

ACADEMIC CALENDAR

T:23,A:3,C:1,H:4

T:16,E:3,S:2,C:1,H:6

1st Jan: New Year Day.

3rd Feb:Basant Panchami / Saraswati Puja Celebration.

2nd Jan: Commencement of Even Semester Classes.

4th Feb: Attendance Report Publication.

9th,10th & 12th Jan: Annual Meet-2024

6th,7th & 8th Feb:1st Term Mid-Sem Examination.

14th Jan: Makar Sankranti.

10th & 11th Feb:Sports Meet-2025

26th Jan: Republic Day Celebration.

14th Feb:Shab e Barat.

15th Feb:1st Term Mid-Sem Examination Result Declare.

26th Feb:Maha Shivratri.

T:18,E:3,H:10

T:23,H:7

12th March:Attendance Report Publication.

6th April:Ram-Navmi.

13th-15th March:Holi.

10th April:Mahavir Jayanti.

18th,19th& 20th March:2nd Term Mid-Sem Examination.

12th April: Attendance Report Publication.

22th March: Bihar Diwas

14th April:Ambedkar Jayanti.

25th March:2nd Term Mid-Sem Examination Result Declare.

15th,16th & 17th April:Practical, Termwork & No dues Submission

31th March:Eid-ul-Fitr.

18th April: Good Friday.

MAY

JUNE

SBTE Even Semester Exam Start -1st Week of May(Expected)

Library Book Submission-At the end of respective Semester Exam.

Total : Working Days-93 (Teaching Days-80, Exam.Days-6 ,Other Act. Days-7), Holidays/Off-27

INFORMATION FOR THE FACULTY :

1. Prepare date-wise lecture plan, submit to the respective Head of Department and attach a copy of this to course file of the subject.
2. The attendance should be submitted at the principal office on daily basis.
3. Answer Copies of Sessional should be evaluated and shown to the students within three days and submit the report on the concerning HODS.
4. No class should be left unattended as per the time table but if inevitable then proper intimation in this regard to HOD & Principal is must.
5. All are required to take proper prior permission from respective HOD before availing any type of leave. Avoid pre-fix OR suffix type of leaves.
6. Invigilation duty has to be performed as per the schedule decided by exam cell In case of any absence, a substitute must be provided by the concerned faculty.
- 7.All Faculties will have to Submit Soft Copy of Sessional & Preboard Examination Question Paper to Examination Cell Email Id before a Week of Start of Examination.

GUIDELINES TO THE STUDENTS:

The following points must be noted by students in the upcoming session:

1. All student follow proper dress code which is provided by college and maintain discipline.
2. All Sessional test will be of 2 hrs duration & Preboard will be of 3hrs duration.
- 3 All students are required to maintain minimum 75% of attendance (in each theory and practical subjects) before appearing in sessional tests . List of students having shortage of attendance will be displayed on the departmental notice board before two days from commencement of each sessional exam /tests.
4. Minimum overall attendance required to appear in the end semester examination by the university guidelines is 75%.
5. RAGGING is a punishable offence, all students are required to refrain from it. FIR shall be lodged against the culprit, as per order of Hon'ble Supreme Court. **(PRINCIPAL)**