

SKITM- TECHNICAL CAMPUS, INDORE

Detailed Academic Calendar for All Branches B.E. / B.Tech. [Jan. 2019 – June. 2019]

Sr. No.	Activity	Dates of Completion			
		VIII - Semester	VI - Semester	IV - Semester	II - Semester
01	Announcement of Academic calendar and fee schedule to students on the last day of theory exam.	1 Jan 2019	1 Jan 2019	1 Jan 2019	1 Jan 2019
02	Intimation to Parents about commencement of classes and Fee submission (By concerned Department through electronic media)	05 & 06 Jan 2019	05 & 06 Jan 2019	05 & 06 Jan 2019	
03	Commencement of Semester Classes	15 Jan 2019	15 Jan 2019	15 Jan 2019	15 Jan 2019
04	Last date of registration	25 Jan 2019	25 Jan 2019	25 Jan 2019	25 Jan 2019
06	Registration status compilation	1 Feb 2019			
07	Action on non registered students (SMS, Letter, and Telephone calling to parents) and reminder of college fee due.	10 – 15 Feb 2019			
08	Display of First list of students who are likely to be detained and notify & Reminder of college fee due # 1	10 Feb . 2019			
09	MST-I & Quiz-I (Schedule to be decided by respective Department)	11-13 Feb. 2019	11-13 Feb. 2019	11-13 Feb. 2019	11-13 Feb. 2019
10	Students feedback-I (Teachers must improve on their weak points)	Along with MST-I			
11	Declaration of MST-I & Quiz-I Result	18 Feb. 2019	18 Feb. 2019	18 Feb. 2019	18 Feb. 2019
12	Parents Teacher Meet (PTM)	To be decided by respective department.			
13	Display of Second list of students who are likely to be detained and notify& Reminder of college fee due # 2	01 March 2019			
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	10 March 2019			
16	MST-II & Quiz-II (Schedule to be decided by respective Department.)	11-13 March 2019	11-13 March 2019	11-13 March 2019	11-13 March 2019
17	Declaration of MST-II & Quiz-II Result	18 March. 2019	18 March. 2019	18 March. 2019	18 March. 2019
18	Students feedback –II	Along with MST-II			
19	Intimation to parents about the result of previous semester examination (SMS, Letter, Telephone call)	Within one week of declaration of result.			
20	Display of Fourth list of students who are likely to be detained and notify & Reminder of college fee due # 4	8 April 2019	8 April 2019	8 April 2019	8 April 2019
21	Recommend the names of students whose exam forms are to be forwarded.	As per RGPV Schedule			
22	End of Teaching (As per RGPV calendar)	16 April 2019	16 April 2019	16 April 2019	16 April 2019
23	Conduction of supplement tests / Makeup Test(To be decided by respective Department; if required)	To be decided by respective department.			
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.			
25	Practical Work Evaluation	Subject Teachers MUST Follow continuous evaluation of Practical Work for their respective subjects, rather than final submission.			
26	Main Exams: Theory and Practical, and Marks uploading etc.	As per the Time Table/Dates declared by the RGPV, 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. At the end of every unit an assignment should be given to the students. Total five assignments may be given for each subject.				

IMPORTANT NOTE:

(1) Expert lectures should be planned in scheduled lectures.

Director
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- (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) All the practical and lab work should be evaluated on the next turn with viva-voce to ensure continuous evaluation.
- (7) Non academic activity should be organized only in consultation with the principal.
- (8) Unit tests and extra assignments may be arranged as per subject requirement.
- (9) All faculty and staff members must be vigilant and alert to maintain Ragging Free Environment.

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