

Sl. No	Details of Academic and Activity Events	In Charge	Month	Date / Month	Remarks
1.	Finalization of all syllabus (approved by Academic Council)	Dean	April	15.04.2020	Final Approval to be taken in any AC meeting conducted prior to 15.04.2020. All DEANS will submit a letter to Office of Director Stating New syllabus is submitted with Asst Registrar, Academic Affairs and Office of Controller of Examination with a copy of Syllabus. Copy of receiving from Registrar's & COE office to be attached
2.	Subject-Teacher Allocation to be Completed as per mandate and subject allocation register to be completed	Dean	April	30.04.2020	Asst Registrar – Academic Affairs signature to be taken on register
3.	Time Table Finalization of next Semester for entry into ERP.	Dean	May	15.05.2020	Dean shall complete preparation of TT with Sections of courses across all semester courses and get the approval from Director for uploading in ERP. With the support of Asst Registrar Academics, Dean /PCs will make sure ERP is updated with next Semester Syllabus before going for Summer Vacation.
4.	Internship of all eligible students	Dean	May	16.05.2020 to 30.06.2020	All Students eligible will go for 45-60 days internship
5.	Commencement of Classes of 3rd and 5th Semester including lateral entry students (Except MBA 3rd Semester / BBA / B.Com / BCA / Poly 5th Semester)	Dean	June	15.06.2020	1st Instructional Day
6.	Internal Academic Audit and Verification to check the preparation of next semester	Director, IQAC	June to July	15.06.2020 to 15.07.2020	Internal Academic Audit team will check the preparation of course files for Next Semester 3rd& 5th Semester –Before 15.06.2020 1st Semester – Before 15.07.2020
7.	International Conference on Innovative Technology and Management	Dean / HOD	June	26.06.2020 & 27.06.2020	Dept. of Computer Science and Information Technology
8.	Registration of Students in ERP (3rd and 5th Semester)	Dean	June to July	Before 31.07.2020	Dean to ensure that all students including lateral entry must do their course registration in ERP. In this regard a help desk to be created in all the computer labs jointly by Departments & office of the registrar
9.	Orientation Week Plan to be submitted	Dean	July	01.07.2020	Dean of the respective school will submit the plan of orientation with Budget to the Director's office
10.	Commencement of Classes of all students who go for internship	Dean	July	01.07.2020	1st Instructional Day
11.	Registration of Value Added Courses (if any) for 3rd and 5th Semester	Dean / HOD	July	15.07.2020 to 30.07.2020	Students need to register. The Registration form will be available with the respective Dean of the Department.
12.	AARAMBH'2020 – Commencement Day Function of Batch 2020	Dean SCOM	July	25.07.2020	Welcome Day Function for all newly admitted students of AJU
13.	Add/ Drop of Elective Courses (3rd& 5th Semester)	Dean	July	30.07.2020	Students are allowed to add/drop elective course(s) with the permission from PC/ Dean of the respective School

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14.	Value Added Course Orientation & Registration(3rd & 5th Semester)	Dean	July	July	
15.	Orientation Week & class Starts for 1st semester of BBA , B.Com , B.Pharma & D.Pharma	Dean of Schools	July	27.07.2020 to 31.07.2020	Dean of the various school to execute the orientation week plan as per the plan submitted
16.	Orientation Week & class Starts for 1st semester of BCA & MCA	Dean of School	July to August	31.07.2020 to 05.08.2020	Dean of the various school to execute the orientation week plan as per the plan submitted
17.	Orientation Week & class Starts for 1st semester of BA , B.Optom & B.Sc Biotechnology	PC, BA Fashion Design	August	05.08.2020 to 08.08.2020	Dean of the various school to execute the orientation week plan as per the plan submitted
18.	Pre Independence Day Event - Unity in Diversity (FD)	BA Fashion Design- PC & All faculties	August	14.08.2020	An onstage event; to showcase the Diversity in India by depicting the flavours of different states and cultures across the country. A lively event for faculties and students where each one depicts their ethnicity on stage.
19.	Independence Day Celebration	School of Engineering & IT	August	15.08.2020	
20.	Start of the Value Added Courses for 3rd and 5th Semester		August	17.08.2020	Classes of Value added programs to start except for 1st semester
21.	Orientation Week & class Starts for 1st semester of MBA	Dean of Schools	August	17.08.2020 to 21.08.2020	Dean of the school to execute the orientation week plan as per the plan submitted
22.	Orientation Week & class Starts for 1st semester of B.Tech	Dean of Schools	August	20.08.2020 to 31.08.2020	Dean of the school to execute the orientation week plan as per the plan submitted
23.	Submission of the eligible list of students for the mid Semester & final semester Examination (3rd & 5th Semester)	Dean of Schools	August	30.08.2020	Dean/HOD of the school to submit the list
24.	Industrial Visit of B Tech & Polytechnic(3rd and 5th Semester)	Dean / HOD	August	August	Date to be decided based on confirmation from Industries / Companies
25.	Orientation Week & class Starts for 1st semester of Polytechnic	Dean of Schools	August to September	25.08.2020 to 05.09.2020	Dean of the school to execute the orientation week plan as per the plan submitted
26.	Faculty Development Program	Dean of Schools	September	September	
27.	Orientation Week & class Starts for Course work of Ph.d Batch 2020	Dean Research	September	07.09.2020	Dean of the school to execute the orientation week plan as per the plan submitted
28.	Shikhar - 2020 - An entrepreneur Summit	Dean SCOM	September	2nd week of September	To be organized on any day of September 2020

