**Developed by**
Internal Quality Assurance Cell (IQAC),
**AKS University, Satna (MP)**

**AcademicCalendar**
**Session: 2023-24**

## AcademicCalendar-2023-24(IYear)
## For Under Graduate Programs (Yearly)

**PART A: Pre-Preparation of academic session by the Head of Department under monitoring bythe Dean of Faculty**

| Month | Sr. No. | Particular | Date | No. of ActualWorking DaysExcludingSunday&DH | TotalWorking Days Holidays (DH-DeclaredHolidays) |
|---|---|---|---|---|---|
| June-2023 | 1 | LastdateforentryofFacultyCoordinator per programbythe Department | 20.6.2023 | | |
| | 2 | Submissionoflistofopen Electivecoursesby all the department | 25.6.2023 | | |
| July-2023 | 1 | DisplayoflistofOpenElectivecoursesonportal and Department Notice Board | 27.6.2023 | | |
| | 2 | ConfirmationTimeTablebytheHeadof the Departments | 05.7.2023 | | |
| Aug-2023 | 1 | Pre-registrationforMajor/Minor, Elective Courses, Open Electives, NPTEL/SWAYAM /MOOC courses or any other | 06.7.2023 | | |
| | 2 | AllocationofMajor/Minor, Elective Courses, Open Electives, NPTEL/SWAYAM /MOOC courses or any other | 08.7.2023 | | |
| | 3 | Lastdateforlateregistration(WithFine) | 09.7.2023 | | |
| | 4 | Lastdateforcourseadjustment | 09.7.2023 | | |
| | 5 | Lastdateforapprovingcourseregistrationby Head of Department | 09.7.2023 | | |

**PART B: Commencement of the Semester: Execution by the Head of Department under monitoring bythe Dean of Faculty**

| Month | Sr. No. | Particular | Date | | |
|---|---|---|---|---|---|
| **Aug-2023** | 1 | **Induction Program of New Entrants** | 02.8.2023-09.8.2023 | | |

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| | 2 | New Academic Year for I semester (New Entrant) begins **BATCH-1** | 10.08.2023 | | |
| | 3 | Class Teacher and Class Representative (Two Girls/Two Boys) announcement by the department and submit to Dean office and allotment at UMIS (University Portal) | 10.8.2023 to 16.8.2023 | 17 days | **17 days** 03Sunday 02DH |
| | 4 | • **Mentor-Mentee** List Display for academic session-2023-24 • Identification of Slow and Advanced Learners within next 15 Days • Declaration of extra classes for slow learners by the Mentor | 10.08.2023- 25.08.2023 | | |
| **Sept-2023** | 1 | Comprehensive Continuous Evaluation-*First Internalexams* | Last week of September | 24 days | **41days** 04Sunday 01DH |
| **Oct-Nov-2023** | 1 | Comprehensive Continuous Evaluation-*Second Internal exams* | First week of November | 41 days | **82days** 09Sunday 12DH (Including6 days DiwaliVaca tion) |
| | 2 | DiwaliVacation | 10.11.2023to15.11.2023 | | |
| | 3 | Comprehensive Continuous Evaluation-*Third Internal exams* | Last week of November | | |
| | 4 | • Feedback from Students/Faculty/Parents/Employer by the Department and submission to Director, IQAC • Students Satisfaction Survey by the Department and submission to Director, IQAC • Conduction and Submission of Administrative andAcademic Audit **(AAA)**Report by Deans of respectiveFaculty then submit to Director, IQAC | Last Week of November | | |
| **Dec-2023** | 3 | Mid-Session Break | 25.12.2023-31.12.2023 | 20 days | **102days** 05Sunday (6 Days Break) 01DH |

