

## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

### CALENDAR OF EVENTS – Odd Semester 2018-19 for I, III, V, VII, Semesters B.E.

Date	Event
01-Aug-2018	Commencement of odd semester 2015-16 / Fresher's Day celebrations
06-Aug-2018	Commencement of Induction Programme for First Semester and Fresher's Day.
15-Aug-2018	Holiday – Independence Day
22-Aug-2018	Holiday – Bakrid
29-Aug-2018	Holiday – Swamiji Jayanti
15-Sep-2018	Attendance status for first block period (01-Aug-2018 to 12-Sep-2018) to be announced on the department notice board. Copy to be submitted to personal section. Candidates having less than 60% attendance in a subject/s in the first block period will not be allowed to appear for the first test in the respective subject/s – SMS to all stake holders.
17-Sep-2018	Test-1 (Event-I of CIE) – First two subjects of E & EE
18-Sep-2018	Test-1- Next two subjects of E & EE
19-Sep-2018	Test-1 Next two subjects of E & EE
21-Sep-2018	Holiday – Last Day of Moharram
26-Sep-2018	Announcement of marks of Event-I (Test 1) – The CIE is displayed on the notice board – Copy of the same is filed in the office file.
24-Sep-2018 to 29-Sep-2018	Students entered the staff appraisal format available to at the Computer Laboratory of the Department
02-Oct-2018	Holiday – Gandhi Jayanti
08-Oct-2018	Holiday – Mahalaya Amavasye
12-Oct-2018	Consolidated attendance status (01-Aug-2018 to 01-Oct-2018) to be announced on the department notice board. Entries for candidates having less than 75% to be marked in RED. Copy to be submitted to personal section. A copy of the same is filed in the office register
12-Oct-2018	Attendance status for second block period (01-Sep-2018 to 01-Oct-2018) to be announced on the department notice board. Copy to be submitted to personal section. Candidates having less than 60% attendance in a subject(s) in the second block period will not be allowed to appear for the second test in the respective subject(s). A copy of the same is filed in the office register
15-Oct-2018	Test-2 (Event-III of CIE) First two subjects of E & EE
16-Oct-2018	Test-2 Next two subjects of E & EE
17-Oct-2018	Test-2 Next two subjects of E & EE
18-Oct-2018	Holiday – Ayudha Pooja
19-Oct-2018	Holiday – Vijaya Dashami

24-Oct-2018	Holiday – Maharishi Valmiki Jayanti
25-Oct-2018	Announcement of marks of Event-II & III (Test 2) A copy of the same is filed in the office register
27-Oct-2018	Last date for dropping of courses ** Announced in the notice board A copy of the same is filed in the office register
01-Nov-2018	Holiday – Kannada Rajyothsava
29-Oct-2018 to 03-Nov-2018	<p>Submission of examination application forms – The department receives the list of forms to the Department. The faculty members distribute the forms to the students by taking signatures in a book and ask the students to submit with the photos within the stipulated date. The faculty members will verify the documents after the students have submitted the forms and HoD puts his signatures on the photos of the student and authenticates the application and sends it to the controller of examinations for further processing.</p> <p>During this period HoD allots setting of Question papers to the faculty members and instructs them to set the question papers in tune with the CEO, COs and POs and they have to indicate the suitable cognitive domains applicable to their subject. A last date for setting the paper is given and BoE meeting is announced. A copy of the BoE members is kept in the office file</p> <p>The HoD as Chairman conducts BoE meeting on the scheduled date and finalizes the question paper and the sealed question paper manuscripts with the scheme of valuation will be submitted to the controller of examinations.</p> <p>During this period, the typed question papers will be verified in the controller's office by the faculty members who have set the papers and controller of examination will proceed with the final printout after incorporating the corrections indicated by the faculty members if any.</p>
05-Nov-2018	<p>Announcement of SEE Time-table The department faculty members along with the HoD verifies the time table and suggests suitable modifications if any and sends the finalized list to the controller of examination Announced in the notice board A copy of the same is filed in the office register</p>
06-Nov-2018	Holiday - Narakachaturdash
08-Nov-2018	Holiday - Balipadyami
15-Nov-2018	Test-3 (Event-V of CIE) two subjects of E & EE
16-Nov-2018	Test-3 Next two subjects of E & EE
17-Nov-2018	Test-3 Next two subjects of E & EE
21-Nov-2018	Holiday – Id Milad
22-Nov-2018	Announcement of marks of Event-IV & V (Test 3) 16-Nov-2018 Last date for

	<p>withdrawal of courses **          A copy of the same is announced in the notice board of the department and a copy is kept in the office file.</p>
23-Nov-2018	Last date for withdrawal of courses **
26-Nov-2018	Holiday – Kanakadasa Jayanti
23-Nov-2018 to 28-Nov-2018	<p>Makeup tests – Based on this a timetable will be prepared by the department to conduct these tests based on the following reasons</p> <ol style="list-style-type: none"> <li>1. A student could not appear for the test on medical grounds</li> <li>2. A student could not come when he is representing the college for sports or other extracurricular activities</li> <li>3. The HoD verifies the blue books and also checks the list of candidate's eligibility and give permission for the faculty members to carry out the test. During this process, HoD affixes signatures in all the blue books and keeps the blue books in the office store of the department for the document purposes.</li> </ol>
28-Nov-2018	Last working day
29-Nov-2018	<p>Consolidated CIE &amp; attendance to be made available in the department for to students to verify &amp; indicate changes if any and affix their signature          A copy of the CIE and SEE marks will be announced on the notice board and a copy of the same will be kept in the Department office. The students are asked to verify the marks and attendance and affix the signature.          A copy of the same is announced in the notice board of the department and a copy is kept in the office file.</p>
30-Nov-2018	<p>Notification of non-eligibility list          A copy of the same is announced in the notice board of the department and a copy is kept in the office file.</p>
29-Nov-2018 to 02-Dec-2018	<p>Study period for students          A copy of the same is announced in the notice board of the department and a copy is kept in the office file.</p>
01-Dec-2018	Issue of admission tickets by the respective departments
03-Dec-2018 to 18-Dec-2018	Semester end examination (SEE)
04-Dec-2018 to 22-Dec-2018	<p>Evaluation of Semester end examination (SEE)          The faculty members will value the scripts and get it reviewed by the reviewer allotted by the chairman.</p>
22--Dec-2018	Announcement of Makeup examination time table
25-Dec-2018	Holiday – Christmas
26-Dec-2018	Declaration of results
01-Jan-2019 to 07-Jan-2019	Makeup examinations: valuation & results
01-Jan-2019	Commencement of even semester 2018-19

<b>Date</b>	<b>Event</b>
14-Aug-2018	Subject allotment list to be sent to computer center for faculty appraisal by students.
31-Oct-2018	Last date for conduction of BoE
28-Nov-2018	Last working day
29-Nov-2018	Photocopies of the finalized manuscript of the CIE / attendance shall be announced on the departmental notice boards for two days. Corrections if any from the students' feedback shall be incorporated in the office copy of the finalized manuscript. The manuscript copy shall be brought to the meeting.
30-Nov-2018	CIE / Attendance finalization meeting.
26-Nov-2018 to 01-Dec-2018	Data entry of CIE / Attendance shall be started during November last week and completed by 01-Dec-2018.
07-Dec-2018	Last date for sending hard copy of finalized CIE / attendance to departments by the computer center / COE office.
10-Dec-2018	Last date to send correction slip to the Principal for needful after cross checking with the corrected photocopies of the manuscript. Any corrections due to error in data entry only shall be incorporated.

Signature of HoD