



CIRCULAR
Academic Calendar for Odd Sem. 2023-24

It is to be notified for general information to all faculty, staff members and students that the Academic Calendar for, Odd Semester 2023-24 as given below :-

For: BBA, BCA and B.Sc. (Hon.) Ag

S.N	Activity	Planned Date	Responsibility/Accountability
1	Display of Time Table	14-August-2023	Registrar/ All members of AAC /HoD/ Time Table Convener/Class Mentor
2	Commencement of Classes for Second to Final year	16- August -2023	All members of AAC/HoD/ Time Table Convener/Class Mentor
3	Commencement of Classes for First year	25- August -2023	All members of AAC/HoD/ Time Table Convener/Class Mentor
4	Attendance Display	08-October-2023	All members of AAC / Exam Supdt./HoD/Class Mentor
5	Class Test I (50% Syllabus,1hr. and marks according the course curriculum)	10-14 October-2023	All members of AAC / Exam Supdt./HoD/Class Mentor
6	Display result of Class Test I	20- October-2023	All members of AAC / Exam Supdt./HoD/Class Mentor
7	Class Test II (Remaining 50% Syllabus,1hr. and marks according the course curriculum)	25 - 30 November 2023	All members of AAC / Exam Supdt./HoD/Class Mentor
8	Display result of Class Test II & attendance	05-December-2023	All members of AAC / Exam Supdt./HoD/ Class Mentor
9	Practical Examination	01-14 December-2023	All members of AAC / Exam Supdt./HoD/ Class Mentor
10	Course completion and Revision Classes	01 December-2023	All members of AAC /HoD / Class Mentor
11	Final Examination	15 December -10 January -2024	All members of AAC / Exam Supdt./HoD/ Class Mentor

Copy to:

1. Office of the Chairman
2. Office of the Group Director
3. Proctor
4. All HODs
5. Convener (SWC)
6. Exam Supdt
7. Chaiman- Central Library
8. Registrar
9. Finance Officer
10. Finance Officer
11. Group Head -T & P
12. Hostel Superintendent
13. Asstt Registrar
14. Hostel Superintendent
15. Medical Officer
16. Network Administrator
17. Estate Manager
18. Admission & PR Office
19. Library I/C
20. Office File
21. All Notice Board

Principal
SR College of Professional Studies
JHANSI

Dear All Head

Participation or conduct activities according the below mentioned table should be done in your respective department and it is mandatory to all head to make participation of all faculty members .

S.N.	Activity	Minimum number of activities must be conducted in times
1	Seminar/Conference conduct by the concerned department	1 (in a Year)
2	Industrial /Field Visit conduct by the concerned department	1 (in each Sem.)
3	Guest lecture conduct by the department	1 (in each Sem.)
4	Certificate Course in respective programme	1 (in a Year)
5	Collaborations/linkage for faculty exchange, student exchange, internship, field trip, on job training, research etc by the department	1 (in each Sem.)
6	Attend conference/workshop by each faculty member and book/chapter should be published in proceeding of conference	1 (in each Sem.)
7	Attend Faculty Development Programmes by each faculty	1 (in a Year)
8	Smart Classes	5 (of each Subject)
9	Video Lectures of all subjects	2(of each Subject)
10	Functional MoU with national and international institutions, universities, industries, corporate house etc by the department	1 (in a Year)
11	Papers published per teacher in the journal notified on UGC website	1 (in a Year)

Note: All heads submit the report of activities in end of the semester with complete data of each activity.

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