

For all faculty except FDS and FAHS-Physiotherapy				
Sr.No.	Activity	Scheme-II		Responsibility
1	Start of Session	20.02.2023		
2	Result Analysis of previous semester			
2.1	Course wise result analysis report and its ATR to IQAC	02-03-2023		Respective HoD
3	Academic Planning			
3.1	Preparation and submission of Teaching Load to Dean Acad. For approval	12-12-2022		Dean's Office/ HoDs
3.2	Preparation of the Time Table	13-02-2023		Dept. Time Table Incharge
3.3	Uploading of the Time Table and Teaching plan on EMS with information about Mode of Delivery by faculty members/ teachers	14-02-2023		Dept. EMS coordinators
3.4	Mentor-Mentee sessions: Sharing of information about the coming session, courses and conduct of semester	14-02-2023	16-02-2023	Respective Mentors
3.5	Preregistration form from student to mentor about Credit Requirements, Minimum attendance Criteria etc.	14-02-2023	16-02-2023	Respective Mentors
4	Course Registration			
4.1	Course Registration on EMS by students.	15-02-2023	17-02-2023	Students under supervision of respective mentors
4.2	Approval of courses registered by students on EMS	17-02-2023	20-02-2023	Respective HoD/Center Heads
5	Conduct of Classes, Feedback and Evaluation			
5.1	Semester Orientation	20-02-2023		Respective HoDs/Center Heads
5.2	Classes (Monday to Friday) with continuous Class Assessment	20-02-2023	31-03-2023	Respective teachers under regular monitoring of HoDs/ Deans
5.3	Date sheet/Schedule of the first sessionals to be notified by respective departments on or before	20-03-2023		Respective Dean's Office, in consultation with CoE
5.4	Course Delivery /Faculty feedback -1(Turn1) to be given by students	27-03-2023	29-03-2023	Dept. EMS coordinators
5.5	First Sessional Tests	01-04-2023	07-04-2023	Respective HoDs in consultation with Deans and CoE
5.6	Completion of Evaluation of first sessionals and posting of awards on EMS	07-04-2023	11-04-2023	Respective Faculty members
5.7	Notification of advanced and slow learners alongwith schedule of activities planned including remedial classes for slow learners	12-04-2023		
5.8	Classes (Monday to Friday) with continuous Class Assessment	10-04-2023	19-05-2023	Respective Faculty members
5.9	Date sheet/Schedule of second sessionals to be notified by respective departments on or before	15-05-2023		Respective Dean's Office, in consultation with CoE
5.10	Course/Faculty Feedback 2 (TURN 2) - To be given by students	15-05-2023	17-05-2023	Dept. EMS coordinators
5.11	Second Sessional Tests	22-05-2023	26-05-2023	Respective HoDs in consultation with Deans and CoE
5.12	Completion of Evaluation and posting of awards on EMS	26-05-2023	30-05-2023	Respective Faculty members
5.13	Classes with Revision and Doubt Clearing Sessions	29-05-2023	31-05-2023	Respective Faculty members
5.14	End of Semester Classes	31-05-2023		
6	Deposit of Installment of Fee for AY 2022-23 upto	30-04-2023		Individual Student
7	End Semester Examination its Preparation, Course Exit and Curriculum Feedback			
7.1	Date sheet/Schedule to be notified by CoE on or before	29-05-2023		COE
7.2	Submission of Complete Continuous Assessment/Internal Marks on EMS	01-06-2023		HoD/Faculty
7.3	List of Eligible Students on the basis of required min. attendance on or before	02-06-2023		Academics Office
7.4	Course Exit Feedback for CO Attainment, feedback on Curricula and Generic Facilities and SSS - To be given by Students () Feedback on Curricula - To be given by Faculty members	03-06-2023	06-06-2023	Respective Department EMS Coordinator under the supervision of HoD
7.5	End Semester Practical Examination	03-06-2023	06-06-2023	
7.6	Date sheet/Schedule for practical exams to be notified by respective departments on or before	26-05-2023		HoD in consultation with Dean and CoE
7.7	Submission of awards of final practicals to CoE on or before	09-06-2023		Department practical Exams coordinator
7.8	Submission of internal evaluation for Open Electives/Value Added courses to central MOOC Coordinator	19-06-2023		Dept. Mooc Coordinator
7.9	Submission of continuous Assessment / Internal Awards to CoE on or Before	19-06-2023		Respective HoDs in consultation with Dean
7.10	End Semester Theory Examination	12-06-2023	26-06-2023	COE
7.11	Completion of Evaluation and submission of marks to CoE on or before	29-06-2023		Respective Supdt. Evaluation
7.12	Showing of Answer Sheets of End Semester Examination	04-07-2023		Respective HoDs and their team
8	Students' Internship	27-06-2023	31-07-2023	Respective HoDs and their team
9	Results and submission of outcome-reports of the semester			
9.1	Results Declaration of semesters examination on or before	11-07-2023		CoE

