



Moradabad Institute of Technology, Moradabad

Ram Ganga Vihar Phase-II, Moradabad

Date: 21.08.2023

ACADEMIC CALENDAR

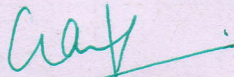
Odd Semester

Academic Session: 2023-2024

S. No.	Particulars	Date	Responsibility
1.	Time Table Display on Notice Boards	25 Aug. 2023	O.C. Time Table
2.	Distribution of students' lists to teachers	26 Aug. 2023	Concerned HODs / O.C. Class
3.	Blow up submission to HODs	29 Aug. 2023	Concerned Teachers
4.	Research & Academic Audit - I	02 Sept. 2023	IQAC
5.	Registration (a) Last date of registration 7 th Semester 5 th Semester 3 rd Semester (b) List of unregistered students to various departments (c) Notifying unregistered students for getting registered at the earliest (through class O.C.s/Faculty)	28 Aug. 2023 01 Sept. 2023 02 Sept. 2023 05 Sept. 2023 05 Sept. 2023	Concerned Teachers O.S. Academics Concerned HODs
6.	Commencement of Classes (a) 7 th Semester (b) 5 th Semester (c) 3 rd Semester (d) 1 st Semester	29 Aug. 2023 02 Sept. 2023 04 Sept. 2023 01 Oct. 2023	HODs and Concerned Teachers
7.	Announcement of dues list and last date for clearing dues	30 Sept. 2023	Accounts / O.S. Academics
8.	(a) Short attendance compilation before Class Test – I (b) Information to Parents (c) Undertaking form handed to students (d) Collection of undertaking form	17 Oct. 23 / 17 Nov. 23 17 Oct. 23 / 17 Nov. 23 17 Oct. 23 / 17 Nov. 23 18 Oct. 23 / 18 Nov. 23	O.C. Class
9.	1st Class Test (a) 5 th & 7 th Semester (b) 1 st & 3 rd Semester	19 – 21 Oct. 2023 20 – 22 Nov. 2023	COE
10.	Makeup Test of 1 st Class Test	Before 2 nd Class Test	Concerned HODs
11.	(a) Last date for submission of examination forms to office (b) Submission of forms to university	As per date announced by AKTU	O.S. Academics to take timely action as per University directions.
12.	(a) Floating the electives for even semester (b) Last date for students' choice	30 Nov. 2023 08 Dec. 2023	Concerned HODs
13.	(a) Short attendance compilation before Class Test – II (b) Information to Parents (c) Undertaking form handed to students (d) Collection of undertaking form	01 Dec. 23 / 18 Dec. 23 01 Dec. 23 / 18 Dec. 23 01 Dec. 23 / 18 Dec. 23 02 Dec. 23 / 19 Dec. 23	O.C. Class
14.	2nd Class Test		COE

	(a) 5 th & 7 th Semester (b) 1 st & 3 rd Semester	04 – 06 Dec. 2023 21 - 23 Dec. 2023	
15.	Makeup Test of 2 nd Class Test	Before End Semester Exams	Concerned HODs
16.	Date up to which final attendance is to be counted (a) 5 th & 7 th Semester (b) 1 st & 3 rd Semester	01 Dec. 2023 18 Dec. 2023	Concerned Teachers
17.	Submission of consolidated list of shortage of attendance to Director and information to parents	01 Dec. 23 / 18 Dec. 23	Class O.C.
18.	Submission of sessional marks: (a) Meeting of Director, Dean Academics and all HODs regarding attendance and performance of students	11 Dec. 23 / 26 Dec. 23	Dean Academics
	(b) Checking of Teachers' Records by HODs	13 Dec. 23 / 30 Dec. 23	Concerned HODs
	(c) Finalization of sessional marks	15 Dec. 23 / 01 Jan. 24	Concerned Teachers
	(d) Submission of Award list after final checking and uploading to O.S. Academics for further necessary action	As per date announced by AKTU	HODs and Concerned Teachers
19.	Theory Examinations: (a) Collection of Admit Cards/Roll Nos. from University (b) Preparation of Roll lists (c) Collection of stationery such as copies, practical copies drawing sheets, graph paper etc. from University.	As per AKTU schedule	COE and O.S. Academics to take appropriate actions as per University directions.
20.	Practical Examinations:	As per AKTU schedule	Concerned HODs
	(a) Appointment of Internal Examiners	3 days before the practical exam schedule	Concerned HODs
	(b) Obtaining list of panel of external examiners from AKTU & preparation of schedule of practical examination.	As per AKTU schedule	O.S. Academics
	(c) Dispatch of letters contacting the external examiners	Within 2 days of list obtained from AKTU	HODs and concerned teachers
21.	Research & Academic Audit - II	30 Dec. 2023	IQAC
22.	Preparation for Odd Semester (a) Load Distribution by Departments	23 Dec. 2023	Concerned HODs
	(b) Submission to O.C. Time Table	26 Dec. 2023	Concerned Coordinators


Prof. (Dr.) Kshitij Shinghal
Dean Academics


Prof. (Dr.) Rohit Garg
Director

Copy to:

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|--------------------|-------------------|---|
| 1. Chairman | 2. Secretary | 3. P.A. to Director for Director's folder |
| 4. All HODs | 5. DOSW | 6. Controller of Examination |
| 7. O.C. Time Table | 8. Registrar | 9. All Faculty Members through HODs |
| 10. O.S. Academics | 11. Chief Proctor | 12. Account Section |
| 13. T & P Cell | 14. Librarian | 15. Nodal Officer (B.Voc) |