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29.	World Pharmacists Day Celebration by Department of Pharmacy	Dean / HOD	September	25.09.2020	
30.	Submission of the 1st list of eligible students for the mid Semester & final semester Examination of 1st Semester	Dean / HOD	September	30.09.2020	Dean/HOD of the school to submit the list
31.	Value Added Course Orientation & Registration(1st Semester)	Dean / HOD	September	30.09.2020	Registration of Value added course to be completed
32.	Letter to Parent about Parent Teacher Meeting(3rd and 5th Semester)	Dean / HOD	October	1.10.2020 to 10.10.2020	Intimation to Parent about parent Teacher Meeting, hard Copies of letters to be sent signed by Dean/HOD
33.	Mid Term Internal Examination of 3rd and 5th semester	Dean / HOD	October	1.10.2020 to 15.10.2020	Mid term Internal Examination to be conducted by schools after the approval of controller of examination
34.	Feedback Collection - Student / Faculty	Dean / HOD	October	05.10.2020 to 15.10.2020	Department Head to collect student and faculty feedback
35.	World sight day celebration by Dept of Optometry	Dean / HOD	October	08.10.2020	
36.	Technica - A technical Fest	Dean / HOD	October	09.10.2020 to 10.10.2020	Dept. of Engineering
37.	Resolution of attendance issues (medical leave, extra-curricular and co-curricular) by students 3rd and 5th Semester and submission of Students list with attendance % to accounts for preparation of NO Dues report	Dean / HOD	October	15.10.2020 to 25.10.2020	30th September is last cut off date for attendance % calculation of students for 3rd and 5th Semester, Attendance % report to be submitted to accounts for NO DUES calculation by 31.10.2020
38.	Navotsaav-2020		October	October	
39.	Blood Donation Camp	NSS	October	October	
40.	Subject-Teacher Allocation to be Completed as per mandate and subject allocation register to be completed (2/4/6/8 semester)	Dean	October	30.10.2020	
41.	Parent - Teacher Meeting(3rd & 5th Semester) including collection of Parent feedback form	Dean / HOD	November	1.11.2020 to 10.11.2020	Parent-Teacher meeting to be conducted in the Campus, including collection of feedbacks from Parent
42.	Letter to Parent about Parent Teacher Meeting(1st Semester)	Dean / HOD	November	1.11.2020 to 10.11.2020	Intimation to Parent about parent Teacher Meeting, hard Copies of letters to be sent signed by Dean/HOD of 1st Semester
43.	Mid Term Internal Examination of 1st semester	Dean / HOD	November	1.11.2020 to 10.11.2020	Mid term Internal Examination to be conducted by schools after the approval of controller of examination

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44.	Internal Academic Audit and verification by IQA	IQAC	November	1.11.2020 to 15.11.2020	
45.	Continuous Internal Evaluation Marks to be entered into ERP (3rd and 5th Semester)	Dean / HOD	November	before 10.11.2020	Mid Term Examination Marks to be entered into ERP (3rd and 5th Semester).Dean / HOD to submit confirmation letter along with hard copy of marklist to Controller of examination office and Receiving of the same to be maintained at Dean office
46.	Last Instructional Day of Sem III & V		November	10.11.2020	
47.	Roshni		November	13.11.2020	
48.	Resolution of attendance issues (medical leave, extra-curricular and co-curricular) by students of 1st Semester and submission of Students list with attendance % to accounts for preparation of NO Dues report	Dean / HOD	November	15.11.2020 to 25.11.2020	31st October is cut off date for attendance % calculation of students for 1st Semester, Attendance % report to be submitted to accounts for NO DUES calculation by 31.11.2020
49.	Final Semester Examination of 3rd and 5th Semester	COE	November	15.11.2020 to 30.11.2020	
50.	NPW/National seminar of School of Health & Allied Science	Dean / HOD	November	3rd Week	
51.	Continuous Internal Evaluation Marks of 1st semester to be entered into ERP (3rd and 5th Semester)	Dean / HOD	November	before 30.11.2020	Mid Term Examination Marks to be entered into ERP (3rd and 5th Semester).Dean / HOD to submit confirmation letter along with hard copy of marklist to Controller of examination office and Receiving of the same to be maintained at Dean office
52.	Submission of the final list of eligible students for the final semester Examination of 1st Semester	Dean / HOD	November	30.11.2020	
53.	Time Table & Lecture Plan Approval, Submission & Entry in ERP(2/4/6/8)	Dean	November	30.11.2020	
54.	Analysis of Feedback-I	Dean / HOD	December	Academic Council Meeting	Analysis of Feedback-I to be presented by Dean and PCs to Academic Council
55.	Parent – Teacher Meeting 1st Semester including collection of Parent feedback form	Dean / HOD	December	1.12.2020 to 10.12.2020	
56.	Last Instructional Day of Sem I		December	05.12.2020	
57.	Final Semester Examination of 1st Semester	COE	December	10.12.2020 to 24.12.2020	
58.	Design Yatra (FD)	PC-BA Fashion Design	December	2nd week of December	Design Yatra is an excursion to a design rich city/town to widen the design students perspective
59.	CARVAAN		December	3rd Week of December	

Note- In case if required it will be adjusted according to the Holiday Calander