# Academic Calendar – Session 2021-22
## Even Semester

**Pre-Preparation of Semester –**

I. Declaration & Distribution in department (for staff) – 1st Feb -3rd Feb, 2022

- a. Subject allotment (to be done minimum one month before commencement of classes)
- b. Roll call sheet
- c. Internal Marks Policy to Teachers (By DIRECTOR)
- d. Departmental Academic Calendar
- e. Blank Subject File & Course File with index
- f. Portfolio Distribution

II. Display on Notice board (for students) - 7th Feb-10th Feb, 2022

- a. Room numbers of Classes & Class Teacher & Subject Teacher Details.
- b. Roll call list & Time-Table.
- c. Exam Grievance Cell (EGC) Details.
- d. MOOC Course Details.
- e. Unit Test Time Table.
- f. Training & Placement Plan. (includes soft skill training like communication skill and aptitude)
- g. Forum Activity Plan.
- h. Workshop/ Guest Lecture Schedule.
- i. Skill Development Plan
- j. Project schedule.
- k. R&D Plan.
- l. Video Lectures Schedule.

| Sr. No. | Events | Scheduled Date IV semester | Implementation |
|---|---|---|---|
| 1 | Commencement of Classes | 14th Feb 2022 | 14th Feb 2022 |
| 2 | Submission related to subjects - <br> a. Teaching Plan <br> b. Project Guide Distribution | 18th – 21st Feb 2022 | 18th Feb 2022 <br> 21st Feb 2022 |
| 3 | Meetings to be conducted with Director – <br> a. Subject Teachers <br> b. Project Guide <br> c. Individual meetings with all Portfolio in-charges | 22th Feb – 24th Feb 2022 | 22th Feb 2022 |
| 4 | Discussion of Project Guides with students regarding contents of project | 3rd March 2022 | 3rd March 2022 |

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| 5 | Project Title Submission | 5th March 2022 | 5th March 2022 |
| 6 | a. Monthly Attendance submission<br>b. Display of Attendance<br>c. Display list of students with less attendance<br>d. Identification of Slow & Advanced Learners<br>e. Display of time table for Remedial classes<br>f. Submission of Monthly Conduction report to PROGRAMME CO-ORDINATOR<br>g. Submission of Synopsis | 4th March -11th March 2022 | 6th March 2022<br>8th March 2022<br><br><br>11th March 2022 |
| 7 | Session on Training and Placement | 12th March 2022 | 12th March 2022 |
| 8 | Session on Research Methodology for Project Work | 14th March 2022 | **16th March 2022** |
| 9 | Finalisation of Project Title and Chapterisation | 14th March 2022 | 14th March 2022 |
| 10 | Assignment – I given to students | 16th March 2022 | 16th March 2022 |
| 11 | **Unit Test 1 Exam**<br>**Syllabus – 3 units**<br>Assignment - 1 Submission | 23rd March 2022 | 23rd March 2022 |
| 12 | Grievances if any to be submitted to EGC.<br>Display of Unit Test Marks on Notice board. | 26th March 2022 | 26th March 2022 |
| 13 | a. Monthly Attendance submission<br>b. Record of Attendance<br>c. Submission of Monthly Conduction report to PROGRAMME CO-ORDINATOR<br>d. Subject Assignment – II given to Students | 4th April 2022 | 4th April 2022 |
| 14 | **Unit Test I1 Exam**<br>**Syllabus – 2 units** | 11th April 2022 | 11th April 2022 |
| 15 | Submission of Assignment – II | 18th April 2022 | 18th April 2022 |
| 16 | **Alumni Registration Form** | 19th April 2022 | 19th April 2022 |
| 17 | Submission of Project Report and Project Viva PPT | 20th April 2022 | **5th May 2022** |
| 18 | **Student Feedback** | 23rd April 2022 | 23rd April 2022 |
| 19 | Project Viva-Voce<br>Display of Pre-University Test (PUT) Exam - Timetable | 25th & 26th April 2022 | **22nd and 23rdJune 2022** |
| 20 | Grievances if any to be submitted to EGC.<br>Display of Unit Test Marks on Notice board.<br>**Last Teaching Day** | 28th April 2022 | 28th April 2022 |
| 21 | Pre-University Test (PUT) Exam | 29th & 30th April 2022 | 29th & 30th April 2022 |
| 22 | Exit- Viva | 4th & 5th May 2022 | **22nd and 23rdJune 2022** |
| 23 | Display of Pre-University Test Marks<br>Student feedback III analysis & Action plan<br>Compilation of Alumni Information | 6th May 2022 | 6th May 2022 |
| 24 | Internal Marks Finalization | 7th -10th May 2022 | 9th May 2022 |
| 25 | **End of Semester Submission** (For Staff)<br>a. Subject File& Course File<br>b. Class Teacher File<br>c. Portfolios files<br>d. End semester Academic Audit of Department by PROGRAMME CO-ORDINATOR | 10th – 15th May 2022 | 15th May 2022 |