9.2	Submission of detailed reports of Value Added Courses conducted to IQAC on before	18-07-2023	HoDs/ Deans
9.3	Submission of COMPLETE Course Files(with course Outcome attainment computation and analysis), to respective HoD and recommendations of DAC w.r.t. Course Outcome analysis report from HoD to office of IQAC.	19-07-2023	Course Coordinators
9.4	Submission of Mentor-Mentee Files (Including their achievements, Academic Progression), ATR on Advanced and Slow Learners to respective HoD	20-07-2023	Faculty Mentor
9.5	Submission of Mentorship report (Including their achievements, Academic Progression), ATR on Advanced and Slow Learners by respective HoDs to IQAC	21-07-2023	Respective HoD/Center Heads
10	Start of next Semester	01-08-2023	
10.1	Notification of Academic Calendar for next Semester	12-07-2023	Dean Academics

Total Teaching Days	62
Number of Days for two Sessionals	12

HOLIDAYS 2023			
	Holiday		
1	Mahashivratri	18-Feb-23	Saturday
2	Holi	08-Mar-23	Tuesday
3	Id-Ul-Juha	30-Jun-23	Friday

Bijesh

Department of Physiotherapy Academic Calendar for the BPT and MPT 1st year for session 2022-23

S.No.	Activity	From	To	Responsibility
1	Start of session	19.09.2022		
	Pre Year Preparation			
	Result analysis of Previous Semester	14.07.2022	19.07.2022	
	Course wise result analysis reports and ATR to IQAC	20.07.2022		
1.1	Preparation and submission of Teaching Load to Acad. Office for approval	01.08.2022		Respective HoD
1.2	Preparation of the Time Table	08.08.2022		Dept. EMS Coordinator
1.3	Uploading of the Time Table and Teaching plan on EMS with information about Mode of Delivery by faculty members/ teachers	12.08.2022		Respective faculty members
1.4	Submission of list of Mentors and Mentees to Academic Office (Updation) (Vertical Mentoring)	17.08.2022		Respective HoD
1.5	Sharing of Information about the coming session, courses and mentor-mentee sessions by mentors to their mentees	22.08.2022		Dept. Mentor-Mentee Coordinator
1.6	Course Registration on EMS by students.	22-08-2022-25.08.2022		Students under supervision of respective mentors
1.7	Approval of courses registered by students on EMS	22.08.2022	25.08.2022	Dept. EMS Coordinator/Respective HoD
2	Orientation week / Bridge Classes	22.08.2022	16.09.2022	Respective HoD
2.1	Enrolment of students and sharing mentor mentee details	29.08.2022	03.09.2022	Dept. Mentor-Mentee Coordinator
3	Classes (Monday to Saturday) with continuous Class Assessment With updating the same on EMS.	19.09.2022	25.11.2022	Respective teacher under regular monitoring of HoD/Dean
3.1	Datesheet/Schedule of first sessional to be notified by the department on/before	22.11.2022		Respective HoD in consultation with Dean and COE
4	First Sessional Exam (Theory and Practical)	12.12.2022	16.12.2022	Respective HoD in consultation with Dean and COE
4.1	Course Delivery /Faculty feedback-1 (Turn1) to be given by students	12.12.2022	16.12.2022	Dept. EMS Coordinator
4.2	Completion of Evaluation of first sessionals and posting of awards on EMS	16.12.2022	19.12.2022	Respective faculty members
4.3	Notification of Advance and Slow learner along with schedule of Activities planned including Remedial Classes for Slow learner	19.12.2022		
5	Classes (Monday to Saturday) with continuous Class Assessment With updating the same on EMS.	19.12.2022	10.02.2023	Respective faculty members
