

**CIRCULAR**  
**Academic Calendar for Even Sem. 2024-25**

It is to be notified for general information to all faculty, staff members and students that the Academic Calendar for, even Semester 2024-25 as given below :-

**For: BBA, BCA, B.Sc. (Hon.) Ag & M.Sc (Ag)**

S.N	Activity	Planned Date	Responsibility/Accountability
1	Display of Time Table	01-February-2025	All members of AAC/Registrar /HoD/ Time Table Convener/Class Mentor
2	Commencement of Classes from First to Final year	03-February-2025	All members of AAC /Registrar /HoD/ Time Table Convener/Class Mentor
3	Attendance Display	31-March-2025	All members of AAC /Registrar /HoD/ Time Table Convener/Class Mentor
4	Class Test I (50% Syllabus,1hr. and marks according the course curriculum)	1 to 5-April-2025	All members of AAC /Registrar/ Exam Supdt./HoD/ Time Table Convener/Class Mentor
5	Display result of Class Test I & attendance	15- April -2025	All members of AAC /Registrar/ Exam Supdt./HoD/ Time Table Convener/Class Mentor
6	Class Test II (Remaining 50% Syllabus,1hr. and marks according the course curriculum)	12 to 16-May-2025	All members of AAC /Registrar/ Exam Supdt./HoD/ Time Table Convener/Class Mentor
7	Display result of Class Test II & attendance	29-May-2025	All members of AAC /Registrar/ Exam Supdt./HoD/ Time Table Convener/Class Mentor
8	Practical Examination	20 to 30- May -2025 (Tentative)	All members of AAC /Registrar/ Exam Supdt./HoD/ Time Table Convener/Class Mentor
09	Course completion and Revision Classes	10- May -2025	All members of AAC /Registrar /HoD/ Time Table Convener/Class Mentor
10	Final Examination	01-15-June-2025 (Tentative)	All members of AAC /Registrar/ Exam Supdt./HoD/ Time Table Convener/Class Mentor

Note: Date of classes can be rescheduled according the exam dates

Copy to:

- |                                 |                           |
|---------------------------------|---------------------------|
| 1. Office of the Chairman       | 17. Estate Manager        |
| 2. Office of the Group Director | 18. Admission & PR Office |
| 3. Proctor                      | 19. Library I/C           |
| 4. All HODs                     | 20. Office File           |
| 5. Convener (SWC)               | 21. All Notice Board      |
| 6. Exam Supdt                   |                           |
| 7. Chairman- 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       |                           |

**Principal**

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.

<b>S.N.</b>	<b>Activity</b>	<b>Minimum number of activities must be conducted in times</b>
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.