



Moradabad Institute of Technology, Moradabad

Ram Ganga Vihar Pahse-II, Moradabad

Date: 16.08.2021

ACADEMIC CALENDAR

Odd Semester

Academic Session: 2021–2022

S. No.	Particulars	Date	Responsibility
1.	Time Table (a) Display on Notice Boards (b) Distribution to students and concerned Teachers	11 Sept. 2021 11 Sept. 2021	O.C. Time Table
2.	Distribution of students' lists to teachers	11 Sept. 2021	Concerned HODs / O.C. Class
3.	Blow up submission to HODs	13 Sept. 2021	Concerned Teachers
	Registration (a) Last date of registration for a. 3 rd Semester & 5 th Semester b. 7 th 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)	10 Sept. 2021 11 Sept. 2021 13 Sept. 2021 14 Sept. 2021	Concerned Teachers O.S. Academics Concerned HODs
5.	Commencement of Classes (a) 1 st Semester (b) 3 rd , 5 th & 7 th Semester	As per date announced by AKTU 13 Sept. 2021	HODs and Concerned Teachers
6.	Announcement of dues list and last date for clearing dues	20 Sept. 2021	Accounts / O.S. Academics
7.	Announcement of Test Series Dates	25 Sept. 2021	Dean Academics
8.	Procurement of Stationary & material for Test Series for full semester	27 Sept. 2021	COE O.S. Academics
	(a) Short attendance compilation before Class Test – I (b) Information to Parents (c) Undertaking form handed to students (d) Collection of undertaking form	25 Oct. 2021 25 Oct. 2021 25 Oct. 2021 26 Oct. 2021	O.C. Class
10.	1st Class Test	28 - 30 Oct. 2021	COE
11.	Makeup Test of 1 st Class Test	Before 2 nd Class Test	Concerned HODs
12.	(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.
13.	(a) Floating the electives for even semester (b) Last date for students' choice	15 Nov. 2021 24 Nov. 2021	Concerned HODs
14.	(a) Short attendance compilation before Class Test – II (b) Information to Parents (c) Undertaking form handed to students (d) Collection of undertaking form	13 Dec. 2021 13 Dec. 2021 13 Dec. 2021 14 Dec. 2021	O.C. Class
15.	2nd Class Test	16 - 18 Dec. 2021	COE
16.	Makeup Test of 2 nd Class Test	Before End Semester Exams	Concerned HODs

	Date up to which final attendance is to be counted	13 Dec. 2021	Concerned Teachers
18.	Submission of consolidated list of shortage of attendance to Director and information to parents	14 Dec. 2021	Class O.C.
	Submission of sessional marks:		
	(a) Meeting of Director, Dean Academics and all HODs regarding attendance and performance of students	23 Dec. 2021	Dean Academics
19.	(b) Checking of Teachers' Records by HODs	24 Dec 2021	Concerned HODs
	(c) Finalization of sessional marks	24 Dec 2021	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
20.	Theory Examinations:		
	(a) Collection of Admit Cards/Roll Nos. from University	As per AKTU schedule	COE and O.S. Academics to take appropriate actions as per University directions.
	(b) Preparation of Roll lists		
	(c) Collection of stationery such as copies, practical copies drawing sheets, graph paper etc. from University.		
	Practical Examinations:	As per AKTU schedule	Concerned HODs
	(a) Appointment of Internal Examiners	3 days before the practical exam schedule	Concerned HODs
21.	(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
22.	Preparation for Odd Semester		
	(a) Load Distribution by Departments	24 Dec. 2021	Concerned HODs
	(b) Submission to O.C. Time Table	26 Dec. 2021	Concerned Coordinators

Dean Academics

Dean Academics

Copy to:

1. Chairman
2. Secretary
3. PA 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. Accounts Section
13. Head, TP&CA
14. Librarian
15. Nodal Officer (B.Voc)

Director
Moradabad Institute of Technology
Ram Ganga Vihar, Phase-2
Moradabad