

# Poornima Group of Colleges, Jaipur

## Schedule of Important Dates: Even Semester - Session 2012-13 ) Draft Copy

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

### CALENDAR FOR ACADEMIC ACTIVITIES: FOR ALL ENGINEERING FACULTY & STUDENTS OF PCE, PIET & PGI

#### ACADEMIC PROGRAMME

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, 18th Feb.13	Monday, 18th Feb.13	Monday, 7th Jan.13	Monday, 7th Jan.13
2	Issue of Faculty Preparedness Certificate by Campus Director/ Dean (Even Sem 2012-13)	Thursday, 31 <sup>st</sup> Jan.13	Thursday, 31 <sup>st</sup> Jan.13	Saturday, 5th Jan.13	Saturday, 5th Jan.13
3	Semester opening and closing meeting at institutional level by Campus Director	Saturday, 5th Jan.13			
4	1 <sup>st</sup> Faculty meeting at institutional level	Tuesday, 12 <sup>th</sup> Mar.13			
5	Meeting of PJF Advisory Board	June, 2013			
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, 22 <sup>nd</sup> Apr.13		PGI- (CE, EC & ME). Tuesday, 23 <sup>rd</sup> Apr.13	
		PCE-(CE, IT, ME & Civil) Wednesday, 24 <sup>th</sup> Apr.13		PGI- 1st Year & Civil Dept. Thursday, 25 <sup>th</sup> Apr.13	
		PIET-(CE & IT): Friday, 26 <sup>th</sup> Apr.13		PIET-(EE, & EC): Saturday, 27 <sup>th</sup> Apr.13	
		PCE (1st Year, morning & Evening Shift ) Monday 29th Apr.13, PIET 1st Year & Civil Engg. Tuesday .30th Apr. 13			
PCE- M.Tech. Saturday, 27 <sup>th</sup> Apr.13 (After 3 PM)					
7	Date of finalization of students feedback process and feedback form	Thursday, 31 <sup>st</sup> Jan.13			
8	Filling of student feedback form	During 1 <sup>st</sup> mid term exam			
9	Date of submission of report on students feedback with corrective measures to be taken by Campus Director and Report to Chairman, PGC	Saturday, 27 <sup>th</sup> Apr.13	Saturday, 27 <sup>th</sup> Apr.13	Saturday, 06 <sup>th</sup> Apr.13	Saturday, 06 <sup>th</sup> Apr.13
10	Makar Sankranti Holiday	Monday, 14 <sup>th</sup> Jan.13			
11	Holi Vacations	Wednesday, 27 <sup>th</sup> to Thursday, 28 <sup>th</sup> Mar.13			
12	Last Teaching Day	Saturday, 25 <sup>th</sup> May., 13	Saturday, 25 <sup>th</sup> May., 13	Saturday, 13 <sup>th</sup> Apr. 13	Saturday, 13 <sup>th</sup> Apr. 13
13	Submission of self appraisal report by Faculty to Campus Director in prescribed form	Monday, 13 <sup>th</sup> May 13			
14	National & International Conference on Engineering to be organized by PCE	Saturday 22th, Sunday 23th Dec. 2012 by EC Dept.	Saturday 16th, Sunday 17th Feb. 2013 by EE Dept.	Friday 03rd, to 05th Sunday May. 2013 by Computer Dept. (International Conference)	
15	National Conference on Engineering to be organized by PGI	Friday 03rd, Saturday 04th May. 2013 by Civil Dept.			
16	International Conference on Engineering to be organized PIET	Friday, 22nd & 23rd Mar., 2013			
17	Faculty & Staff get-together	Feb. & Mar. 2013			
18	2nd Faculty meeting at institutional level	Saturday, 1st Jun.2013			
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, 15 <sup>th</sup> Jun.13			
23	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). Wednesday 02th Jan. 13 to Saturday 05th Jan. 13 (Even sem, session 12-13)			
		(ii). Monday 1st Jul.13 to Friday, 12th Jul.13 (Odd sem, session 13-14)			
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, 08th Jul.13 to Thursday, 11th Jul.13 (Odd sem, session 13-14)			
25	Issue of Faculty Preparedness Certification by Principal/Campus Director	(i) Before starting regular classes of Even sem, session 12-13 (ii) Saturday, 13 <sup>th</sup> Jul.13 (Odd sem, session 13-14)			
26	Training of Lab. Assistant for preparation of next semester by HOD or Dy. HOD	Monday, 08th Jul.13 to Friday, 12th Jul.13 (Odd sem, session 13-14)			
27	Preparation leave for students	8 days before Start of University Theory Exams			

