

SCHEDULE FOR SUBMISSION OF DATA FOR ODD SEMESTER: JULY to NOVEMBER, 2015

Data	Details		Last Date
	Workshop for faculty members		September 09, 2015 at 2:30 p.m. Venue: Conference Hall
Attendance (Lectures, Tutorials & * Labs)	July 20, 2015 to September 12, 2015	Uploading by concerned faculty	Tuesday, September15, 2015 by 04:00 pm (in the column of August)
		Display for the students (on College Website)	Friday, September 18, 2015 by 10:00 a.m.
	September 13, 2015 to November 12, 2015	Uploading by concerned faculty	Saturday, November 14, 2015 by 04:00 p.m. (in the column of November)
		Departmental Meetings for Verification of Reports** of uploaded data (online)	Monday, November 16, 2015 by 04:00 p.m.
		Submission of Departmental Monitoring Committee Report to Mr. Shailendra	Tuesday, November 17, 2015 by 10:00 a.m.
		Display for the students (on College Website)	Thursday, November 19, 2015 by 04:00 p.m.
Class Test/Assignments /Class Presentations are to be completed by October 24, 2015.			
Marks	Class Test (Out of 25)/ Assignment (Out of 25)/ Class Presentations (Out of 15)	Uploading by concerned faculty	Wednesday, November 10, 2015 by 4:00 p.m.
		Departmental Meetings for Verification of Reports** of uploaded data (online)	Monday, November 16, 2015 by 04:00 p.m.
		Submission of Departmental Monitoring Committee Report to Mr. Shailendra	Tuesday, November 17, 2015 by 10:00 a.m.
		Display for the students (on College Website)	Thursday, November 19, 2015 by 04:00 p.m.
Students' Grievance		Redressal by concerned faculty	Friday, November 20, 2015 & Monday, November 23, 2015

***The dates for lab attendance for end semester may change according to the schedule of Practical Exams**

**** Besides the verification of individual reports by each faculty member, the department is supposed to verify the ERN/URN REPORT (paper -wise for each class) which gives the consolidated data for the whole semester along with the generated marks in that paper.**