

Sr.No.	Activity	From	To	Responsibility
1	Start of Classes	14-01-22		
	Pre Semester preparation work			
2	Result Analysis of previous semester	12-01-22	17-01-22	Respective HoD
2.1	Course wise result analysis report and its ATR to IQAC	18-01-22		Respective HoD
2.2	Notification of Advanced and Slow learners alongwith schedule of activities planned including remedial classes for slow learners	22-01-22		Respective HoD
3	Identification and Approval of Open/Interdisciplinary Electives and value-added courses			
3.1	Submission of list of Open Electives/ Value Added Course, syllabus and Faculty-incharge with central MOOC Coordinator	24-12-21		Dept. Mooc Coordinator
3.2	Approval of Open Electives / Value Added Courses with syllabus and faculty in-charges by Dean Academics latest by	27-12-21		Central MOOC Coordinator
4	Submission of updated list of Mentors and Mentees to Asso. Dean Acad.	07-01-22		Respective HoD
5	Perspective plan/ Activity Calendar of the Departments and Centers/Sections of University (Tp be Shared with Assoc. Dean Academics) latest by	10-01-22		Respective HoD/Center Heads
5.1	Notification of University Central Activity Calendar for the semester by Dean Academics after approval from VC on or before	17-01-22		Assoc. Dean Academics
6	Academic Planning			
6.1	Preparation and submission of Teaching Load to Asso. Dean Acad. For approval by Dean Academics	27-12-21		Dean's Office/ HoDs
6.2	Preparation of the Time Table	07-01-22		Dept. Time Table Incharge
6.3	mentor-mentee sessions: Sharing of information about the coming session, courses and conduct of classes	30-12-21		Respective Mentors
6.4	Uploading of the Time Table and Teaching plan on ERP with information about Mode of Delivery by faculty members/ teachers	07-01-22	10-01-22	Dept. EMS coordinators
6.5	Creation of Teams/Groups on MS Teams for online Classes	11-01-22	12-01-22	Respective coordinators
7	Course Registration			
7.1	Course Registration on EMS by students.	10-01-22	12-01-22	Students under supervision of respective mentors
7.2	Approval of courses registered by students on ERP	12-01-22	13-01-22	Respective HoD/Center Heads
7.3	Tagging of approved registered students on Teams latest by	13-01-22		respective teachers
8	Conduct of Classes, Feedback and Evaluation			
8.1	Classes (Monday to Friday) with continuous Class Assessment	14-01-22	04-03-22	Respective teachers under regular monitoring of HoDs/ Deans
8.2	First Sessional Tests	05-03-22	11-03-22	Respective HoDs in consultation with Deans and CoE
8.3	Course Delivery /Faculty feedback -1(Turn1) to be given by students	05-03-22	11-03-22	Dept. EMS coordinators
8.4	Date sheet/Schedule of the first sessionals to be notified by respective departments on or before	22-02-22		Respective Dean's Office, in consultation with CoE
8.5	Completion of Evaluation of first sessionals and posting of awards on EMS	10-03-22	14-03-22	Respective Faculty members
8.6	Classes (Monday to Friday) with continuous Class Assessment	14-03-22	06-05-22	Respective Faculty members
8.7	Second Sessional Tests	07-05-22	13-05-22	Respective HoDs in consultation with Deans and CoE
8.8	Course/Faculty Feedback 2 (TURN 2) - To be given by students	07-05-22	13-05-22	Dept. EMS coordinators
8.9	Date sheet/Schedule of second sessionals to be notified by respective departments on or before	25-04-22		Respective Dean's Office, in consultation with CoE
8.10	Completion of Evaluation and posting of awards on EMS	14-05-22	17-05-22	Respective Faculty members
8.11	Classes with Revision and Doubt Clearing Sessions	16-05-22	19-05-22	Respective Faculty members
8.12	End of Semester Classes	19-05-22		
9	Deposit of Installment of Fee for AY 2021-22 upto	30-04-22		Individual Student
10	End Semester Examination Its Preparation, Course Exit and Curriculum Feedback			
10.1	List of Eligible Students on the basis of required min. attendance on or before	21-05-22		Registrar's Office
10.2	Submission of Complete Continuous Assessment/Internal Marks to CoE on or before	21-05-22		HoD/Faculty
10.3	Course Exit Feedback for CO Attainment and SSS - To be given by Students (feedback on Curricula and Generic Facilities) Feedback on Curricula - To be given by Faculty members	20-05-22	25-05-22	Respective Department EMS Coordinator under the supervision of HoD
10.4	End Semester Practical Examination	23-05-22	27-05-22	
10.5	Date sheet/Schedule for practical exams to be notified by respective departments on or before	11-05-22		HoD in consultation with Dean and CoE