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<b>INTERNAL EXAMINATION</b>					
28	Declaration of course for 1st and 2nd Mid-term exams alongwith detailed lecture plan of all theory, tutorials and P-Proskep activities excluding Labs	Monday, 18th Feb.13	Monday, 18th Feb.13	Monday, 7th Jan.13	Monday, 7th Jan.13
29	Submission of Question Papers by faculty members for 1st Mid-term exam	Saturday, 23rd Mar.13	Saturday, 23rd Mar.13	Monday, 04 <sup>th</sup> Feb.13	Monday, 04 <sup>th</sup> Feb.13
30	Issue of Question Papers of 1st Mid-term exam to Examination Cell of each institution	Monday, 15 <sup>th</sup> Apr.13	Monday, 15 <sup>th</sup> Apr.13	Saturday, 23 <sup>rd</sup> Feb.13	Saturday, 23 <sup>rd</sup> Feb.13
31	Declaration of first list of attendance defaulters and online exam defaulters indicating likelihood of debarring from 1st Mid-term exam	Thursday, 04 <sup>th</sup> Apr.13	Thursday, 04 <sup>th</sup> Apr.13	Monday, 04 <sup>th</sup> Feb.13	Monday, 04 <sup>th</sup> Feb.13
32	Declaration list of attendance defaulters to be debarred from 1st Mid-term exam	Monday, 15 <sup>th</sup> Apr.13	Monday, 15 <sup>th</sup> Apr.13	Monday, 25 <sup>th</sup> Feb.13	Monday, 25 <sup>th</sup> Feb.13
33	Declaration list of online exam defaulters to be debarred from 1st Mid-term theory exam	Friday, 19 <sup>th</sup> Apr.13	Friday, 19 <sup>th</sup> Apr.13	Thursday, 28 <sup>th</sup> Feb.13	Thursday, 28 <sup>th</sup> Feb.13
34	Submission of home assignment marks by faculty before 1st Mid-term exam	Saturday, 13 <sup>th</sup> Apr.13	Saturday, 13 <sup>th</sup> Apr.13	Saturday, 23 <sup>rd</sup> Feb.13	Saturday, 23 <sup>rd</sup> Feb.13
35	1st Mid-term Theory & Practical exam	Tuesday, 16 <sup>th</sup> Apr.13 to Tuesday, 23 <sup>rd</sup> Apr.13	Thursday, 18 <sup>th</sup> Apr.13 to Saturday, 27 <sup>th</sup> Apr.13	Monday, 25 <sup>th</sup> Feb.13 to Saturday, 02 <sup>nd</sup> Mar.13	Tuesday, 26 <sup>th</sup> Feb.13 to Saturday, 02 <sup>nd</sup> Mar.13
36	Showing evaluated answer books of 1st Mid-term exam to students in respective classes	Tuesday, 30 <sup>th</sup> Apr.13	Tuesday, 30 <sup>th</sup> Apr.13	Saturday 09 <sup>th</sup> Mar.13	Saturday 09 <sup>th</sup> Mar.13
37	Submission a report of result analysis of 1st & 1nd Mid Term Exams with name of Top 5 students of each branch by Campus Director to Director Academics	Within 15 days after evaluation of answer books			
38	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			
39	Last date of submission of Evaluated Answer Books and Mark Lists of First Mid-term Theory & Practical exam to Exam and Secrecy Cell respectively	Tuesday, 30 <sup>th</sup> Apr.13	Tuesday, 30 <sup>th</sup> Apr.13	Saturday 09 <sup>th</sup> Mar.13	Saturday 09 <sup>th</sup> Mar.13
40	Last date for application by students for unmark/unchecked/ re-totalling of answer books of 1st Mid-term exam	Saturday, 04 <sup>th</sup> May.13	Saturday, 04 <sup>th</sup> May.13	Tuesday, 12 <sup>th</sup> Mar.13	Tuesday, 12 <sup>th</sup> Mar.13
