

Poornima Foundation

Calendar for Engineering Programs: Odd Semester - Session 2014-15

(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., 04th Aug.14 | Mon., 21st July 14 | Mon., 21st July 14 | Mon., 21st July 14 |
| 2 | Orientation programme | Mon., 04th Aug.14 to Thu., 07th Aug. 14 | 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, 14 | | | |
| 4 | Semester Opening & Closing Meeting at Institutional level by Campus Director | Sat., 19 July, 14 | | | |
| 5 | Meeting of Governing Council | PCE Sat., 06th Sept., 14 | PIET-Sat., 20 Sept., 14 | PGI Sat., 04th Oct., 14 | |
| 6 | Meeting of PJF Advisory Board | Nov., 2014 | | | |
| 7 | Departmental Academic Audit by Asst. Director (PF) | PCE- ECE, EIC & EE 15th Sept., 14 | PCE- CSE & IT 16th Sept., 14 | PCE- ME & Civ 17th Sept., 14 | PCE- 1st Year (A&B Group) 18th Sept., 14 |
| | | PIET-CS & IT 19th Sept., 14 | PIET-ECE & Civ 20th Sept., 14 | PIET- EE & 1st Year 22nd Sept., 14 | PGI- Civil & ME 23rd Sept., 14 |
| | | PGI- CSE & EC 24th Sept., 14 | PGI- 1st Year 25th Sept., 14 | | |
| 8 | Submission of self appraisal report by PF Employees to their reporting officers in prescribed form | Mon., 01st Dec., 14 to Sat., 06th Dec., 14 | | | |
| 9 | Forwarding of Self appraisal report by reporting officer to review officer with recommendation | Mon., 08th Dec., 14 to Wed., 10th Dec., 14 | | | |
| 10 | Finalization of self appraisal report by review officer & submission of summary to Asst. Director (PF) | Tue., 11th Dec., 14 to Sat., 13rd Dec., 14 | | | |
| 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., 20th Dec. 14 | | | |
| 14 | Submission of semester completion report by Campus Director to Chairman, PF | Mon., 05th Jan. 14 | | | |
| 15 | Training Program for Odd Semester 2014-15 | Tue., 02 July to Wed., 16th July 14 | | | |
| 16 | Submission of Preparedness status report by HOD to Campus Director for ODD Semester 2013-14 | Fri., 18th July 14 | | | |
| 17 | Review Meeting of Odd Semester Preparedness status with Chairman, PF | Mon., 14th July, 14 | | | |
| 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., 06th Dec.14 | Sat., 06th Dec.14 | Sat., 22nd Nov.14 | Sat., 22nd Nov.14 |
| 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 | | | |

