### Academic Calendar

#### B.Tech. III, V, VII / MCA III, V / MBA III Semester

#### Odd Semester, Session: 2020-21

<table>
<thead>
<tr>
<th>JULY</th>
<th>AUGUST</th>
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<tbody>
<tr>
<td>MON</td>
<td>TUE</td>
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<tr>
<td>1</td>
<td>2</td>
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<td>13</td>
<td>14</td>
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<td>28</td>
<td>29</td>
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<td>W:23 (T:10, Other:13) H:8</td>
<td>W:19 (T:19), H:12</td>
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#### Guidelines to the Students

1. Students registering themselves after commencement of classes shall be liable to deposit the fine.
2. All Sessional tests will be of 3 hrs duration (ST from Unit 1 & 2 and PUT from the whole syllabus).
3. All students are required to maintain minimum 75% of attendance (in each theory and practical subjects) before appearing in sessional tests/exams.
4. Additional doubt clearing classes through online mode may be arranged for weak students or for students who have missed the classes due to unavoidable circumstances.
5. The academic calendar may further be modified subject to conditions existing due to Covid-19 pandemic and guidelines issued by Ministry of Health, Home and HRD.

#### INFORMATION FOR THE FACULTY

1. Prepare date-wise lecture plan, submit it to the respective Head of the Department latest by 20.07.2020. Attach a copy of the lecture plan to the course file of the subject.
2. The lectures will be delivered in online/offline (class room) or blended (Online + Offline) mode following the protocols related to Covid-19 by AKTU/AICTE/Govt. of India.
3. Additional doubt clearing classes through online mode may be arranged for weak students or for students who have missed the classes due to unavoidable circumstances.
4. The academic calendar may further be modified subject to conditions existing due to Covid-19 pandemic and guidelines issued by Ministry of Health, Home and HRD.
5. The attendance of online/offline classes should be uploaded on SIM / Moodle on daily basis.
6. Answer Copies of Sessional Test/PUT should be evaluated and shown to the students within two days and ensure the uploading of marks on SIM/Moodle.
7. No class should be left unattended as per the time table but if inevitable then proper intimation in this regard to HOD is must.
8. All are required to take proper prior permission from respective HOD before availing any type of leave. Avoid pre-fix OR suffix type of leaves.
9. Offline exams: Invigilation duty has to be performed as per the schedule by exam cell. In case of any absence, a substitute must be provided by the concerned faculty.
10. For Online exams: The faculty must prepare the question paper as per Central Exam Cell guidelines and upload the same on ERP for moderation. After, moderation, the exam cell of the respective department will finalize and circulate the paper among students 15 minutes before the commencement of examination through ERP/Moodle/email.

#### Note

A separate activity calendar will be issued by all departments comprising their departmental technical, cultural, sports, co-curricular and extra-curricular activities / events planned for Odd Semester 2020-21.