41	Submission of revised Award list by HOD to Exam Cell	Wednesday, 08 <sup>th</sup> May.13	Wednesday, 08 <sup>th</sup> May.13	Friday, 15 <sup>th</sup> Mar.13	Friday, 15 <sup>th</sup> Mar.13
42	Dispatch of Mark-Sheets by mail & SMS to Parents & Students	Saturday, 18 <sup>th</sup> May.13	Saturday, 18 <sup>th</sup> May.13	Saturday, 20 <sup>th</sup> Apr.13	Saturday, 20 <sup>th</sup> Apr.13
43	Dispatch of Paper Mark-Sheets of 1st Mid-term exam to Parents	Saturday, 18 <sup>th</sup> May.13	Saturday, 18 <sup>th</sup> May.13	Monday, 25 <sup>th</sup> Mar.13	Monday, 25 <sup>th</sup> Mar.13
44	Display of marks of 1st Mid Term exam on college Website	Saturday, 18 <sup>th</sup> May.13	Saturday, 18 <sup>th</sup> May.13	Monday, 25 <sup>th</sup> Mar.13	Monday, 25 <sup>th</sup> Mar.13
45	Declaration of first list of attendance defaulters indicating likelihood of debarring from 2nd Mid-term exam	Saturday, 04 <sup>th</sup> May.13	Saturday, 04 <sup>th</sup> May.13	Thursday, 04 <sup>th</sup> Apr.13	Thursday, 04 <sup>th</sup> Apr.13
46	Declaration of list of attendance defaulters to be debarred from 2nd Mid-term and/or University Exams.	Tuesday, 28 <sup>th</sup> May.13	Tuesday, 28 <sup>th</sup> May.13	Monday, 15 <sup>th</sup> Apr.13	Monday, 15 <sup>th</sup> Apr.13
47	Declaration of list of online exam defaulters to be debarred from 2nd Mid-term theory exam	Friday, 31 <sup>st</sup> May.13	Friday, 31 <sup>st</sup> May.13	Friday, 19 <sup>th</sup> Apr.13	Friday, 19 <sup>th</sup> Apr.13
48	Date of submission of question papers by faculty members for 2nd Mid-term	Saturday, 27 <sup>th</sup> Apr.13	Saturday, 27 <sup>th</sup> Apr.13	Monday, 01 <sup>st</sup> Apr.13	Monday, 01 <sup>st</sup> Apr.13
49	Issue of question papers of 2nd Mid-term to Examination Cell/ Secrecy Cell of each institution	Saturday, 25 <sup>th</sup> May.13	Saturday, 25 <sup>th</sup> May.13	Saturday, 13 <sup>th</sup> Apr.13	Saturday, 13 <sup>th</sup> Apr.13
50	Submission of home assignment marks by faculty before 2nd Mid-term exam.	Saturday, 25 <sup>th</sup> May.13	Saturday, 25 <sup>th</sup> May.13	Saturday, 13 <sup>th</sup> Apr.13	Saturday, 13 <sup>th</sup> Apr.13
51	2nd Mid-term theory & Practical Exams	Wednesday, 29 <sup>th</sup> May to Saturday, 08 <sup>th</sup> Jun.,13	Wednesday, 29 <sup>th</sup> May to Saturday, 08 <sup>th</sup> Jun.,13	Wednesday, 17 <sup>th</sup> Apr. to Thursday, 25 <sup>th</sup> Apr.13	Wednesday, 17 <sup>th</sup> Apr. to Monday, 22 <sup>nd</sup> Apr.13
52	End-Term Practical Exams	Monday, 10 <sup>th</sup> Jun. to Saturday, 15 <sup>th</sup> Jun.,13	Monday, 10 <sup>th</sup> Jun. to Saturday, 15 <sup>th</sup> Jun.,13	Friday, 26 <sup>th</sup> to Tuesday, 30 <sup>th</sup> Apr.13	Tuesday, 23 <sup>rd</sup> to Friday, 26 <sup>th</sup> Apr.13
53	Last Date of submission of Evaluated Answer Books and Mark Lists of 2nd Mid-term Theory & Practical to Secrecy Cell.	Thursday, 20 <sup>th</sup> Jun.13	Thursday, 20 <sup>th</sup> Jun.13	Monday, 06 <sup>th</sup> May.13	Monday, 06 <sup>th</sup> May.13

