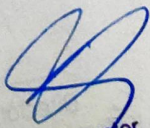


SHIVAJIRAO KADAM INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Faculty of management studies

Detailed Academic Calendar Of MBA [Nov 2021–Feb 2022]

Sr. No.	Activity	Dates of Completion
01	Announcement of Academic calendar and fee schedule to students on the last day of theory exam.	5 November 2021
02	Intimation to Parents about commencement of classes and Fee submission (By concerned Department through electronic media)	8 November 2021
03	Commencement of Semester Classes	16 November 2021
04	Orientation / Induction (For I Semester)	10 November to 13 November 2021
05	Last date of registration	25 November 2021
07	Action on non registered students (SMS, Letter, and Telephone calling to parents) and reminder of college fee due.	7 December 2021
08	Display of First list of students who are likely to be detained and notify & Reminder of college fee due # 1	23 January 2022
09	MST-I & Quiz-I (Schedule to be decided by respective Department)	December 2021
10	Declaration of MST-I & Quiz-I Result	Jan 2022
11	Display of Second list of students who are likely to be detained and notify & Reminder of college fee due # 2	10 February 2022
12	Sports	At Institute Level
13	Display of Third list of students who are likely to be detained and notify & Reminder of college fee due # 3	20 February 2022
14	Recommend the names of students whose exam forms are to be forwarded.	Jan 2022
15	End of Teaching	10 February 2022
16	Academic Activities	Respective departments may schedule the dates (as convenient) for the Conferences, Seminars, Workshops or Other Academic Activities like Industrial Visits, Trainings, FDPs etc. preferably on Working Saturdays only.
17	Main Exams: Theory and Marks uploading etc.	As per the Time Table/ Dates declared by the DAVV , To be completed by respective Department
18	Attendance should be compiled on 1 st and 16 th of every month by class coordinator and next day intimation to be given to the parents of the students who are having short attendance and like to be detained as per the norms. For every subject assignment should be given to the students.	



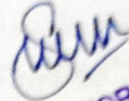
Director
Shivajirao Kadam Institute of Technology &
Management - Technical Campus, INDORE



DIRECTOR
Faculty of Management
Shivajirao Kadam Institute of
Technology & Management, Indore

IMPORTANT NOTE:

- (1) Expert lectures should be planned in scheduled lectures.
- (2) No student should roam outside other than lunch period. Teachers must enquire if they find anyone outside
- (3) Teachers must arrange their lecture before proceeding for any leave.
- (4) Warn students in the class itself who wear jeans and do not come in college uniform.
- (5) Mass bunk by the students must be taken very seriously by the department and strict action should be initiated by the HOD of the concerned department.
- (6) Non academic activity should be organized only in consultation with the Director .



DIRECTOR
Faculty of Management
Shivajirao Kadam Institute of
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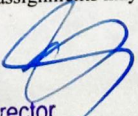
SHIVAJIRAO KADAM INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Detailed Academic Calendar Of MBA [April 2022-June 2022]

Sr. No.	Activity	Dates of Completion
01	Announcement of Academic calendar and fee schedule to students on the last day of theory exam.	March Second Week
02	Intimation to Parents about commencement of classes and Fee submission (By concerned Department through electronic media)	April First Week
03	Commencement of Semester Classes	4 April 2022
07	Action on non registered students (SMS, Letter, and Telephone calling to parents) and reminder of college fee due.	April Third week
08	Display of First list of students who are likely to be detained and notify & Reminder of college fee due # 1	May First week
09	MST-I & Quiz-I (Schedule to be decided by respective Department)	May Second Week
11	Declaration of MST-I & Quiz-I Result	May Last week
13	Display of Second list of students who are likely to be detained and notify & Reminder of college fee due # 2	June week
14	Sports	To be decided at institute level.
15	Display of Third list of students who are likely to be detained and notify & Reminder of college fee due # 3	June Second week
21	Recommend the names of students whose exam forms are to be forwarded.	As per DAVV Schedule
22	End of Teaching	25 -June-2022
24	Academic Activities	Respective departments may schedule the dates (as convenient) for the Conferences, Seminars, Workshops or Other Academic Activities like Industrial Visits, Trainings, FDPs etc. preferably on Working Saturdays only.
26	Main Exams: Theory and Marks uploading etc.	As per the Time Table/ Dates declared by the DAVV , To be completed by respective Department
27	Attendance should be compiled on 1 st and 16 th of every month by class coordinator and next day intimation to be given to the parents of the students who are having short attendance and like to be detained as per the norms. For every subject assignment should be given to the students.	

IMPORTANT NOTE:

- (1) Expert lectures should be planned in scheduled lectures.
- (2) No student should roam outside other than lunch period. Teachers must enquire if they find anyone outside
- (3) Teachers must arrange their lecture before proceeding for any leave.
- (4) Warn students in the class itself who wear jeans and do not come in college uniform.
- (5) Mass bunk by the students must be taken very seriously by the department and strict action should be initiated by the HOD of the concerned department.
- (6) Non academic activity should be organized only in consultation with the Director .
- (7) Unit tests and extra assignments may be arranged as per subject requirement.


Director
Shivajirao Kadam Institute of Technology &
Management Technical Campus, INDORE


DIRECTOR
Faculty of Management
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Technology & Management Indore