

# Moradabad Institute of Technology, Moradabad

Ram Ganga Vihar Phase-II, Moradabad

Date: 31.01.2023

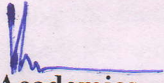
## ACADEMIC CALENDAR

Even Semester

Academic Session: 2022-2023

| S. No. | Particulars                                                                                                                                                                                                                                                                                                                        | Date                                                                           | Responsibility                                             |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------|
| 1.     | <b>Time Table</b> (6 <sup>th</sup> & 8 <sup>th</sup> Sem / 2 <sup>nd</sup> & 4 <sup>th</sup> Sem)<br>(a) Display on Notice Boards<br>(b) Distribution to students and concerned Teachers                                                                                                                                           | 04 Feb.'23 / 08 Apr.'23<br>06 Feb.'23/ 10 Apr.'23                              | O.C. Time Table                                            |
| 2.     | Distribution of students' lists to teachers                                                                                                                                                                                                                                                                                        | 06 Feb.'23/ 10 Apr.'23                                                         | Concerned HODs<br>/ O.C. Class                             |
| 3.     | Blow up submission to HODs                                                                                                                                                                                                                                                                                                         | 13 Feb.'23 / 17 Apr.'23                                                        | Concerned Teachers                                         |
| 4.     | <b>Registration</b><br>(a) Last date of registration for<br>a. 6 <sup>th</sup> & 8 <sup>th</sup> Semester<br>b. 2 <sup>nd</sup> & 4 <sup>th</sup> Semester<br>(b) List of unregistered students to various departments<br>(c) Notifying unregistered students for getting registered at the earliest (through class O.C.s/Faculty) | 16 Feb.'23<br>10 Apr.'23<br>17 Feb.'23 / 11 Apr.'23<br>20 Feb.'23 / 14 Apr.'23 | Concerned Teachers<br><br>O.S. Academics<br>Concerned HODs |
| 5.     | <b>Commencement of Classes</b><br>(a) 6 <sup>th</sup> & 8 <sup>th</sup> Semester<br>(b) 2 <sup>nd</sup> & 4 <sup>th</sup> Semester                                                                                                                                                                                                 | 07 Feb.'23<br>11 Apr.'23                                                       | HODs and<br>Concerned<br>Teachers                          |
| 6.     | Announcement of dues list and last date for clearing dues (6 <sup>th</sup> & 8 <sup>th</sup> Sem / 2 <sup>nd</sup> & 4 <sup>th</sup> Sem)                                                                                                                                                                                          | 28 Feb.'23 / 29 Apr.'23                                                        | Accounts /<br>O.S. Academics                               |
| 7.     | Announcement of Test Series Dates                                                                                                                                                                                                                                                                                                  | 22 Mar.'23                                                                     | Dean Academics                                             |
| 8.     | Procurement of Stationary & material for Test Series for full semester                                                                                                                                                                                                                                                             | 31 Mar.'23                                                                     | COE<br>O.S. Academics                                      |
| 9.     | (a) Short attendance compilation before Class Test – I (6 <sup>th</sup> & 8 <sup>th</sup> Semester)<br>(b) Information to Parents<br>(c) Undertaking form handed to students<br>(d) Collection of undertaking form                                                                                                                 | 01 Apr.'23<br>01 Apr.'23<br>01 Apr.'23<br>03 Apr.'23                           | O.C. Class                                                 |
| 10.    | <b>1<sup>st</sup> Class Test (6<sup>th</sup> &amp; 8<sup>th</sup> Semester)</b>                                                                                                                                                                                                                                                    | <b>05 – 08 Apr.'23</b>                                                         | COE                                                        |
| 11.    | <b>Makeup Test of 1<sup>st</sup> Class Test (6<sup>th</sup> &amp; 8<sup>th</sup> Semester)</b>                                                                                                                                                                                                                                     | Before 2 <sup>nd</sup> Class Test                                              | Concerned HODs                                             |
| 12.    | (a) Floating the electives for Odd semester<br>(b) Last date for students' choice                                                                                                                                                                                                                                                  | 15 May 2023<br>25 May 2023                                                     | Concerned HODs                                             |
| 13.    | (a) Short attendance compilation before 1 <sup>st</sup> Class Test (2 <sup>nd</sup> & 4 <sup>th</sup> Semester) & 2 <sup>nd</sup> Class Test (6 <sup>th</sup> & 8 <sup>th</sup> Semester)<br>(b) Information to Parents<br>(c) Undertaking form handed to students<br>(d) Collection of undertaking form                           | 26 May 2023<br>26 May 2023<br>26 May 2023<br>27 May 2023                       | O.C. Class                                                 |
| 14.    | <b>1<sup>st</sup> Class Test (2<sup>nd</sup> &amp; 4<sup>th</sup> Semester) &amp; 2<sup>nd</sup> Class Test (6<sup>th</sup> &amp; 8<sup>th</sup> Semester)</b>                                                                                                                                                                     | <b>29 - 31 May 2023</b>                                                        | COE                                                        |
| 15.    | <b>Makeup Test of 1<sup>st</sup> Class Test (2<sup>nd</sup> &amp; 4<sup>th</sup> Semester)</b>                                                                                                                                                                                                                                     | Before 2 <sup>nd</sup> Class Test                                              | COE                                                        |
| 16.    | <b>Makeup Test of 2<sup>nd</sup> Class Test (6<sup>th</sup> &amp; 8<sup>th</sup> Semester)</b>                                                                                                                                                                                                                                     | Before End Semester Exams                                                      | Concerned HODs                                             |