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| 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., 04th Aug.14 | Mon., 21st July.14 | Mon., 21st July.14 | Mon., 21st July.14 |
| 25 | Date of submission of question papers by faculty members to secrecy for 1st Mid-term | Mon., 01st Sep.,14 | Mon., 01st Sep.,14 | Sat., 16th Aug.,14 | Sat., 16th Aug.,14 |
| 26 | Date of submission of question papers by secrecy to Director Academics (o) for 1st Mid-term | Mon., 15th Sep.,14 | Mon., 15th Sep.,14 | Sat., 30th Aug.,14 | Sat., 30th Aug.,14 |
| 27 | Date of submission of question papers by Director Academics (o) to Press for 1st Mid-term | Wed., 24th Sep.,14 | Wed., 24th Sep.,14 | Sat., 06th Sep.,14 | Sat., 06th Sep.,14 |
| 28 | Date of submission of question papers by Press to Director Academics (o) for 1st Mid-term | Wed., 01st Oct.,14 | Wed., 01st Oct.,14 | Sat., 13th Sep.,14 | Sat., 13th Sep.,14 |
| 29 | Date of submission of question papers by Director Academics (o) to secrecy for 1st Mid-term | Wed., 08th Oct.,14 | Wed., 08th Oct.,14 | Mon., 15th Sep.,14 | Mon., 15th Sep.,14 |
| 30 | Declaration of first 2nd of attendance defaulters and online exam defaulters indicating likelihood of debaring from 1st Mid-term exam | Thu., 18th Sep.,14 | Thu., 18th Sep.,14 | Wed., 03rd Sept.,14 | Wed., 03rd Sept.,14 |
| 31 | Declaration 2nd of attendance defaulters to be debarred from 1st Mid-term exam | Thu., 09th Oct. 14 | Thu., 09th Oct. 14 | Mon., 17th Sept.14 | Mon., 17th Sept.14 |
| 32 | Declaration 2nd of online exam defaulters to be debarred from 1st Mid-term theory exam | Mon., 13th Oct. 14 | Mon., 13th Oct. 14 | Sat., 20th Sept. 14 | Sat., 20th Sept. 14 |
| 33 | Submission of home assignment marks by faculty before 1st Mid-term exam | Mon., 03rd Nov.14 | Mon., 03rd Nov.14 | Mon., 06th Oct.14 | Mon., 06th Oct.14 |
| 34 | I Mid Term Theory & Practical Exam | Fri., 10th Oct.14 | Fri., 10th Oct.14 | Wed., 17th Sept.14 | Wed., 17th Sept.14 |
| 35 | Showing evaluated answer books of 1st Mid-term exam to students in respective classes | Mon., 03rd Nov.14 | Mon., 03rd Nov.14 | Mon., 06th Oct.14 | Mon., 06th Oct.14 |
| 36 | Special Lectures for II Yr. Students in all Colleges as per Time Table | - | Wed., 17th Sep.14 to Fri., 25th Sep., 14 | - | - |
| 37 | Special Lectures/ Campus Recruitment Training for III & IV Yr. Students in all Colleges as per time table (PEEM) | - | - | Thu., 10th Oct.14 to Thu., 17th Oct. 14 | - |
| 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.14 | Mon., 03rd Nov.14 | Mon., 06th Oct.14 | Mon., 06th Oct.14 |
| 39 | Last date for application by students for unmark/unchecked/ re-totalling of answer books of 1st Mid-term exam | Thu., 06th Nov.14 | Thu., 06th Nov.14 | Thu., 09th Oct.14 | Thu., 09th Oct.14 |
| 40 | Submission of revised Award 2nd by HOD to Exam Cell | Mon., 10th Nov.14 | Mon., 10th Nov.14 | Sat., 11th Oct.14 | Sat., 11th Oct.14 |
| 41 | Dispatch of Mark-Sheets by mail & SMS to Parents & Students | Thu., 20th Nov.14 | Thu., 20th Nov.14 | Wed., 22nd Oct.14 | Wed., 22nd Oct.14 |
| 42 | Dispatch of Paper Mark-Sheets of 1st Mid-term exam to Parents | Thu., 20th Nov.14 | Thu., 20th Nov.14 | Wed., 22nd Oct.14 | Wed., 22nd Oct.14 |
| 43 | Display of marks of 1st Mid Term exam on college Website | Thu., 20th Nov.14 | Thu., 20th Nov.14 | Wed., 22nd Oct.14 | Wed., 22nd Oct.14 |

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|----|--|---|-----------------------|-----------------------|-----------------------|
| 44 | Submission of report of result analysis of 1st Mid Term Exams in PF format by Campus Director to Director Academics (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 first 2nd of attendance defaulters indicating likelihood of debarring from 2nd Mid-term exam | Wed., 19th Nov,14 | Wed., 19th Nov,14 | wed., 05th Nov,14 | wed., 05th Nov,14 |
| 47 | Declaration of 2nd of attendance defaulters to be debarred from 2nd Mid-term and/or University Exams. | Mon., 08th Dec.14 | Mon., 08th Dec.14 | Mon., 24th Nov.14 | Mon., 24th Nov.14 |
| 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., 29th Oct.,14 | Wed., 29th Oct.,14 | Sat., 04th Oct.14 | Sat., 04th Oct.14 |
| 50 | Date of submission of question papers by secrecy to Director Academics (o) for 2nd Mid-term | Sat., 15th Nov.,14 | Sat., 15th Nov.,14 | Sat., 18th Oct.,14 | Sat., 18th Oct.,14 |
| 51 | Date of submission of question papers by Director Academics (o) to Press for 2nd Mid-term | Sat., 22nd Nov.,14 | Sat., 22nd Nov.,14 | Sat., 08th Nov.,14 | Sat., 08th Nov.,14 |
| 52 | Date of submission of question papers by Press to Director Academics (o) for 2nd Mid-term | Sat., 29th Nov.,14 | Sat., 29th Nov.,14 | Sat., 15th Nov.,14 | Sat., 15th Nov.,14 |
| 53 | Date of submission of question papers by Director Academics (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., 10th Jan.15 | Sat., 10th Jan.15 | Sat., 22st Nov.14 | Sat., 22st Nov.14 |
| 55 | 2nd Mid-term theory & Practical Exams | Mon., 08th Dec.,14 | Mon., 08th Dec.,14 | Mon., 24th Nov.,14 | Mon., 24th Nov.,14 |
| 56 | End-Term Practical Exams | Thu., 18th Dec.,14 | Thu., 18th Dec.,14 | Tue., 02nd Dec.,14 | Tue., 02nd Dec.,14 |
| 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., 25th Oct.,14 | Sat., 25th Oct.,14 | Sat., 25th Oct.,14 | Sat., 25th Oct.,14 |
| 59 | Laboratory requirements for modification/ New Labs Establishment | Sat., 25th Oct.,14 | Sat., 25th Oct.,14 | Sat., 25th Oct.,14 | Sat., 25th Oct.,14 |

