

**FOR**  
**B.TECH./B.PHARM./B.ARCH./BHMCT/BFAD/MBA/MCA/BFA & M.TECH./M.PHARM./M.ARCH.**  
**SESSION 2016-17**

S No.	PARTICULARS	DATES	
		ODD SEMESTER For I, III, V, VII & IX SEMESTER	EVEN SEMESTER For II, IV, VI, VIII, & X SEMESTER
1	Commencement of Classes session 2016-17	August 1, 2016	January 06, 2017
2	Last date of submitting admission list of students to University (for newly admitted student)	August 31, 2016	
3	Last date of submitting Enrollment form for newly admitted students	September 15, 2016	
4	Last date of submitting Enrollment form with late fee	September 20, 2016	
5	Last date of Submitting Examination/Carry Over Examination form and Examination fee for both semesters	September 15, 2016	
6	Last date of submitting Examination forms with late fee	September 20, 2016	March 05, 2017
7	End Semester Practical Examination	Nov.29, 2016 to Dec.04, 2016	May 06, 2017 to May 10, 2017
8	Last date of submitting Sessional marks to University.	Dec. 05, 2016	May 11, 2017
9	End Semester Theory Examination	Dec.06, 2016 to Dec.24, 2016	May, 12, 2017 to May 30, 2017
10	Evaluation of Answer sheets	Dec. 10, 2016 to Jan.05, 2017	May 16, 2017 to June 15, 2017
11	Summer Training		June 07, 2017 to July 20, 2017
12	Winter Vacations/ Summer Vacation	Dec. 25, 2016 to Jan.05, 2017	June 07, 2017 to July 20, 2017
13	Commencement of Classes session 2017-18	For I, III, V, VII & IX Semester	August 1, 2017

**Note:**

- The Institute should ensure that at least two class test are conducted after completing 1/3<sup>rd</sup> & 2/3<sup>rd</sup> syllabus respectively. All students will be required to appear in both first and second class tests. If for any reason beyond the control of students such as illness, tragic incident in family, the student fails to appear in any test, it will be responsibility of Principle/ Director of Institute to arrange class test for such students. However, if the student fails to appear in first class test, his left over class test will be conducted before second class test and in case of second class test at least one month before the start of end semester theory examination. The duration of class test will minimum one hour for each class test, 70% attendance at 1<sup>st</sup> test and 75% attendance at second class test are required. In case attendance in short parents are be informed accordingly on monthly basis.
- The Institute shall ensure 540 hours of teaching per semester. If required the director/principal shall arrange extra classes, on weekends/ holidays.
- The Directors/Principal of Institute shall submit attendance of students to University after 1<sup>st</sup> and 2<sup>nd</sup> class tests and shall ensure that no student is allowed to appear in the examinations who has not attained the minimum required attendance as per norms prescribed in relevant ordinances. It will be obligatory on the part of Director/Principal of Institute to detain such students and their admit cards will not be issued to them. A list of students detained from appearing in University Examination(s) be submitted to University and their Examination centre before commencement of theory examination.
- The teachers who are assigned evaluation duty during vacation shall be entitled for earned leave as per rules and duty leave for other examination works.
- The examination forms submitted in odd semester shall be treated as examination forms for even semester too. However carry over examination forms has to be submitted separately for both the semester as per their schedule.