5.1	Datesheet/Schedule of Second sessional to be notified by the department on/before	07.02.2023		Respective HoD in consultation with Dean and COE
6	Second Sessional Exam (Theory and Practical)	13.02.2023	18.02.2023	Respective HoD in consultation with Dean and COE
6.1	Course Delivery /Faculty feedback-2 (Turn 2) to be given by students	13.02.2023	18.02.2023	Dept. EMS Coordinator
6.2	Completion of Evaluation of Second sessionals and posting of awards on EMS	18.02.2023	21.02.2023	Respective faculty members
7	Deposition of second installment of fee	15.11.2022		Students
7.1	Classes (Monday to Saturday) with continuous Class Assessment With updating the same on EMS.	20.02.2023	12.05.2023	Respective faculty members
7.2	Datesheet/Schedule of Pre-Limnary Examinatin to be notified by the department on/before	04.05.2023		Respective HoD in consultation with Dean and COE
8	Pre-limnary Examination (Theory and Practical)	29.05.2023	03.06.2023	Respective HoD in consultation with Dean and COE
8.1	Completion of Evaluation of Pre-limnary Examination and posting of awards on EMS	29.05.2023	01.06.2023	Respective faculty members
8.2	Classes with Revision and Doubt Clearing Sessions	05.06.2023	09.06.2023	Respective faculty members
8.3	Submission of Complete Continuous Assessment/ Internal Marks to COE on or before	13.06.2023		Respective HoD in consultation with Dean
9	End of Teaching / Academic Session	09.06.2023		
10	List of Eligible Students on the basis of required min. attendance on or before	13.06.2023		Dean's Office
11	Course Exit Feedback for CO Attainment and SSS - To be given by Students (feedback on Curricula and Generic Facilities) Feedback on Curricula - To be given by Faculty members	05.06.2023	09.06.2023	Dept. EMS Coordinator
12	Preparatory Leave	~7 days before start of university exams		
13	Date sheet/Schedule for practical exams to be notified to COE on or before	01.06.2023		
	Date sheet/Schedule for theory exams to be notified by COE on or before	08.06.2023		Respective HoD in consultation with Dean
	Final University Practical Examination	12.06.2023	17.06.2023	

Final University Theory Examination		19.06.2023	01.07.2023	COE for theory/Respective HoD in consultation with Dean
14.1	Completion of Evaluation and submission of marks to COE on or before	04.07.2023		Respective Supdt. Evaluation
14.2	Showing of Answer Sheets of Annual Examination	06.07.2023	07.07.2023	Respective HoD and their team
14.3	Declaration of Results of Annual Examination on or before	15.07.2023		COE
15	Submission of Complete Course Files(with course Outcome attainment computation and analysis), Mentor-Mentee files(including their achievements, academic progression) to respective HoD and from HoD to office of IQAC.	10.08.2023		Course Coordinator
16	Submission of Mentor-Mentee Files (Including their achievements, Academic Progression), ATR on Advanced and Slow Learners to respective HoD	10.08.2023		Faculty Mentor
17	Submission of Mentor-Mentee Files (Including their achievements, Academic Progression), ATR on Advanced and Slow Learners by respective HoDs to IQAC	17.08.2023		Respective HoD

Start of next Semester	24-07-23
Notification of Academic Calendar for next Semester	03-07-23

Description	weeks
Total number of teaching weeks including working Saturdays	43
Holidays(These are not included while counting the number of days)	18
Total number of teaching weeks including continuous evaluation	43

