

ACADEMIC ACTIVITY SECHEDULE FOR ODD-SEMESTER 2018-19

S.No.	Particulars/Activity	Date	Day	Responsibility
1.	Faculty Load Calculation, Course Allocation	10-07-2018	Tuesday	Respective HODs
2.	Subject Allotment	11-07-2018	Wednesday	Respective HODs
3.	Finalization of Time Table	20-07-2018	Friday	Respective HODs/ 1 st Year Coordinator
4.	Finalization of Lab Manuals	21-07-2018	Saturday	Respective HODs
5.	Staff Council Meeting	17-07-2018 20-07-2018 21-07-2018	Tuesday Friday Saturday	Director
6.	Director's meeting with HODs	21-07-2018	Saturday	Director
7.	Registration/Admission of all eligible students in II/III/IV years in the Departments	23-07-2018 to 25-07-2018	Monday to Wednesday	Respective HODs
8.	Commencement of Classes for II/III/IV year's students.	23-07-2018	Monday	Respective HODs
9.	Orientation of First Year students/parents/guardians on the first day in the campus	30-07-2018	Monday	Dr. S.K. Arya B.Tech. I st Yr. Coordinator
10.	Programme Assessment Committee Meeting	04-08-2018	Saturday	Respective Departments
11.	Department Advisory Committee Meeting	04-08-2018	Saturday	Respective Departments
12.	Induction Programme on Universal Human Values for First Year students	01-08-2018 to 21-08-2018	Wednesday to Tuesday	Dr. S.K. Arya B.Tech. I st Yr. Coordinator
13.	NBA Meeting	18-08-2018	Saturday	Director / HODs
14.	Center of Excellence Meeting	18-08-2018	Saturday	COEs Coordinator
15.	NIRF Meeting	18-08-2018	Saturday	Dy. Director
16.	Professional Guidance to students- An interaction meeting	21-08-2018	Tuesday	Head, Professional Guidance Cell

17.	Career Advancement to students- An interaction meeting	23-08-2018	Thursday	Director
18.	Notification to the students who have fallen short of attendance upto 29.08.2018 by the Departments/Centers and to send the Final list to the Dean Academic office.	30-08-2018	Thursday	Dean Academics
19.	Faculty Development Programme on "Patent Filling Process"	01-09-2018	Saturday	Mr. Anand Pandey- An Expert
20.	Foundation Day/Fresher's Day/Teachers' Day	05-09-2018	Wednesday	Director
21.	Students Feedback-I	07-09-2018	Friday	Respective HODs
22.	Parents/Teachers meeting	13-09-2018 to 14-09-2018	Thursday to Friday	Respective Departments
23.	Sessional Test-I	17-09-2018 to 24-09-2018	Monday to Monday	Examination Cell
24.	Seminar for IV year students on "How to Become Entrepreneur"	26-09-2018	Wednesday	Industry Expert
25.	Mentor/Mentee Meeting-I	28-09-2018	Friday	Respective Class Mentors
26.	AnnualFest2018-19 Festin-O-Beats 9.0	04-10-2018 to 06-10-2018	Thursday to Saturday	Director
27.	Alumni Meet	07-10-2018	Sunday	Alumni Coordinator
28.	Attendance Regulatory Committee Meeting with parents	23-10-2018	Tuesday	ARC Committee
29.	Mentor/Mentee Meeting-2	26-10-2018	Friday	Respective Class Mentors
30.	Faculty Development Programme on "Research and Teaching go hand in hand-Expert Mentorship"	03-11-2018	Saturday	Expert from IIT/NIT
31.	Mentor/Mentee Meeting-3	16-11-2018	Friday	Respective Class Mentors
32.	Director's meeting with HODs	17-11-2018	Saturday	Director
33.	Last date for Teaching	16-11-2018	Friday	

34.	Notification to the students who have fallen short of attendance upto 16.11.2018 by the Departments/ Centers and to send the Final list to the Dean Academic office.	19-11-2018	Monday	Dean Academics
35.	Sessional Test -2	19-11-2018 onwards	Monday onwards	Examination Cell
36.	Students feedback-2	23-11-2018	Saturday	Respective HODs
37.	Feedback on centralized Facilities	26-11-2018	Monday	Dean Academics
38.	NIRF Meeting	15-12-2018	Saturday	Dy. Director
39.	COEs Meeting	15-12-2018	Saturday	COE Coordinator
40.	End Semester Examination			As per University Schedule
41.	International/National Conference in the domain of CS/IT, Mech. /Civil, Electronics/Electrical Engg.	04 th -05 th Jan, 2019	Friday & Saturday	Department CS/IT, Mech. / Civil, Electronics/Electrical

Students' Extra-curricular Activities: Students Extra curricular activities like Bootcamp; Entrepreneurship Programs, etc. can be organized on working Saturdays.

Note: In case of change in any dates it will be informed accordingly.

Bhavesh K. Chauhan
(Dr. Bhavesh Kumar Chauhan)
Director – ABESIT

CC To:

1. Hon'ble Chairman Sir (e-mail)
2. Hon'ble Advisor Sir *SM*
3. Prof. (Dr.) S. S. Chauhan, Deputy Director/Dean-Academics (e-mail)
4. Prof. S.B. Bajpayee, Head-CEI & Proctor (e-mail)
5. All HOD/In-charges (e-mail)
6. Faculty & Technical Staff (e-mail)
7. Mr. Nitin Jain, Head- CRC (e-mail)
8. Dr. Rakesh Singh Tomar, Head- Library (e-mail)
9. Mr. R.K. Agarwal, Finance Officer (e-mail)
10. Mr. Sachin Sharma, Head – Accounts (e-mail)
11. Mr. R.C. Sharma, Registrar- ABESIT (e-mail)
12. In-charge - Exam Cell (e-mail)
13. Mr. Sanjay Vaish, HR- Head (e-mail)
14. Mr. Ravindra Yadav – Head - Services Dept. (e-mail)
15. Mr. Navneet Sharma, Coordinator – IT Support Cell (e-mail)
16. Record Room- ABESIT (DO-08) (e-mail)