

**G. L. BAJAJ INSTITUTE OF TECHNOLOGY AND MANAGEMENT, GREATER NOIDA****EVEN SEMESTER, SESSION : 2017-18****ACADEMIC CALENDAR B.Tech / MCA / MBA II, IV, VI, VIII Semester**

JANUARY							FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28			
W: 25(T: 09, Other: 14), H: 06							W: 22 (T: 19, other: 3), H: 06						
6 Jan Saturday off							14 Feb : Maha Shivaratri						
14 Jan : Makar Sankranti / Pongal							10 Feb : Saturday off						
18 Jan : Registration of 2nd, 3rd & 4th Year							26 Feb - 27 Feb : Sports Day						
26 Jan : Republic Day Celebration							28 Feb : Holi Celebration						
MARCH							APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					
W: 22(T: 16, Other: 06), H: 09							W: 23 (T: 15, Other: 08), H: 07						
1-3 March: Holi Break							12 April to 13 April : Cultural Day						
05 March to 10 March : Sessional Test-1 (Syllabus: 03 Unit)							13 - 14 April IEEE International Conference						
25 March : Ram Navmi							23 April to 3 May : PUT (Whole Syllabus)						
26 March to 29 March: Class Test of weak student							28 April : Saturday off						
30 March: Good Friday, 31 March : Saturday Off													
MAY							JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
W: 27(T: 13, Other: 12), H: 04							W: 21(T: 13, Other: 12), H: 09						
01 May to 03 May : Internal Practical Examination							2 Jun, 9 Jun, 23 Jun & 30 Jun : Saturday off						
							16 June: Eid-ul-Fitar						
Separate notification will be issued depending upon university exam							Summer Break : 15 June to 30 June						
Total : Working Days-141 (Teaching Days-84, Internal Exam Days-12, University Exam Days-25, Other Act. Days-20), Holidays/Off-40													

INFORMATION FOR THE FACULTY :

1. Prepare date-wise lecture plan, submit to the respective Head of Department latest by 15.01.2018 and attach a copy of this to course file of the subject.
2. The attendance should be uploaded in the SIM / Web Portal on daily basis.
3. Answer Copies of Sessional Test /PUT should be evaluated and shown to the students within two days and ensure the uploading of marks in the SIM.
4. No class should be left unattended as per the time table but if inevitable then proper intimation in this regard to HOD is must.
5. 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.
6. Invigilation duty shall be performed as per schedule decided by exam cell. In case of any absence, a substitute must be provided by the concerned faculty.

GUIDELINES TO THE STUDENTS

The following points must be noted by students in the upcoming session:

1. Students registering themselves after due date i.e.18.01.2018 shall be liable to deposit the fine.
2. All Sessional test will be of 3 hrs duration (ST1 from Unit 1,2&3 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 / PUT. List of students having shortage of attendance will be displayed on the departmental notice board before two days from commencement of each sessional exam /tests.
4. Minimum overall attendance required to appear in the UPTU end semester examination by the university guidelines is 75%.
5. Ragging is a punishable offence, all students are required to refrain from it. FIR shall be lodged against the culprit, as per order of Hon'ble Supreme Court.

(DIRECTOR)