|     |                                                                                                                                                                                                                                            |                                                              |                                                                                  |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------------------------------|
| 17. | (a) Short attendance compilation before Class Test –2 (2 <sup>nd</sup> & 4 <sup>th</sup> Semester)<br>(b) Information to Parents<br>(c) Undertaking form handed to students<br>(d) Collection of undertaking form                          | 30 June 2023<br>30 June 2023<br>30 June 2023<br>01 July 2023 | O.C. Class                                                                       |
| 18. | <b>2<sup>nd</sup> Class Test (2<sup>nd</sup> &amp; 4<sup>th</sup> Semester)</b>                                                                                                                                                            | <b>03 - 05 July 2023</b>                                     | COE                                                                              |
| 19. | Makeup Test of 2 <sup>nd</sup> Class Test (2 <sup>nd</sup> & 4 <sup>th</sup> Semester)                                                                                                                                                     | Before End Semester Exams                                    | Concerned HODs                                                                   |
| 20. | (a) Last date for submission of examination forms to office<br>(b) Submission of forms to university                                                                                                                                       | As per date announced by AKTU                                | O.S. Academics to take timely action as per University directions.               |
| 21. | Date up to which final attendance is to be counted                                                                                                                                                                                         | As per date announced by AKTU                                | Concerned Teachers                                                               |
| 22. | Submission of consolidated list of shortage of attendance to Director and information to parents                                                                                                                                           | 23 May'23 / 30 June'23                                       | Class O.C.                                                                       |
| 23. | <b>Submission of sessional marks:</b><br>(a) Meeting of Director, Dean Academics and all HODs regarding attendance and performance of students                                                                                             | 24 May'23 / 01 Jul.'23                                       | Dean Academics                                                                   |
|     | (b) Checking of Teachers' Records by HODs                                                                                                                                                                                                  | 06 June'23 / 12 Jul.'23                                      | Concerned HODs                                                                   |
|     | (c) Finalization of sessional marks                                                                                                                                                                                                        | 06 June'23 / 12 Jul.'23                                      | 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                                                      |
| 24. | <b>Theory Examinations:</b><br>(a) Collection of Admit Cards/Roll Nos. from University<br>(b) Preparation of Roll lists<br>(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. |
| 25. | <b>Practical Examinations:</b>                                                                                                                                                                                                             | 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                                                      |
| 26. | <b>Preparation for Odd Semester</b><br>(a) Load Distribution by Departments                                                                                                                                                                | 09 Jun.'23                                                   | Concerned HODs                                                                   |
|     | (b) Submission to O.C. Time Table                                                                                                                                                                                                          | 12 Jun.'23                                                   | Concerned Coordinators                                                           |

  
Dean Academics

Copy to:

1. Chairman
4. All HODs
7. O.C. Time Table
10. O.S. Academics
13. T & P Cell

2. Secretary
5. DOSW
8. Registrar
11. Chief Proctor
14. Librarian

3. P.A. to Director for Director's folder
6. Controller of Examination
9. All Faculty Members through HODs
12. Account Section
15. Nodal Officer (B.Voc)

  
Director