

Sr.No	Description	Even Semester	Responsibility
01	Requisition of Faculty,books, lab equipment etc. for Even semester 2018-2019	18th December, 2018	HOD
02	Allocation of teaching load/subjects	19th December, 2018	HOD
03	Finalization of Time Table	20th December, 2018	Routine Committee
04	Preparation of course files & lab manuals	21st December, 2018	TIC
05	Winter Break	26th Dec -11th Jan 2019	OSD
06	Start of Even Semester	15th January, 2019	OSD
07	Commencement of Classes	16th January, 2019	Department
08	Registration opens for the even semester (2018-2019)	16th January, 2019	Department
09	Registration closes for even semester (2018-2019)	31st January, 2019	Department
10	Display of Departmental Magazine	15th February 2019	Department
11	Submission of Model Question and Internal Assesemnt Question	16th February 2019	Exam Cell
12	Display of Attendance (From 15th January 2019 - 20th February 2019)	21st February 2019	Department
13	Review of Course File (including syllabus coverage)	22nd February 2019	TIC/Principal
14	Internal Assesement - I	26th Feb-28th Feb 2019	Exam Cell
15	Display of Departmental Magazine	08th March 2019	Department
16	Feedback of the students on teaching learning	09th March 2019	OSD
17	Seminar according to course curriculum	13th March 2019	Department
18	Inter College Tech Fest	20th March 2019	Tech Fest Committee
19	Display of Departmental Magazine	05th April 2019	Department
20	Seminar according to course curriculum	18th April, 2019	Department
21	Display of Attendance (From 21st February 2018 - 20th April 2018)	23rd April 2019	Department
22	Review of Course File (including syllabus coverage)	23rd April 2019	TIC/Principal
23	Internal Assesement - II	25th Apr-27th Apr 2019	Exam Cell
24	Display of Departmental Magazine	03rd May 2019	Department
25	End of Classes	07th May 2019	Department
26	Display of Final Attendance(From 15th Jan 2019 -07th May 2019)	08th May 2019	Department
27	External Practical Exam	09th May - 10th May 2018	Department
28	Preparatory Leave for End Semester Exam	11th May - 18th May 2018	HOD
29	End Semester Exams	21st May - 01st June 2018	Exam Cell
30	Internal Marks Submission	04th June - 08th June 2018	Exam Cell
31	Requisition of Faculty,books, lab equipment etc. for Odd semester 2019-2020	04th June, 2019	HOD
32	Allocation of teaching load/subjects	06th June, 2019	HOD
33	Finalization of Time Table	07th June, 2019	Routine Committee
34	Preparation of course files & lab manuals	08th June, 2019	TIC
35	Summer Break(By Rotation)	11th June - 29th June	OSD
36	Start of Next Odd Semester	02nd July 2019	OSD
37	Commencement of Classes	03rd July 2019	Department
38	Registration opens for the odd semester (2019-2020)	03rd July 2019	Department
List of Holidays			
01	Birthday of Swami Vivekananda	Saturday,12th January,2019	
02	Birthday of Netaji Subhash Chandra Bose	Wednesday,23rd January,2019	
03	Republic Day	Saturday ,26th January 2019	
04	Saraswati Puja	Sunday,10th January,2019	
05	Shivaratri	Monday,04th March,2019	
06	Doljatra	Thursday,21st March, 2019	
07	Holi	Friday,22nd March, 2019	
08	Birthday of Dr.B.R.Ambedkar	Sunday,14th April 2019	
09	Bengali New Year	Sunday,14th April 2019	
10	Good Friday	Friday,19th April 2019	
11	May Day	Wednesday,01st May 2019	
12	Rabindrajayantee	Tuesday,07th May 2019	
13	Buddha Purnima	Sunday,19th May2019	
14	Idul Fitr	Wednesday,05th June,2019	

Sl.No	Description	Odd Semester	Responsibility
01	Requisition of books, lab equipment etc. for Odd semester 2019-2020	12th June, 2019	HOD