Holidays AY 2022-23		
	Date	Day
Independence day	15.08.2022	Monday
Rakshabandan	11.08.2022	Thursday
Janamashtmi	19.08.2022	Friday
Mahatma Gandhi's Birthday	02.10.2022	Sunday
Maha Navami	04.10.2022	Tuesday
Dussehra	05.10.2022	Wednesday
Karwachauth	13.10.2022	Thursday
Diwali (Deepavali)	24.10.2022	Monday
Vishwakarma Day	25.10.2022	Tuesday
Bhai Dooj	26.10.2022	Wednesday
Guru Nanak's Birthday	08.11.2022	Tuesday
Christmas Day	25.12.2022	Sunday
Republic day	26.01.2023	Thursday
Maha Shivratri	18.02.2023	Saturday
Holi	08.03.2023	Wednesday
Id-ul-Zuha	30.06.2023	Friday

18 DAYS

MANAV RACHNA		MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES		MANAV RACHNA	
Academic Calendar for the 4th Semester Onwards(Jan-June 2023)					
For all faculty except FDS and Ist & IInd Year of FAHS-Physiotherapy					
Sr.No.	Activity	From	To	Responsibility	
1	Start of Session	09-01-2023			
2	Result Analysis of previous semester	14-01-2023	18-01-2023	Respective HoD	
2.1	Course wise result analysis report and its ATR to IQAC	19-01-2023		Respective HoD	
3	Identification and Approval of Open/Interdisciplinary Electives and value-added courses				
3.1	Submission of list of Open Electives/ Value Added Course, syllabus and Faculty-incharge with central MOOC Coordinator	20-12-2022		Dept. Mooc Coordinator	
3.2	Approval of Open Electives / Value Added Courses with syllabus and faculty in-charges by Dean Academics latest by	22-12-2022		Central MOOC Coordinator	
4	Submission of updated list of Mentors and Mentees to Associate Dean Academics	22-12-2022		Respective HoD	
5	Perspective plan/ Activity Calendar of the Departments and Centers/Sections of University (To be Shared with Director IQAC) latest by	03-01-2023		Respective HoD/Center Heads	
5.1	Notification of Advanced and Slow learners alongwith schedule of activities planned including remedial classes for slow learners	13-03-2023		Respective HoD	
5.1	Notification of University Central Activity Calendar for the semester by Dean Academics after approval from VC on or before	07-01-2023		Director IQAC	
6	Academic Planning				
6.1	Preparation and submission of Teaching Load to Dean Acad. For approval	12-12-2022		Dean's Office/ HoDs	
6.2	Preparation of the Time Table	28-12-2022		Dept. Time Table Incharge	
6.3	Uploading of the Time Table and Teaching plan on EMS with information about Mode of Delivery by faculty members/ teachers	By 02-01-2023		Dept. EMS coordinators	
6.4	Mentor-Mentee sessions: Sharing of information about the coming session, courses and conduct of semester	03-01-2023	05-01-2023	Respective Mentors	
6.5	Undertaking from student to mentor about Credit Requirements, Minimum attendance Criteria etc.	03-01-2023	05-01-2023	Respective Mentors	
7	Course Registration				
7.1	Course Registration on EMS by students.	05-01-2023	07-01-2023	Students under supervision of respective mentors	
7.2	Approval of courses registered by students on EMS	07-01-2023	09-01-2023	Respective HoD/Center Heads	
8	Conduct of Classes, Feedback and Evaluation				
	Semester Orientation	09-01-2023		Respective HoDs/Center Heads	
8.1	Classes (Monday to Friday) with continuous Class Assessment	09-01-2023	24-02-2023	Respective teachers under regular monitoring of HoDs/ Deans	
8.2	First Sessional Tests	27-02-2023	04-03-2023	Respective HoDs in consultation with Deans and CoE	
8.3	Course Delivery /Faculty feedback -1(Turn1) to be given by students	20-02-2023	24-02-2023	Dept. EMS coordinators	
8.4	Date sheet/Schedule of the first sessionals to be notified by respective departments on or before	18-02-2023		Respective Dean's Office, in consultation with CoE	
8.5	Completion of Evaluation of first sessionals and posting of awards on EMS	04-03-2023	07-03-2023	Respective Faculty members	
8.6	Notification of advanced and slow learners alongwith schedule of activities planned including remedial classes for slow learners	13-03-2023			
8.7	Classes (Monday to Friday) with continuous Class Assessment	06-03-2023	21-04-2023	Respective Faculty members	
8.8	Second Sessional Tests	24-04-2023	29-04-2023	Respective HoDs in consultation with Deans and CoE	
8.9	Course/Faculty Feedback 2 (TURN 2) - To be given by students	17-04-2023	20-04-2023	Dept. EMS coordinators	
8.10	Date sheet/Schedule of second sessionals to be notified by respective departments on or before	14-04-2023		Respective Dean's Office, in consultation with CoE	
8.11	Completion of Evaluation and posting of awards on EMS	29-04-2023	02-05-2023	Respective Faculty members	
8.12	Classes with Revision and Doubt Clearing Sessions	01-05-2023	03-05-2023	Respective Faculty members	
8.13	End of Semester Classes	03-05-2023			
9	Deposit of Installment of Fee for AY 2021-22 upto	30-04-2023		Individual Student	
10	End Semester Examination its Preparation, Course Exit and Curriculum Feedback				