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|---|---|---|---|---|---|
| Jan-2024 | 1 | Comprehensive Continuous Evaluation-*FourthInternalexam* | Third Week of January | 23days | **125**days 04Sunday 01DH |
| Feb-March 2024 | 1 | University Examination Notification | Second week of March | 45days | **170Days** 09Sunday 07DH |
| April-2024 | 1 | Comprehensive Continuous Evaluation-*Fifth Internal exam* for evensemesters | Third week of April | 22days | **192Days** 04Sunday 07DH |
| | 2 | Submission of ContinuousEvaluationmarksto Controller of Examination | At least 10 days prior tocommencement ofUniversityExams | | |
| | 3 | • Feedback from Students/Faculty/Parents/Employer by the Department and submission to Director, IQAC • Students Satisfaction Survey by the Department and submission to Director, IQAC • Conduction and Submission of Administrative & Academic Audit (**AAA**)Report by Deans of respectiveFaculty then submit to Director, IQAC | Last week of April | | |
| May-June2024 | 1 | University**YearlyRegular &ATKTExamination** | 01.5.2024 15.05.2024 (For NCTE & PCI Programmes) | 50 days | **242Days** 09Sunday 02DH |
| | 2 | Endofthe session | 24.6.2024 | | |
| | 3 | Session Break | 25.6.2025-30.6.2024 | | |
| | | | | | |

- I-Year academic session:180& 200 (for NCTE & PCI Programmes) ClearteachingDays
- Examresultstobedeclaredwithin10daysoncompletionofassessmentandmaximum15 daysfromthestart of examinations.

## IMPORTANT INSTRUCTIONS

**During July to December, 2023**
- *07-08 Days are reserved for organizing various programs such as Workshops/ Conference/ Seminar/ Refresher Course etc./FDP etc.
- All respective faculty will also notify the details of various programs such as Workshops/ Conference/ Seminar/ Refresher Course etc./FDP etc.

**During January-June, 2024**

- *08-10 Days are reserved for organizing various programs such as Tech Fest/ Annual Fest/ Sports Week/Food Fest/Youth Festivalsetc.
- All respective faculty will also notify the details of various programs such as Tech Fest/ Annual Fest/ Sports Week/Food Fest/Youth Festivalsetc.

## AKSUNIVERSITY
## AcademicCalendar-2023(II and III Year)
### For Under Graduate Programs (Yearly)

**PART A: Pre-Preparation of the academic session by the Head of Department under monitoring bythe Dean of Faculty**

| Month | Sr. No. | Particular | Date | No. of ActualWorking DaysExcludingSunday&DH | TotalWorking Days / Holidays (DH-DeclaredHolidays) |
|---|---|---|---|---|---|
| June-2023 | 1 | LastdateforentryofFacultyCoordinator per programbythe Department | 20.6.2023 | | |
| | 2 | Submissionoflistofopen Electivecoursesby all the department | 25.6.2023 | | |
| | 3 | DisplayoflistofOpenElectivecoursesonportal and Department Notice Board | 27.6.2023 | | |
| July-2023 | 1 | ConfirmationTimeTablebytheHeadof the Departments | 05.7.2023 | | |
| | 2 | Pre-registrationforMajor/Minor, Elective Courses, Open Electives, NPTEL/SWAYAM/MOOC courses or any other | 06.7.2023 | | |
| | 3 | Registration for Skill Development Programs as per NEP and NSDC alignment for III year students | 07.7.2023-15.7.2023 | | |
| | 4 | AllocationofMajor/Minor, Elective Courses, Open Electives, NPTEL/SWAYAM /MOOC courses or any other | 08.7.2023 | | |
| | 5 | Lastdateforlateregistration(WithFine) | 09.7.2023 | | |
| | 6 | Lastdateforcourseadjustment | 09.7.2023 | | |
| | 7 | LastdateforapprovingcourseregistrationbyHead of Department | 09.7.2023 | | |

**PART B: Commencement of the Semester: Execution by the Head of Department under monitoring bythe Dean of Faculty**

| July-2023 | 1 | New Academic 2023-24 begins and classes starts | 15.7.2023 | | |
|---|---|---|---|---|---|
| | 2 | Class Teacher and Class | 15.7.2023 to 20.7.2023 | | |

