Lingaya's University

Academic Calendar Odd Semester 2016-2017

Sr. No	Description	Odd Semester	Responsibility
1	Finalization of course schemes for new courses	6th June, 2016	Dean (Academic)
2	Draft of course wise syllabi to be put up for review by apex committee	11th June, 2016	B.O.S.
3	Requisitioning of books, lab equipment etc. for new courses	12th June, 2016	HOD's
4	Revised draft to be put up to AC for approval	25th June, 2016	B.O.S.
5	Allocation of teaching load/subjects/internship/club duties	1st July, 2016	HOD's
6	Announcement of CC and course coordinator	6th July, 2016	HOD's
7	Entry of Time Table in ERP	8th July, 2016	Dept. Time Table Incharge
8	Completion of course Files,notes, teaching aids, lab manuals	8th July, 2016	Subject Teache
9	Request of students for review of grades.	Within one week of declaration of result of Even Semester 2016	Department
10	Distribution of section wise list to the CC,HOD,COE & Account Section	12th July, 2016	Academic Section
11	Decleration of Result of Even Semester (2015-16 Academic session)	15th July 2016	Exam Section
12	Commencement of Classes	25th July, 2016	Department
13	Hands on practice for 2nd year students	25th-29st July,2016	Department f
14	Courses Withdrawl from existing semester	25th July, 2016	Academic Section

5	Registration for addition of courses	27th July, 2016	Academic Section
6	Last date of registration with fine for existing students	29th July, 2016	Academic Section
17	Forwarding a copy of List of Students of 1st Year students to HOD & COE	1st August,2016	Academic Section
18	Orientation day for new students of All Programme	1st August.2016	
19	Commencement of Classes for new student	2nd August,2016	Department
20	Review of Course file	2nd week of August, 2016	
21	Submission of Two set of question paper for test-I by Department Exam coordinator to the COE	22nd August , 2016	Academic Section
22	Quiz Based On Assignment-I	24th -26th August,2016	Subject Teacher
23	Feedback of the students on teaching learning:	2nd Week Of September, 2016	Academic Section
24	Mid Semester Exam-I	13th Sep - 17th Sep. 2016	Exam Section
25	Review of attendance by HOD and Inform to the students/parents about attendance/marks through CCalong with CCs.	26th-27th Sep,2016	Subject Coordinator
26	a to to the complements of	26th Sep,2016	Subject Teacher
27	Quiz Based On Assignment-II	5th - 7 Oct, 2016	Subject Teacher
28	Submission of Two set of question paper for test-II by Department Exam coordinator to the COE	17th Oct , 2016	Exam Coordonator
29	7	21st-22nd Oct, 2016	
30	Mid Semester Exam-II	7th- 11th Nov, 2016	Exam Section
31	Review of attendance by HOD and Inform to the students/parents about attendance/marks through CCalong with CCs.	17th-18th Nov,2016	au Ministrator
32		3rd Week Of	Academic

	teaching learning	Nov, 2016	Section
33	Quiz Based On Assignment-III	21st -22nd Nov, 2016	Subject Teacher
34	Submission of Two set of question paper for ESE by Department Exam coordinator to the COE	21st Nov, 2016	Exam Coordonator
35	Submission of answer sheets of Quiz-II, Quiz- III and MSE-II to HOD/course coordinator:	28th Nov, 2016	Subject Teacher
36	End of Classes	25th Nov, 2016	
37	Submission of course- Completion certificate to HOD/Course coordinator.	26th Nov,2016	Subject Teacher
38	Giving certificate for entering complete internal marks of the students to the HOD	26th Nov,2016	Subject Teacher
39	Display of detention list:	26th Nov,2016	Academic Section
40	External Practical Exam	28th Nov-2nd Dec,2016	Department
41	Preparatory Leave for End Semester Exam	3rd-9th Dec,2016	
42	End Semester Exams	12th Dec -30 Dec ,2016	Exam Section
43	Winter break	2nd Jan - 15th Jan ,2017	MOAD
44	Start of Next Even Semester (2016-2017)	16th January, 2017	SHIVERS