10.6	Submission of awards of final practicals to CoE on or before	30-05-22	Department practical Exams coordinator
10.7	Submission of internal evaluation for Open Electives/Value Added courses to central MOOC Coordinator	30-05-22	Dept. Mooc Coordinator
10.8	Submission of continuous Assessment / Internal Awards to CoE on or Before	31-05-22	Respective HoDs in consultation with Dean
10.9	<b>End Semester Theory Examination</b>	<b>01-06-22</b>   <b>18-06-22</b>	COE
10.10	Date sheet/Schedule to be notified by CoE on or before	20-05-22	COE
10.11	Completion of Evaluation and submission of marks to CoE on or before	24-06-22	Respective Supdt. Evaluation
10.12	Showing of Answer Sheets of End Semester Examination	27-06-22   28-06-22	Respective HoDs and their team
<b>11</b>	<b>Results and submission of outcome-reports of the semester</b>		
11.1	Results Declaration of semesters examination on or before	30-06-22	CoE
11.2	Submission of detailed reports of Value Added Courses conducted to IQAC on before	10-06-22	HoDs/ Deans
11.3	Submission of COMPLETE Course Files(with course Outcome attainment computation and analysis), to respective HoD and from HoD to office of IQAC.	08-06-22   14-06-22	Course Coordinators
11.4	Submission of Mentor-Mentee Files (Including their achievements, Academic Progression ), ATR on Advanced and Slow Learners to respective HoD	08-06-22   14-06-22	Faculty Mentor
11.5	Submission of Mentor-Mentee Files (Including their achievements, Academic Progression ), ATR on Advanced and Slow Learners by respective HoDs to IQAC	17-06-22	Respective HoD/Center Heads
12	<b>Start of next Semester</b>	<b>01-08-22</b>	
12.1	Notification of Academic Calendar for next Semester	01-07-22	Assc. Dean Academics

	<b>90</b>
<b>Total Teaching Days including Sessional Tests (14.01.2022 to 19.05.2022)</b>	
<b>Days for Sessional Tests</b>	<b>12</b>
<b>Holidays</b>	<b>5</b>
<b>Net Teaching Days including days for Sessional Tests</b>	<b>85</b>

Month	Teaching Days including holidays
January	12
February	20
March	23
April	21
May	14
<b>Total</b>	<b>90</b>

HOLIDAYS 2022		Date	Day
1	Republic Day	26-Jan-22	Wednesday
2	Maha Shivratri	01-Mar-22	Tuesday
3	Holi	18-Mar-22	Friday
4	Ram Navami	10-Apr-22	Sunday
5	Mahavir Jayanti	14-Apr-22	Thursday
6	Id-ul-Fitr	03-May-22	Tuesday
7	Id-ul-Zuha (Bakrid)	10-Jul-22	Sunday
8	Independence Day	15-Aug-22	Monday
9	Rakshabandhan	11-Aug-22	Thursday
10	Janmashtami	19-Aug-22	Friday
11	Mahatma Gandhi's Birthday	02-Oct-22	Sunday
12	Maha Navami	04-Oct-22	Tuesday
13	Dussehra	05-Oct-22	Wednesday
14	Karwachauth	13-Oct-22	Thursday
15	Diwali (Deepavali)	24-Oct-22	Monday
16	Vishwakarma Day	25-Oct-22	Tuesday
17	Bhai Dooj	26-Oct-22	Wednesday
18	Guru Nanak's Birthday	08-Nov-22	Tuesday
19	Christmas Day	25-Dec-22	Sunday

  
 (Dr. Naresh Grover)  
 Pro-Vice Chancellor, MRIIRS