Signature of

Academic Coordinator

Signature of

DIRECTOR

Signature of

# Academic Calendar – Session 2020-21
## Even Semester

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I. Declaration & Distribution in department (for staff) – 1st Feb -3rd Feb, 2021

- a. Subject allotment (to be done minimum one month before commencement of classes)
- b. Roll call sheet
- c. Internal Marks Policy to Teachers (By DIRECTOR)

- d. Departmental Academic Calendar
- e. Blank Subject File & Course File with index
- f. Portfolio Distribution

II. Display on Notice board (for students) - 7th Feb-10th Feb, 2021

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- d. MOOC Course Details.
- e. Unit Test Time Table.
- f. Training & Placement Plan. (includes soft skill training like communication skill and aptitude)
- g. Forum Activity Plan.
- h. Workshop/ Guest Lecture Schedule.
- i. Skill Development Plan
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| Sr. No. | Events | Scheduled Date IV semester | Implementation |
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| 2 | Submission related to subjects - <br> a. Teaching Plan <br> b. Project Guide Distribution | 18th – 21st Feb 2021 | 18th Feb 2021 <br> 21st Feb 2021 |
| 3 | Meetings to be conducted with Director – <br> a. Subject Teachers <br> b. Project Guide <br> c. Individual meetings with all Portfolio in-charges | 22th Feb – 24th Feb 2021 | 22th Feb 2021 |
| 4 | Discussion of Project Guides with students regarding contents of project | 3rd March 2021 | 3rd March 2021 |
| 5 | Project Title Submission | 5th March 2021 | 5th March 2021 |

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| 8 | Session on Research Methodology for Project Work | 14th March 2021 | **16th March 2021** |
| 9 | Finalisation of Project Title and Chapterisation | 14th March 2021 | 14th March 2021 |
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| 12 | Grievances if any to be submitted to EGC.<br>Display of Unit Test Marks on Notice board. | 26th March 2021 | 26th March 2021 |
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| 14 | **Unit Test I1 Exam**<br>**Syllabus – 2 units** | 11th April 2021 | 11th April 2021 |
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| 16 | **Alumni Registration Form** | 19th April 2021 | 19th April 2021 |
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| 18 | **Student Feedback** | 23rd April 2021 | 23rd April 2021 |
| 19 | Project Viva-Voce<br>Display of Pre-University Test (PUT) Exam - Timetable | 25th & 26th April 2021 | **22nd and 23rd June 2021** |
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| 22 | Exit- Viva | 4th & 5th May 2021 | **22nd and 23rd June 2021** |
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| 24 | Internal Marks Finalization | 7th -10th May 2021 | 9th May 2021 |
| 25 | **End of Semester Submission (For Staff)**<br>a. Subject File& Course File<br>b. Class Teacher File<br>c. Portfolios files<br>d. End semester Academic Audit of Department by PROGRAMME CO-ORDINATOR | 10th – 15th May 2021 | 15th May 2021 |

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Signature of

**Academic Coordinator**

SEAL
Real Institute of Management & Research

Signature of

**Officiating Principal**
Offg. Principal
Real Institute of Management
& Research