

DHANALAKSHMI SRINIVASAN ENGINEERING COLLEGE
 (Approved by AICTE, New Delhi & Affiliated to Anna University Chennai,
 Accredited with 'A' grade by NAAC
 Accredited by NBA for BME, ECE, EEE
ACADEMIC CALENDAR (2019-20)

UG & PG – Even Semester (Except all First Year)

DECEMBER-2019

Date	Day	Events
16.12.19	Monday	Commencement of classes for II, III, IV Year UG Commencement of classes for II, III Year PG Web portal slot I Begin
17.12.19	Tuesday	
18.12.19	Wednesday	HOD's Meeting – I with Principal
19.12.19	Thursday	
20.12.19	Friday	
23.12.19	Monday	R & D Meeting – I for Department Research Coordinator(DRC) with R&D Institution Level Coordinator (ILC)
24.12.19	Tuesday	
26.12.19	Thursday	Submission of Questions based on Proforma Q to Exam Cell By HOD UG & PG Project First review commences [UG-VIII , PG-IV(MBA), VI(MCA) & M.F) Sem Verification of Distributed Course Plan and Learning Materials by HOD
27.12.19	Friday	Commencement of Class committee meeting (CCM) I begins IQAC Meeting – I for IQAC Members with IQAC Convener Submission of Lab Monitoring visit report by Lab Monitoring Committee(LMC) to Dean
28.12.19	Saturday	Student Counseling session I (III and IV hour) for all UG and PG Programme Submission of PG & UG project First review report to Vice Principal by Project Monitoring Committee (PMC)
30.12.19	Monday	
31.12.19	Tuesday	

No of Working Days: 1

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JANUARY 2020

Date	Day	Events
02.01.20	Thursday	Class committee meeting (CCM) I ends
03.01.20	Friday	Submission of Class committee meeting (CCM) I report by respective CCM chairperson to their HODs Submission of consolidated SIM note verification report by Attendance Coordinator to Exam cell Submission of syllabus coverage report by Heads to Exam cell coordinator
06.01.20	Monday	Submission of syllabus coverage report by Exam cell coordinator to Dean SIM Note verification report submission by Exam cell coordinator to Dean Display of Continuous Assessment Mark (Only for UG:IV year)
07.01.20	Tuesday	Commencement of Assessment Test I (Examination: FN session. Syllabus portion: UG: II & III year-1 ½ Units, IV year -2 Units) Central Valuation of Assessment Test I Begins (AN)
08.01.20	Wednesday	HOD's Meeting – II with Principal
09.01.20	Thursday	
10.01.20	Friday	Web portal slot I End
11.01.20	Saturday	Web portal slot II Begin Conduct of Professional Society Activity I (III and IV periods) for all UG & PG Programme Conduct of Club Activities I - Eco club and E-club (VIII period) for all UG & PG Programme
13.01.20	Monday	Assessment Test I End R & D Meeting – II for DRC with R&D ILC
14.01.20	Tuesday	
20.01.20	Monday	Central Valuation of Assessment Test I Ends
21.01.20	Tuesday	Assessment Test I - Paper Opening Day
22.01.20	Wednesday	Submission of Assessment Test I result analysis to Principal by Exam cell coordinator HOD's Meeting – III with Principal
23.01.20	Thursday	Academic Internal Audit - I begins
24.01.20	Friday	IQAC Meeting – II for IQAC Members with IQAC Convener Submission of Lab Monitoring visit report by LMC to Dean
25.01.20	Saturday	Student Counseling session II (III and IV periods) for all UG and PG Programme Conduct of Extension activities – BME, CIVIL,EEE
27.01.20	Monday	Submission of Questions based on Proforma Q to Exam Cell By HOD
28.01.20	Tuesday	Academic Internal Audit - I Ends
29.01.20	Wednesday	
30.01.20	Thursday	UG & PG Project Second review commences [UG-VIII , PG-IV(MBA), VI(MCA) & IV(M.E) Sem
31.01.20	Friday	

No of Working Days: 21

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FEBRUARY 2020

Date	Day	Events
03.02.20	Monday	Class committee meeting (CCM) II starts Submission of PG & UG project Second review report to Vice Principal by PMC
04.02.20	Tuesday	SIM Note verification by respective Heads & Submission of consolidated SIM note verification report to Exam cell by Attendance Coordinator Submission of syllabus coverage report by Heads to Exam cell coordinator
05.02.20	Wednesday	Web portal slot II End HOD's Meeting – IV with Principal Submission of syllabus coverage report by Exam cell coordinator to Dean SIM Note verification report submission by Exam cell coordinator to Dean Class committee meeting (CCM) II ends Display of Continuous Assessment Mark
06.02.20	Thursday	Web portal slot III Begin Commencement of Assessment Test II (Examination : AN session. Syllabus portion : UG: II & III year –1 ½ Units. IV year –2 Units) Submission of Class committee meeting (CCM) II report by respective CCM chairperson to their HOD
07.02.20	Friday	Central Valuation of Assessment Test II Begins
08.02.20	Saturday	Conduct of Professional Society Activity II (III and IV periods) for all UG and PG Conduct of Club Activities II – Water club and Energy club (VIII period) for II UG & I PG
10.02.20	Monday	R & D Meeting – II for DRC with R&D ILC
11.02.20	Tuesday	
12.02.20	Wednesday	Assessment Test II End
13.02.20	Thursday	Central Valuation of Assessment Test II Ends
14.02.20	Friday	Assessment Test II - Paper Opening Day
17.02.20	Monday	Submission of Assessment Test II result analysis to Principal by Exam cell coordinator Commencement of Project Holidays UG: Final Year
18.02.20	Tuesday	
19.02.20	Wednesday	HOD's Meeting – V with Principal
20.02.20	Thursday	Submission of Questions based on Proforma Q to Exam Cell By HOD
21.02.20	Friday	
22.02.20	Saturday	Student Counseling session III (III and IV period) for all UG and PG Programme Conduct of Extension activities – CSE, IT, ECE, MECH Academic Internal Audit - II begins
24.02.20	Monday	
25.02.20	Tuesday	
26.02.20	Wednesday	
27.02.20	Thursday	Academic Internal Audit - II Ends Submission of consolidated SIM note verification report by Attendance Coordinator to Exam cell Submission of syllabus coverage report by Heads to Exam cell coordinator
28.02.20	Friday	IQAC Meeting – III for IQAC Members with IQAC Convener Submission of Lab Monitoring visit report by LMC to Dean Submission of syllabus coverage & SIM note verification report by Exam cell coordinator to Dean Display of Continuous Assessment Mark (except IV Year)