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| 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 | Tue., 29th July., 14 | | | |
| 61 | Celebration of Independence Day & Faculty Felicitation Program | Fri., 15th August 2014 | | | |
| 62 | Raksha Bandhan | Sun., 10th August 2014 | | | |
| 63 | Celebration of Teachers' Day at Department Level (1.30 PM to 3.30 PM) | Fri., 05th Sep. 2014 | | | |
| 64 | Celebration of Engineering' Day at Department Level (12.30PM to 2.30PM) & Inter-college Debate Competition | Mon., 15th Sep. 2014 | | | |
| 65 | Vijay Dashmi | Wed.,03rd Oct., 14 | | | |
| 66 | Diwali Break | Mon., 20th Oct. to Sat., 26th Oct. 2014 | | | |
| 67 | Winter Break | Thu., 25th December 2014 to Thu., 1st January, 2015 | | | |
| 68 | Activity under WISE (Women in Science in Engineering) | Sep. 14 | | | |
| 69 | Activities under 1stE Chapter & IETE | August, 2014 | | | |
| 70 | Technical Activity of ISHRAE & ISLE | August, 2014 | | | |
| 71 | Annual Day KALANIDHI' 2014 & Prize distribution ceremony (At Arbuda Convention Centre) | Thu., 2nd Oct., 2014 | | | |
| 72 | Aarohan' 2K14 | Mon., 17th Nov.14 to Thu., 20th Nov .14 | | | |
| 74 | Activity of WISE | During AAROHAN 2K14 | | | |
| 77 | Industrial Tour | Minimum 2 Industries to be Visited as per Guideline of Dean, 1st Yr., PF | N.A. | N.A. | N.A. |
| 78 | 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. |
| 80 | Social Activities by each Department | Sept. 2014 | | | |
| 81 | Start of Preparation for Non Syllabus Projects (ODD Semester 2014-15) | From Day of Start of ODD Semester for Respective Classes | | | |
| 82 | Meeting of HOD's & Higher Officers for Discussion on Poornima Project Exhibition | Sat., 02nd Aug., 14 | | | |
| 83 | Review of Progress of Departmental Projects by Campus Directors | One Week after completion of I Mid Term Exam | | | |
| 84 | Submission of all Departmental Projects (Two projects from each departments) and 8th Sem. students projects for Exhibition | Nov., Dec. 2014 | | | |
| 85 | Poornima Project Exhibition | Nov., Dec. 2014 | | | |

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| OTHER IMPORTANT ISSUES | | | | | |
|------------------------|--|---|---------------------|-------------------|---------------------|
| S. No. | Activity Details | B.Tech. I Sem. | B.Tech. III Sem. | B.Tech. V Sem. | B.Tech. VII Sem. |
| 86 | Start of preparation of report of AICTE by Campus Director for EOA for session 2015-16 | Mon., 01st Dec., 14 | | | |
| 87 | Submission of online form to AICTE by Campus Director for session 2015-16 | Sat., 20st Dec., 14 | | | |
| 88 | Submission of Hard Copy to AICTE, Chandigarh for session 2015-16 | Wed., 24th Dec., 14 | | | |
| 89 | Deposition of affiliation fee to RTU for session 2015-16 | Sat., 20th Dec., 14 | | | |
| 90 | Submission of Budget Utilization Report by HOD to Campus Director for Session 2013-14 | Sat., 12th July, 14 | | | |
| 91 | Submission of Budget Utilization Report by Campus Director to Director (Admin. & Fin.) for Session 2013-14 | Sat., 19th July, 14 | | | |
| 92 | Release of PF Budget Utilization Report for session 2013-14 and Budget Allocation for session 2014-15 by Director (Admin. & Fin.) | Sat., 26th July, 14 | | | |
| 93 | Issue of Purchase order to printers for lab records and other stationary for each semester including College Diary by Director (Admin. & Fin.) | Mon., 02nd June, 14 | | | |
| 94 | Date of Issue of Stationary/Lab records to Proctor/Reg1strar from Central PF Store | Mon., 14th July, 14 | | | |
| 95 | Date of D1stribution of College diary & Training Kit to new faculty and staff members by Campus Director | Wed., 02nd July, 14 | | | |
| 96 | Date of Issue of College Diary to all Faculty & Technical staff members by Proctor/Reg1strar through respective HOD | Wed., 2nd July, 14 to Sat., 5th July, 14 | | | |
| 97 | Start of process for Purchase of lab equipments & Library books for new labs by Campus Director for Even Semester of Session 2014-15 | Sat., 11th Oct. 14 | | | |
| 98 | Issue of purchase order for purchase of lab equipments & library books for new labs | Sat., 15th Nov. 14 | | | |
| 99 | 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 | | | |