Allenhouse Institute of Technology, Kanpur
Academic Plannning Odd Semester 2023-24

S. No.	Events	Particulars	Date(s)	Day(s)
1	**Semester Planning (Online/offline)**	Deaprtment Course Allocation	29 July 2023	Wednesday
		Preparation of manuals for laboratory sessions	29 July 2023	Saturday
		Submission of Subject Distribution to Dean-Acad	29 July 2023	Monday
		Submission of Faculty Load chart to Dean-Acad	29 July 2023	Monday
		Submission of Name of Class Coordinator to Dean-Acad	29 July 2023	Monday
		Submission of Staus of Coordinator activity to Dean-Acad	29 July 2023	Monday
		Submission of Departmentwise Activity Calender to Dean-Acad	29 July 2023	Monday
		Submission of Department Requirements to Dean-Acad	29 July 2023	Monday
		Submission Record of Performance Improvement of Slow Learner to Class Coordinator (Marks, Attendance, Comments)	Every Saturday (Weekly)	
		Submission of Attendance Record (Theory + Practical) of Students to Class Coordinator	Every Saturday (Weekly)	
2.	**Time Tables (Online/offline)**	Year wise Timetable	07 August 2023	Monday
		Faculty Wise Timetable	07 August 2023	Monday
		Laboratory wise Time Table	07 August 2023	Monday
4	**Bridge Course (For weak Students)**	Identify Slow learner After CT-1 (Subjectwise)	As per Institute Academic Calendar	
		Submission of List of Slow learner to Class Coordinator	As per Institute Academic Calendar	
		Submission of Lecture Plan for Slow learner to Class Coordinator	After CT-1	
		Submission of Attendance for Slow learner to Class Coordinator	After CT-1	
5	**Course Planning**	Submission of Course Objectives and Outcomes to HOD	05 August 2023	Friday
		Submission of Correlation of Cos with Pos to HOD	05 August 2023	Friday
		Submission of Lecture Plan to HOD	12 August 2023	Friday
		Submission of Lab Plan to HOD	12 August 2023	Friday
		Submission of Class Notes to HOD	12 August 2023	Friday
		Submission of Assignments to HOD	12 August 2023	Friday
		Submission of Rubrics for Continuous evaluation to HOD	Before CT-1 Exam	
		Submission of Class Test Question Paper to HOD	Before 3 days CT-1 Exam	
		Submission of Class Test Question Paper to HOD	Before 3 days CT-2 Exam	
		Submission of Pre University Test Question Paper to HOD	Before 3 days PUT Exam	
		Submission of Class Test Attendance to Coordinator	During CT-1,CT-2,PUT	
8	**Academic Record (Submitted by HODs to Dean-Acad)**	Monthly report on Theory + Practical Attendance Record	Every last Saturday (Month)	
		Monthly report on Action Plan for short Attendance	Every last Saturday (Month)	
		Monthly report on Continuous Assessment Record	Every last Saturday (Month)	
		Monthly report on Class Test Evaluation Record (Name of Faculty, Year, Marks & Attendance)	Every last Saturday (Month)	
		Monthly report on FDP/Workshop/Training /Research Paper	Every last Friday (Month)	
		Monthly report on Course Coverage Status	Last Working Day of Month	
		Result Analysis of Internal Exam (CT-1,CT-2,PUT)	After Declartion of Result	
		Result Analysis of External Exam (University Exam)	After Declartion of Result	
9	**Coordinator Activity (Submitted by class Coordinator to HOD)**	Faculty Timetable for Slow Learner	Every Saturday (Weekly)	
		Monthly Progessive Report of Slow learner	Last Working Day of Month	
		Weekly Attendance Report	Every Saturday (Weekly)	
		Weekly Call Record of Short attendee students	Every Saturday (Weekly)	
		Before each Internal Exam list of Fees dues Students	Before 3 days of internal examination	
		Monthly Course Coverage Status	Last Working Day of Month	
		Monthly report on FDP/Workshop/Training /Research Paper	Last Working Day of Month	
		Monthly report on Class Test Evaluation Record (Name of Faculty, Year, Marks & Attendance)	Last Working Day of Month	

(Dr. Dev Singh)
Dean Academics