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<b>ACTIVITIES &amp; EVENTS</b>					
54	Celebration of Republic Day & Faculty Felicitation Program	Saturday, 26 <sup>th</sup> January 2013			
55	Poonima Gaan & Anchoring Workshop & Competition	Last week of February 2013			
56	Activity of ISTE Chapter	First week of March 2013			
57	Technical Activity of ISHRAE & ISLE	Second week of March 2013			
58	PRAYOGAM' 2012-13 (Project Exhibition)	3 days (17,18,19, Jan 2013)			
59	Industrial Tour	Minimum 6 Industries to be Visited and Guideline will be given by Director Academics, for B.Tech III year students			
60	Submission of Industrial Tour Reports, presentation in presence of IInd year Students and Award of Marks by Faculty members	-	-	Within in 15 days of Last day of tour	
61	Department Day & Project Competition	PCE-(CE)- Monday, 01 <sup>st</sup> Apr.13,		PCE-(EC)- Tuesday, 02 <sup>nd</sup> Apr.13	
		PCE- IT- Wednesday, 03 <sup>rd</sup> Apr.13		PCE- EE Thursday, 04 <sup>th</sup> Apr.13	
		PCE- ME & Civil - Friday, 05 <sup>th</sup>		PCE- EIC Saturday, 06 <sup>th</sup> Apr.13	
		PIET-(CE)- Monday, 08 <sup>th</sup> Apr.13		PIET-(EC)- Tuesday, 09 <sup>th</sup> Apr.13	
		PIET-(EE)- Wednesday, 10 <sup>th</sup> Apr.13		PIET-(IT & Civil)- Thursday, 11 <sup>th</sup> Apr.13	
		PGI-(EC)-Friday, 12 <sup>th</sup> Apr.13		PGI-(CE)-Saturday, 13 <sup>th</sup> Apr.13	
		PGI- (ME)-Monday, 15 <sup>th</sup> Apr.13		PGI- (Civil)-Tuesday, 16 <sup>th</sup> Apr.13	
		PCE-1st Year (A) Wednesday, 01 <sup>st</sup> May,13,		PCE-1st Year (B) Thursday, 02 <sup>nd</sup> May.13,	
PCE-1st Year (C) Friday, 03 <sup>rd</sup> May.13,		PIET-1st Year Saturday, 04 <sup>th</sup> May.13,		PGI- 1st Year, Monday, 06 <sup>th</sup> May.13	
62	Release of New Letter	On Respective Department Day			
63	Uploading of News Letter on PGC Website	Within Two days After Department day Celebration			
64	Blood Donation camp	Monday 04 <sup>th</sup> Mar.2013			
65	Group Photograph of students of each class, faculty & staff members	On First Day of first Mid-term theory exam between 1 <sup>st</sup> & 2 <sup>nd</sup> Test of the day			
66	Farewell Party				
67	College Magazine	Date of approved Q-sheet by Director Academics, PGC		Monday 22 <sup>th</sup> Oct.12	
		Date of approved common message by Director Academics, PGC		Monday 07 <sup>th</sup> Jan.13	
		Date of submission of first draft to Campus Director		Monday 25 <sup>th</sup> Feb. 13	
		Date of approval of first draft by Campus Director		Monday 25 <sup>th</sup> Feb. 13	
		Date of submission of final draft to Campus Director		Thursday, 28 <sup>th</sup> Feb.13	
		Date of approval of final draft by Campus Director and submission for approval to Chairman, PGC		Wednesday, 06 <sup>th</sup> Mar.13	
		Submission for printing by Director Academics		PCE- Wednesday. 13 <sup>th</sup> Mar. 13, PIET-Wednesday. 20 <sup>th</sup> Mar.13, PGI-Wednesday 27 <sup>th</sup> Mar. 13	
		Date of Final Print receiving		PCE- Wednesday. 20 <sup>th</sup> Mar. 13, PIET-Wednesday. 27 <sup>th</sup> Mar.13, PGI-Thursday 04 <sup>th</sup> Apr. 13	
Date of distribution		Saturday 20 <sup>th</sup> Apr.13			
68	Library requirements for next semester	Tuesday, 30 <sup>th</sup> Apr.13	Tuesday, 30 <sup>th</sup> Apr.13	Tuesday, 30 <sup>th</sup> Apr.13	Tuesday, 30 <sup>th</sup> Apr.13
69	Laboratory requirements for modification/ New Labs Establishment	Tuesday, 30 <sup>th</sup> Apr.13	Tuesday, 30 <sup>th</sup> Apr.13	Tuesday, 30 <sup>th</sup> Apr.13	Tuesday, 30 <sup>th</sup> Apr.13
<b>OTHER IMPORTANT ISSUES</b>					
70	Start of preparation of report of AICTE by Campus Director for EOA	<b>OTHER IMPORTANT ISSUES</b>			
71	Submission of report to AICTE by	Monday, 11 <sup>th</sup> February, 13			
72	Start of preparation of affiliation form of RTU by Campus Director	Monday, 11 <sup>th</sup> February, 13			
73	Submission of RTU affiliation form	Thursday, 21 <sup>st</sup> February, 13			
74	Deposition of affiliation fee to RTU for session 2012-13				
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 CFO	Within seven days after last teaching day of each sem.			
77	Release of PGC Budget Utilization Report and Budget Allocation Report by CFO	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	30 <sup>th</sup> Nov. / 31 <sup>st</sup> May of every year			
79	Date of supply of stationary lab records/ college diary by CFO	31 <sup>th</sup> Dec. / 30 <sup>th</sup> June of every year			
80	Date of Distribution of Stationary/Lab records to Student's Proctor/Registrar	First week of each sem.			
81	Date of Distribution of college diary to new faculty and staff members by	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			
84	Visit to interact with 25 selected student's parents of day scholars by Tutors/Faculties	once before 1st Mid term exams			
<b>"SAVE GREENERY-SAVE EARTH" Be a part of solution not the pollution</b>					