Fri., 2nd Oct., 2015 (Gandhi Jayanti)	
68	Vijay Dashmi			Thu.,22nd Oct., 15	
69	Diwali Break			Mon., 09th Nov. to Sat., 14th Nov. 2015	
70	Winter Break			Fri., 25th December 2015 to Fri, 1st January, 2016	
71	Activity under WISE (Women in Science in Engineering)			Sep. 15	
72	Activities under 1stE Chapter & IETE			August, 2015	
73	Technical Activity of ISHRAE & ISLE			September, 2015	
74	Aarohan' 2K16			Wed., 04th Nov.15 to Sat., 07th Nov .15	
75	Activity of WISE			During AAROHAN 2K15	
76	Industrial Tour	Minimum 2 Industries to be Visited as per Guideline of Dean, 1st Yr., PF	N.A.	N.A.	N.A.
77	Submission of Industrial Tour Reports of each section to Respective HOD	Within in 07 days of Last day of tour	N.A.	N.A.	N.A.
78	Social Activities by each Department			Sept. 2015	
79	Start of Preparation for Non Syllabus Projects (ODD Semester 2015-16)			From Day of Start of ODD Semester for Respective Classes	
80	Meeting of HOD's & Higher Officers for Discussion on Poornima Project Exhibition			Sat., 08th Aug., 15	
81	Review of Progress of Departmental Projects by Campus Directors			One Week after completion of I Mid Term Exam	
82	Submission of all Departmental Projects (Two projects from each departments) and 8th Sem. students projects for Exhibition			Nov., Dec. 2015	
83	Poornima Project Exhibition			2 Nov., 2015, 3 Nov.,2015	

## OTHER IMPORTANT ISSUES

S. No.	Activity Details	B.Tech. I Sem.	B.Tech. III Sem.	B.Tech. V Sem.	B.Tech. VII Sem.
84	Start of preparation of report of AICTE by Campus Director for EOA for session 2015-16			Tue., 01st Dec., 15	
85	Submission of online form to AICTE by Campus Director for session 2015-16			Sat., 19th Dec., 15	
86	Submission of Hard Copy to AICTE, Chandigarh for session 2015-16			Wed., 23rd Dec., 15	
87	Deposition of affiliation fee to RTU for session 2015-16			Sat., 19th Dec., 15	
88	Submission of Budget Utilization Report by HOD to Campus Director for Session 2014-15			Sat., 11th July, 15	
89	Submission of Budget Utilization Report by Campus Director to Director (Admin. & Fin.) for Session 2014-15			Mon., 20th July, 15	
90	Release of PF Budget Utilization Report for session 2014-15 and Budget Allocation for session 2015-16 by Director (Admin. & Fin.)			Sat., 25th July, 15	
91	Issue of Purchase order to printers for lab records and other stationary for each semester including College Diary by Director (Admin. & Fin.)			Mon., 01st June, 15	
92	Date of Issue of Stationary/Lab records to Proctor/Registrar from Central PF Store			On Date of Registration	
93	Date of Distribution of College diary & Training Kit to new faculty and staff members by Campus Director			Wed., 01st July, 15	
94	Date of Issue of College Diary to all Faculty & Technical staff members by Proctor/Registrar through respective HOD			Wed., 1st July, 15 to Sat., 04th July, 15	
95	Start of process for Purchase of lab equipments & Library books for new labs by Campus Director for Even Semester of Session 2015-15			Sat., 10th Oct. 15	
96	Issue of purchase order for purchase of lab equipments & library books for new labs			Sat., 21st Nov. 15	
97	Visit to interact with 25 selected student's parents of day scholars by Tutors/Faculties			During 1st mid term exam on days of Theory papers	