02	Allocation of teaching load/subjects	14th June, 2019	HOD
03	Finalization of Time Table	28th June, 2019	Routine Committee
04	Preparation of course files & lab manuals	29th June, 2019	TIC
05	Internal Marks Submission for Even sem 2018-2019	24th June-29th June 2019	Exam Cell
06	Summer Break(By Rotation)	2nd July - 13th July	OSD
07	Start of Next Even Semester	16th July 2019	TIC/HOD
08	Registration opens for the odd semester (2019-2020)	17th July 2019	Department
09	Commencement of Classes(for 2nd and 3rd year students)	17th July 2019	Department
10	Commencement of classes for 1st Year & Fresher's Welcome	7th August 2019	Department
11	Registration closes for odd semester (2019-2020)	10th August 2019	Academic Section
12	Display of Departmental Magazine	16th August 2019	Department
13	Submission of Model Question Papers	22nd August 2019	Exam Cell
14	Review of Course File (including syllabus coverage)	30th August 2019	TIC/Principal
15	Teacher's Day Celebration	5th Septemeber 2019	By Students
16	Display of Departmental Magazine	12th September 2019	Department
17	Display of Attendance (17th July2019 - 13th September 2019)	14th September 2019	Department
18	Feedback of the students on teaching learning	18th September 2019	OSD
19	Internal Assesment - I	25th Sept 2019 to 27th Sept 2019	Exam Cell
20	Display of Departmental Magazine	8th November 2019	Department
21	Display of Attendance (14th September 2019 - 8th November 2019)	9th November 2019	Department
22	Review of Course File (including syllabus coverage)	15th November 2019	TIC/Principal
23	End of Classes	23rd november 2019	Department
24	Display of Final Attendance(From 25th July 2018-27th November 2018)	28th November 2018	Department
25	Internal Assesment - II	29th Nov 2019 to 30th Nov 2019	Exam Cell
26	Preparatory Leave for End Semester Exam	1st December to 5th December	HOD
27	External Practical Exam	6th December to 7th December	Department
28	End Semester Exams	10th December to 21st December	Exam Cell
29	Requisition of books, lab equipment etc. for Even semester 2019-2020	24th December 2019	HOD
30	Allocation of teaching load/subjects	24th December 2018	HOD
31	Finalization of Time Table	26th December 2018	Routine Committee
32	Preparation of course files & lab manuals	27th December 2018	TIC
33	Internal Marks Submission for Odd sem 2019-2020	24th December-28th December	Exam Cell
34	Winter Break	31st December 2019 to 11th January 2020	OSD
35	Start of Next Even Semester	14th January 2020	OSD
36	Registration opens for the even semester 2019-2020	15th January 2020	Department
37	Commencement of Classes	15th January 2020	Department
List of Holidays			
01	Id-Uz-Zuha(Bakrid)	Monday,12th August 2019	
02	Independence Day	Thursday,15th August,2019	
03	Janmashtami	Friday,23rd August 2019	
04	Muharram	Tuesday,10th September, 2019	
05	Mahalaya	Saturday,28th September,2019	
06	Birthday of Gandhiji	Tuesday,2nd October, 2019	
07	Durgapuja	3rd October,2019 - 8th October 2019 (Thursday to Tuesday)	
08	Additional leave for Durga puja	9th October,2019 - 12th October 2019 (Wednesday & Saturday)	
09	Laxmi Puja	Sunday,13th October, 2019	
10	Additional leave for Laxmi puja	Monday,14th October, 2019	
11	Kalipuja,Diwali,& Bhatriidwitiya	27th October,2019 - 30th October 2019 (Sunday to Wednesday)	
12	Chat Puja	Saturday,2nd November,2019	
13	Fateha-Duaz-Daham	Sunday,10th November,2019	
14	Birthday of Guru Nanak	Tuesday,12th November,2019	
15	X-mas Day	Wednesday,25th December 2019	