No of Working Days: 22

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MARCH 2020

Date	Day	Events
02.03.20	Monday	Commencement of Assessment Test III (Exam: FN session,Syllabus:UG:II & III year –1 ½ Units) Central Valuation of Assessment Test III Begins (AN) End of Project holidays UG: Final Year Web portal slot III End
03.03.20	Tuesday	Web portal slot IV Begin
04.03.20	Wednesday	HOD's Meeting – VI with Principal
05.03.20	Thursday	
06.03.20	Friday	
07.03.20	Saturday	Assessment Test III End Friday time table has to be followed (AN)
09.03.20	Monday	Submission of Questions based on Proforma Q to Exam Cell By HOD Central Valuation of Assessment Test III Ends UG & PG Project Third review commences UG-VIII , PG-IV(MBA), VI(MCA) & IV(M.E) Sem R & D Meeting – II for DRC with R&D ILC
10.03.20	Tuesday	Assessment Test III - Paper Opening Day (FN) Submission of Assessment Test III result analysis to Principal by Exam cell coordinator
11.03.20	Wednesday	Submission of PG & UG project Third review report to Vice Principal by PMC
12.03.20	Thursday	
13.03.20	Friday	Second Series of National Conference-2020 (NCON -2020)
14.03.20	Saturday	Second Series of National Conference-2020 (NCON -2020) Submission of syllabus coverage report by Heads to Exam cell coordinator
16.03.20	Monday	Submission of syllabus coverage report by Exam cell coordinator to Dean Display of Continuous Assessment Mark
17.03.20	Tuesday	Commencement of Model Exam Begin (Examination : AN session): Subject 1
18.03.20	Wednesday	HOD's Meeting – VII with Principal ; Subject 2
19.03.20	Thursday	Subject 3
20.03.20	Friday	Subject 4
21.03.20	Saturday	Subject 5
23.03.20	Monday	Model Exam End : Subject 6 ; Web portal slot IV End
24.03.20	Tuesday	
25.03.20	Wednesday	Model Exam - Paper Opening Day (FN) Submission of Model Exam analysis to Principal by Exam Cell Coordinator
26.03.20	Thursday	
27.03.20	Friday	Last Working day (UG :IV,VI ,VIII Sem, PG : M.E –IV Sem, MCA –IV,VI Sem, M.B.A –IV Sem) IQAC Meeting – IV for IQAC Members with IQAC Convener Submission of Lab Monitoring visit report by LMC to Dean
28.03.20	Saturday	
30.03.20	Monday	Commencement of University practical Examinations
31.03.20	Tuesday	

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APRIL 2020

Date	Day	Events
01.04.20	Wednesday	HOD's Meeting – VIII with Principal
02.04.20	Thursday	
03.04.20	Friday	
07.04.20	Tuesday	
08.04.20	Wednesday	Semester End Presentation by Institutional Level Coordinators
09.04.20	Thursday	
11.04.20	Saturday	
13.04.20	Monday	
15.04.20	Wednesday	HOD's Meeting – IX with Principal
16.04.20	Thursday	
17.04.20	Friday	Commencement of End semester Examinations
20.04.20	Monday	
21.04.20	Tuesday	
22.04.20	Wednesday	
23.04.20	Thursday	Subject allocation for odd sem begins
24.04.20	Friday	IQAC Meeting – V for IQAC Members with IQAC Convener
25.04.20	Saturday	
27.04.20	Monday	Submission of subject allocation list (work load) to Principal By HOD
28.04.20	Tuesday	Preparation of learning materials for odd sem
29.04.20	Wednesday	HOD's Meeting – X with Principal
30.04.20	Thursday	Internal Academic Audit -3(all department)

[Signature]
14/12/19
PRINCIPAL

CC:

- Vice Principal
- Dean
- All HOD's



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Date : 14.12.2019

The hierarchy has to be followed for the vetting up of signature for the activities

Principal	<ul style="list-style-type: none"> ❖ Minutes of Meeting HOD ❖ Minutes of Meeting IQAC ❖ Minutes of Meeting R&D ❖ Audit – Findings ❖ Result Analysis - Institute
Vice Principal	<ul style="list-style-type: none"> ❖ Web Portal ❖ Counseling ❖ Class Committee meeting ❖ Extension Activities ❖ PMC
Dean	<ul style="list-style-type: none"> ❖ Assessment Test ❖ Result Analysis –Department wise ❖ Professional Societies ❖ Club Activities ❖ LMC


 PRINCIPAL
 14/12/19



- CC:
- Vice Principal
 - Dean
 - All HOD's