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|---|---|---|---|---|---|
| | | Representative (Two Girls/Two Boys) announcement by the department and submit to Dean office and allotment at UMIS (University Portal) | | | |
| | 3 | • Mentor-Mentee ListDisplay for academic session-2023-24<br>• Identification of Slow and Advanced Learners within next 15 Days<br>• Declaration of extra classes for slow learners by the Mentor | 15.07.2023-25.7.2023 | 13 days | **13 days**<br>03Sunday 01DH |
| | 4 | CO-PO Mapping and Course Attainment analysis of previous years examination results and reporting of analysis to Director, IQAC through Dean of the Faculty | 25.7.2023 | | |
| **Aug-2023** | 1 | Comprehensive Continuous Evaluation-*First Internalexams* | First week of August | 25 days | **38 days**<br>04Sunday 02DH |
| **Sept-2023** | 1 | Comprehensive Continuous Evaluation-*Second Internalexams* | Third week of September | 24 days | **62 days**<br>04Sunday 01DH |
| | 2 | Students' registration for **UG Internships/Projects/ Dissertation/on Job trainings** | Third week of September | | |
| | 3 | Recommendation and Allocation of **Internships/Projects/ Dissertation/on Job trainings** to III Year Student students | 01.10.2023-20.10.2023 | | |
| **Oct-Nov-2023** | 1 | Conduction of Skill Development Programs and Assessment | October to November | 41 days | **103days**<br>09Sunday 12DH (Including 6 days DiwaliVacation) |
| | 2 | DiwaliVacation | 09.11.2023to15.11.2023 | | |
| | 3 | Comprehensive Continuous Evaluation- *Third Internal exams* | Third week of November after Diwali vacation | | |
| | 4 | • Feedback from Students/Faculty/Parents/Employer by the Department and submission to Director, IQAC | Last week of November | | |

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|---|---|---|---|---|---|
| | | • Students Satisfaction Survey by the Department and submission to Director, IQAC<br>• Conduction and Submission of Administrative and Academic Audit **(AAA)**Report by Deans of respectiveFaculty then submit to Director, IQAC | | | |
| **Dec-2023** | 1 | Display of list for Recommendation and Allocation of **Internships/Projects/ Dissertation/on Job trainings** to III Year students | 02.12.2023 | 20 days | **123days**<br><br>05Sunday (6 Days Break)<br>01DH |
| | **2** | **Mid-Session Break** | **25.12.2023-31.12.2023** | | |
| Jan-2024 | 1 | Comprehensive Continuous Evaluation-*FourthInternalexam* | Third Week of January | 23days | **146**days<br>04Sunday<br><br>01DH |
| Feb-March 2024 | 1 | University Examination Notification | Second week of March | 45days | **191Days**<br>09Sunday<br>07DH |
| **April-2024** | 1 | Comprehensive Continuous Evaluation-*Fifth Internal exam* | Third week of April | 22days | **213Days**<br>04Sunday<br>07DH |
| | 2 | Submission of ContinuousEvaluationmarkstoController of Examination | At least 10 days prior tocommencement ofUniversityExams | | |
| | 3 | • Feedback from Students/Faculty/Parents/Employer by the Department and submission to Director, IQAC<br>• Students Satisfaction Survey by the Department and submission to Director, IQAC<br>• Conduction and Submission of Administrative & Academic Audit (**AAA**)Report by Deans of respectiveFaculty then submit to Director, IQAC | Last week of April | | |
| | 1 | University**YearlyRegular &ATKTExamination** | 01.5.2024 | | **263Days** |

| May-June2024 | 2 | Endofthe session | 24.6.2024 | 50 days | 09Sunday 02DH |
| | 3 | Session Break | 25.6.2025-30.6.2024 | | |
| | | | | | |

- II- and III-Year academic session:180& 200 (for NCTE & PCI Programmes) ClearteachingDays
- Examresultstobedeclaredwithin10daysoncompletionofassessmentandmaximum15 daysfromthestart of examinations.

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- *07-08 Days are reserved for organizing various programs such as Workshops/ Conference/ Seminar/ Refresher Course etc./FDP etc.
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**During January-June, 2024**
- *08-10 Days are reserved for organizing various programs such as Tech Fest/ Annual Fest/ Sports Week/Food Fest/Youth Festivalsetc.
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