

# DEAN ACADEMIC AFFAIRS

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## Academic Calendar of Lingaya's Vidyapeeth, 2024-25 (Odd Semester) for 2<sup>nd</sup> Year Onwards

S.No	Description	Dates	Responsibility
1.	Requisition of books and lab equipment, Faculty Requirement, Maintenance of Lab and Readiness of labs for Odd semester 2024-25	02.08.2024	HOD
2.	Preparation of Department Teaching load for Odd semester	05.08.2024	HOD
3.	Allocation of teaching load / subjects	05.08.2024	HOD
4.	Announcement of CC, course coordinator, Floor Incharge, Dept. Exam Coordinator, Time Table Incharge, Lab In charges & ERP Coordinator	05.08.2024	HOD
5.	Finalization of Time Table / Updation on website	05.08.2024	HOD/Centralized Time Table In charge
6.	Preparation of course files & lab manuals	12.08.2024	HOD
7.	Sending Odd semester scheme, list of CC, course coordinator, Floor Incharge, Dept. Exam Coordinator, Time Table Incharge, Lab Incharge, ERP Coordinator & copy of time table to Dean (Academics)	12.08.2024	HOD
8.	Submission of Class Representatives (Student's Name) to office of DAA	12.08.2024	HOD
9.	Registration opens for the Odd semester 2024-25	17-29 July, 2024	Academic Section
10.	Commencement of Classes	20.08.2024	HOD
11.	Forwarding Roll List to HODs, Exam Cell, ERP & Account Section	05.08.2024	Dean(Academics)
12.	Verification of Student list in ERP	06.08.2024	HOD
13.	Downloading report of ERP attendance by all the departments	Last day of Every Month	HOD
14.	Submission of Monthly Report of School/ Department to Dean (Academics) followed by Dashboard presentation	1st day of Subsequent Month	HOD
15.	Status of Students attendance to be displayed on the University Website/Notice board	2nd day of Subsequent Month	HOD
16.	Review of Course file	18.09.2024	HOD/ Dean(Academics)
17.	Issue of Yellow cards & inform to the students /parents about attendance /marks through course coordinator	23.09.2024	HOD
18.	Quiz Based Assignment – I	23.09.2024	HOD
19.	Preparation of Mid semester examination date sheet and uploading on Website	23.09.2024	Examination Department
20.	Submission of Question Bank for Mid-Semester Examination and End-Semester Examination	23.09.2024	HOD
21.	Feedback of the students on teaching learning	25.09.2024	Dean(Academics)
22.	Parents Teacher Meeting (PTM)	28.09.2024	HOD
23.	Mid Semester Exam – I	30.09.2024 to 06.10.2024	COE
24.	Convocation	13.10.2024	Dean(Academics)
25.	ZEST-2K24	18-19 Oct,2024	Event Council
26.	Quiz Based Assignment – II	23.10.2024	HOD
27.	Issue of Yellow cards & inform to the students/ parents about attendance/ marks through course coordinator	25.10.2024	HOD
28.	Mid Semester Audit of the Schools/ Department	25.10.2024	Dean(Academics)
29.	Preparation of Mid semester examination-II(Pharmacy) datesheet and uploading on Website	05.11.2024	Examination Department
30.	Mid Semester Exam - II(Pharmacy)	06-11 Nov, 2024	COE
31.	Quiz Based Assignment – III	22.11.2024	HOD
32.	Display of Detention List due to shortage of Attendance	22.11.2024	Dean(Academics)
33.	Preparation of End semester examination datesheet and uploading on Website	25.11.2024	Examination Department
34.	End of Classes	29.11.2024	HOD
35.	Preparatory Leave for End Semester Exam	02-06 Dec, 2024	
36.	Audit/ Moderation of Question Bank/ Question Papers for ESE	05.12.2024	COE
37.	External Practical Exam	11-13 Dec, 2024	HOD/COE
38.	End Semester Exams	16.12.2024 to 12.01.2025	COE
39.	Declaration of Results	Within 6 weeks after completion of Examinations	COE
40.	Start of Next Even Semester	20.01.2025	

List of Holidays	
Janmashtami	26.08.2024
Gandhi Jayanti	02.10.2024
Vijaya Dashmi	12.10.2024
Diwali	31.10.2024
Guru Nanak's Birthday	15.11.2024
Christmas Day	25.12.2024



Dean (Academics)