

Sl.No	Description	Odd Semester	Responsibility
01	Requisition of books, lab equipment etc. for Odd semester 2018-19	3rd July, 2018	HOD
02	Allocation of teaching load/subjects	4th July, 2018	HOD
03	Finalization of Time Table	5th July, 2018	Routine Committee
04	Preparation of course files & lab manuals	6th July, 2018	TIC
05	Internal Marks Submission for Even sem 2017-2018	3rd July to 7th July	Exam Cell
06	Summer Break(By Rotation)	10th July - 28th July	OSD
07	Start of Next Even Semester	31st July 2018	TIC/HOD
08	Registration opens for the odd semester (2018-2019)	1st August 2018	Department
09	Commencement of Classes(for 2nd and 3rd year students)	1st August 2018	Department
10	Fresher's Welcome(1st year students)	10th August 2018	Department
11	Display of Departmental Magazine	11th August 2018	Department
12	Registration closes for odd semester (2018-2019)	11th August 2018	Academic Section
13	Submission of Model Question Papers	24th August 2018	Exam Cell
14	Review of Course File (including syllabus coverage)	29th August 2018	TIC/Principal
15	Teacher's Day Celebration	5th Septemeber	By Students
16	Display of Departmental Magazine	6th September 2017	Department
17	Display of Attendance (25th July2018 - 7th September 2018)	8th September 2018	Department
18	Feedback of the students on teaching learning	12th September 2018	OSD
19	Internal Assesment - I	27th September to 28th September	Exam Cell
20	Display of Departmental Magazine	5th October 2018	Department
21	Display of Attendance (8th September 2018 - 2nd November 2018)	3rd November	Department
22	Review of Course File (including syllabus coverage)	15th November 2018	TIC/Principal
23	End of Classes	27th november 2018	Department
24	Display of Final Attendance(From 25th July 2018-27th November 2018)	28th November 2018	Department
25	Internal Assesment - II	29th November to 30th November	Exam Cell
26	Preparatory Leave for End Semester Exam	1st December to 6th December	HOD
27	External Practical Exam	7th December to 8th December	Department
28	End Semester Exams	10th December to 22nd December	Exam Cell
29	Requisition of books, lab equipment etc. for Even semester 2016-17	26th December 2018	HOD
30	Allocation of teaching load/subjects	27th December 2018	HOD
31	Finalization of Time Table	28th December 2018	Routine Committee
32	Preparation of course files & lab manuals	28th December 2018	TIC
33	Winter Break	29th December 2018 to 12th January 2019	OSD
34	Start of Next Even Semester	14th January 2018	OSD
35	Registration opens for the even semester 2018-19	15th January 2018	Department
36	Commencement of Classes	15th January 2018	Department

List of Holidays

01	Independence Day	Wednesday,15th August,2018
02	Id-Uz-Zuha	Wednesday,22nd September, 2018
03	Janmashtami	Monday,3rd September 2018
04	Muharram	Friday,21st September, 2018
05	Birthday of Gandhiji	Tuesday,2nd October, 2018
06	Mahalaya	Monday,8th October,2018
07	Durgapuja	14th October,2018 - 19th October 2018 (Sunday to Friday)
08	Additional leave for Durga puja	20th October,2018 - 23rd October 2018 (Sunday & Tuesday)
09	Laxmi Puja	Wednesday,24th October, 2018
10	Additional leave for Laxmi puja	Thursday,25th October, 2018
11	Kalipuja,Diwali, & Bhatridwitiya	6th November,2018 - 8th November 2018 (Tuesday to Thursday)
12	Fateha-Duaz-Daham	Wednesday,21st November,2018
13	Birthday of Guru Nanak	Friday,23rd November,2018
14	X-mas Day	Tuesday,25th December,2018

(Signature)
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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	