

## Academic Calendar of Lingaya's Vidyapeeth, 2023-24 (Odd Semester) for 2<sup>nd</sup> Year Onwards

S.No	Description	Dates	Responsibility
1.	Requisition of books and lab equipment, Faculty Requirement, Maintenance of Lab and Readiness of labs for Odd semester 2023-24	17.07.2023	HOD
2.	Preparation of Department Teaching load for Odd semester	17.07.2023	HOD
3.	Allocation of teaching load / subjects	17.07.2023	HOD
4.	Announcement of CC, course coordinator, Floor Incharge, Dept. Exam Coordinator, Time Table Incharge, Lab In charges & ERP Coordinator	17.07.2023	HOD
5.	Finalization of Time Table / Updation on website	24.07.2023	HOD/Centralized Time Table In charge
6.	Preparation of course files & lab manuals	24.07.2023	HOD
7.	Sending Odd semester scheme, list of CC, course coordinator, Floor Incharge, Dept. Exam Coordinator, Time Table Incharge, Lab Incharge, ERP Coordinator & copy of time table to Dean (Academics)	24.07.2023	HOD
8.	Submission of Class Representatives (Student's Name) to office of DAA	24.07.2023	HOD
9.	Registration opens for the Odd semester 2023-24	17-28 July, 2023	Academic Section
10.	Commencement of Classes	31.07.2023	HOD
11.	Forwarding Roll List to HODs, Exam Cell, ERP & Account Section	01.08.2023	Dean(Academics)
12.	Verification of Student list in ERP	02.08.2023	HOD
13.	Downloading report of ERP attendance by all the departments	Last day of Every Month	HOD
14.	Submission of Monthly Report of School/ Department to Dean (Academics) followed by Dashboard presentation	1st day of Subsequent Month	HOD
15.	Status of Students attendance to be displayed on the University Website/Notice board	2nd day of Subsequent Month	HOD
16.	Review of Course file	24.08.2023	HOD/ Dean(Academics)
17.	Issue of Yellow cards & inform to the students /parents about attendance /marks through course coordinator	24.08.2023	HOD
18.	Quiz Based Assignment – 1	31.08.2023	HOD
19.	Sports days	21-23 Sept, 2023	Sport In charge
20.	Preparation of Mid semester examination date sheet and uploading on Website	23.09.2023	Examination Department
21.	Submission of Question Bank for Mid-Semester Examination and End-Semester Examination	23.09.2023	HOD
22.	Feedback of the students on teaching learning	25.09.2023	Dean(Academics)
23.	Issue of Yellow cards & inform to the students /parents about attendance/ marks through course coordinator	25.09.2023	HOD
24.	Quiz Based Assignment – II	29.09.2023	HOD
25.	Parents Teacher Meeting (PTM)	30.09.2023	HOD
26.	Mid Semester Exam – I	09-13 Oct, 2023	COE
27.	Issue of Yellow cards & inform to the students/ parents about attendance/ marks through course coordinator	25.10.2023	HOD
28.	Remedial Classes for weak Students (Based on the performance of ABQ)	26-28 Oct, 2023	HOD
29.	Quiz Based Assignment – III	02.11.2023	HOD
30.	Mid Semester Audit of the Schools/ Department	03.11.2023	Dean(Academics)
31.	Preparation of Mid semester examination-II(Pharmacy) datesheet and uploading on Website	03.11.2023	Examination Department
32.	Mid Semester Exam - II(Pharmacy)	06-10 Nov, 2023	COE
33.	Remedial Classes for Weak Students	13-16 Nov, 2023	HOD
34.	Display of Detention List due to shortage of Attendance	17.11.2023	Dean(Academics)
35.	Preparation of End semester examination datesheet and uploading on Website	24.11.2023	Examination Department
36.	End of Classes	24.11.2023	HOD
37.	Preparatory Leave for End Semester Exam	25.11.2023 to 03.12.2023	
38.	Audit/ Moderation of Question Bank/ Question Papers for ESE	04.12.2023	COE
39.	External Practical Exam	04-07 Dec, 2023	HOD/COE
40.	End Semester Exams	11.12.2023 to 11.01.2024	COE
41.	Declaration of Results	Within 6 weeks after completion of Examinations	COE
42.	Start of Next Even Semester	02.01.2024	

List of Holidays	
Independence Day	15.08.2023
Raksha Bandhan	30.08.2023
Janmashtami	07.09.2023
Gandhi Jayanti	02.10.2023
Vijaya Dashmi	24.10.2023
Diwali	12.11.2023
Guru Nanak's Birthday	27.11.2023
Christmas Day	25.12.2023