10.1	Submission of Complete Continuous Assessment/Internal Marks on EMS	04-05-2023	HoD/Faculty
10.2	List of Eligible Students on the basis of required min. attendance on or before	05-05-2023	Academics Office
10.3	List of Eligible Students on the basis of Continuous Semester evaluation on or before	06-05-2023	Academics Office
10.4	Course Exit Feedback for CO Attainment, feedback on Curricula and Generic Facilities and SSS - To be given by Students () Feedback on Curricula - To be given by Faculty members	08-05-2023	12-05-2023 Respective Department EMS Coordinator under the supervision of HoD
10.5	End Semester Practical Examination	08-05-2023	12-05-2023
10.6	Date sheet/Schedule for practical exams to be notified by respective departments on or before	01-05-2023	HoD in consultation with Dean and CoE
10.7	Submission of awards of final practicals to CoE on or before	17-05-2023	Department practical Exams coordinator
10.8	Submission of internal evaluation for Open Electives/Value Added courses to central MOOC Coordinator	17-05-2023	Dept. Mooc Coordinator
10.9	Submission of continous Assesment / Internal Awards to CoE on or Before	17-05-2023	Respective HoDs in consultation with Dean
10.10	End Semester Theory Examination	17-05-2023	09-06-2023 COE
10.11	Date sheet/Schedule to be notified by CoE on or before	25-04-2023	COE
10.12	Completion of Evaluation and submission of marks to CoE on or before	14-06-2023	Respective Supdt. Evaluation
10.13	Showing of Answer Sheets of End Semester Examinaiion	17-06-2023	19-06-2023 Respective HoDs and their team
11	Students' Internship	12-06-2023	21-07-2023 Respective HoDs and their team
12	Results and submission of outcome-reports of the semester		
12.1	Results Declaration of semesters examination on or before	26-06-2023	CoE
12.2	Submission of detailed reports of Value Added Courses conducted to IQAC on before	03-07-2023	HoDs/ Deans
12.3	Submission of COMPLETE Course Files(with course Outcome attainment computation and analysis), to respective HoD and recommendations of DAC w.r.t. Course Outcome analysis report from HoD to office of IQAC.	04-07-2023	Course Coordinators
12.4	Submission of Mentor-Mentee Files (Including their achievements, Academic Progression), ATR on Advanced and Slow Learners to respective HoD	05-07-2023	Faculty Mentor
12.5	Submission of Mentorship report (Including their achievements, Academic Progression), ATR on Advanced and Slow Learners by respective HoDs to IQAC	06-07-2023	Respective HoD/Center Heads
13	Start of next Semester	25-07-2023	
13.1	Notification of Academic Calendar for next Semester	03-07-2023	Dean Academics

Total Teaching Days	83
Number of Days for two Sessionals	12

HOLIDAYS 2023			
	Holiday		
1	Republic Day	26-Jan-23	Thursday
2	Mahashivratri	18-Feb-23	Saturday
3	Holi	08-Mar-23	Tuesday
4	Id-UI-Juha	30-Jun-23	Friday