

TENTATIVE EXAMINATION CALENDAR FOR YEAR 2018-19

Week No	Date	Activity start on	Activity
1	16.7.2018 to 20.7.2018 (Saturday & Sunday not included)	18.07.18	Panel List Submission from respective Departments
		19.07.18	Last date for getting roll call list of undergraduate and postgraduate students.
		20.07.18	Last date for getting list of Final Year students with elective course opted
		20.07.18	First meeting of Controller of Examination with Department controller
2	23.07.2018 to 27.07.18	24.7.2017	Preparation of Timetable for T-I, T-II and End-Semester Exam and Uploading on Website
		24.7.2017	Review of Exam rules & ordinances by Exam committee
		27.7.2017	Generation of Exam Seat No, Preparation of Supervision duty chart, Printing of Exam Roll call list
3	30.7.2018 to 3.8.2018	30.07.18	Appointment letters for paper setters
		30.07.18	Printing of Admit Cards
		03.08.18	Letter to Maintenance Committee for Preparation of Examination Blocks
4	6.8.2018 to 10.8.2018	06.08.18	Distribution of Admit Cards to students
		07.08.18	Receiving of manuscript for T-I from Department Controller
		10.08.18	Seating Arrangement in Examination Blocks
5	13.8.2018 to 17.8.2018	13.08.18	TEST – I Examination 15/08/2018 (Tuesday) – Independence Day
6	20.8.2018 to 24.8.2018	20.08.18	Data Entry and Gazette Preparation
		24.08.18	Audit of Question Paper and Answer Books for B.Tech and M.Tech End Semester & Re-Examination (Even Semester)
7	27.8.2018 to 31.9.2018	27.08.18	
		31.08.18	Second Meeting of Controller of Examination with Department controller
8	3.9.2017 to 7.9.2017	03.09.18	Display and submission of T1 Points Preparation Supervision duty chart
9	10.9.2018 to 14.9.2018	10.09.18	Receiving of manuscript for T-II from Department Controller
		11.09.18	Letter to Maintenance Committee for Preparation of Examination Blocks
		14.09.18	Seating Arrangement in Examination Blocks
10	17.9.2018 to 21.9.2018	17.09.18	TEST – II Examination
		21.09.18	Seminar on Literature Review (First Seminar) for M.Tech. Second year students.
11	24.9.2018 to 28.9.2018		Data Entry and Gazette Preparation
12	30.09.2018 to 7.09.2018		Receiving T-II points 2/10/2018 (Tuesday) – Mahatma Gandhi Janynti

			Third Meeting of Controller of Examination with Department controller
13	8.10.2018 to 12.10.2018	09.10.18	Data Entry and Gazette Preparation
			Acceptance of Re-Examination Form for Even Semester
14	15.10.2018 to 19.10.2018		Data Entry and Gazette Preparation
15	22.10.2018 to 26.10.2018		Submission of Student's List and University Fees for Degree Certificate to University of Mumbai.
			Preparation of Supervision duty chart
16	29.10.2018 to 2.11.2018		Receiving of End Semester Manuscripts to Department Controller with synoptic
			Generation of Exam seat No.
17	5.11.2018 to 9.11.2018		Submission of T.W., Practical points by Faculty
			Seating Arrangement in Examination Blocks
18	12.11.2018 to 16.11.2018		End Semester Examination begins
			Assessment of Answer Sheet CAP for odd semester
19	19.11.2018 to 23.11.2018		End Semester Examination End
20	26.11.2018 to 30.11.2018	28.11.18	Answer Paper Assessment end semester ends
21	3.12.2018 to 7.12.2018	03.12.18	Showing Answer papers to students even semester Re- Exam Begins
			Hard copy of final Grade sheet (with Grievance form duly filled) & Verification of Grades Entered in Gazette by Faculty
			Final Preparation & Checking of Gazette by Faculty & Department Controllers
22	10.12.2018 to 14.12.2018	12.12.18	Fourth Meeting of Controller of Examination with Department controller
			Declaration of End semester Examination result
23	17.12.2018 to 21.12.2018		Grade Sheets Preparation
24	24.12.2018 to 28.12.2018		25/12/2018 (Monday) – Christmas Data Entry and Gazette Preparation
25	31.12.2018 to 4.1.2019		Receiving of Re-examination manuscripts with synoptic
26	7.1.2019 to 11.1.2019		Re Examination begins for odd semester
			CAP Begins for Re-Examination
27	14.1.2019 to 18.1.2019		Even semester begins CAP continue for Re-Examination Paper checking
			Panel List Submission from respective Departments
			Last date for getting Roll call list for first year students

			Last date for sending list of final year students with elective course opted in even semester.
			Fifth Meeting of Controller of Examination with Department controller
28	21.1.2019 to 25.1.2019		Re Examination and Previous Semester Re- Examination Answer Paper to be shown to students by concerned faculty 26/01/2018 (Friday) – Republic Day
			Appointment letters to Internal Faculty / External Faculty Timetable for T-I, T-II and End-Semester examination.
29	28.1.2019 to 1.2.2019	29.01.2019	Declaration of Re Examination result
			Department Controller finalized and submit Auditors list. Appointment Letters to External Examiners for Auditing Answer Papers and question papers.
			Generation of Examination Seat No., Preparation of Supervision duty chart & Printing of Admit Card
30	4.2.2019 to 8.2.2019		Distribution of Admit cards to students
			Receiving of manuscript for T-I from Department Controller
			Letter to Maintenance Committee for Preparation of Examination Blocks
			Seating Arrangement in Examination Blocks
31	11.2.2019 to 15.2.2019	11.02.19	TEST – I Examination
32	18.2.2019 to 22.2.2019		Audit of Question Paper and Answer Books for B.Tech and M.Tech End Semester & Re-Examination (Odd Semester)
			Seminar on Dissertation Stage - I (Second Seminar) for M.Tech. Second year students.
33	25.2.2019 to 1.3.2019	28.02.19	Receiving of T-I points from Department Controller or entry of marks in ERP/MIS
			Sixth Meeting of Controller of Examination with Department controller
34	4.3.2019 to 8.3.2019		Supervision duty chart
			Examination Seat no's generated & printout
35	11.3.2019 to 15.3.2019		Submission of manuscript for T-II to Department Controller
			Letter to Maintenance Committee for Preparation of Examination Blocks
			Seating Arrangement in Examination Blocks
36	18.3.2019 to 22.3.2019	16.03.19	TEST – II Examination
37	25.3.2019 to 29.3.2019		Data Entry and Gazette Preparation
38	1.4.2019 to 5.4.2019	03.04.19	Receiving of T-II points
39	8.4.2019 to 12.4.2019		Acceptance of Re-Examination Form for Even & Odd Semester

			Seventh Meeting of Controller of Examination with Department controller
			Examination Seat no's generated & Printout, Supervision duty chart
40	15.4.2019 to 19.4.2019		Data Entry and Gazette Preparation
41	22.4.2019 to 26.4.2019		Receiving of Manuscripts (Regular, Re exam of Previous Semester and Re-Exam) with synoptic
42	29.4.2019 to 3.5.2019		
43	6.5.2019 to 10.5.2019		Seating Arrangement in Examination Blocks
44	13.5.2019 to 17.5.2019	13.05.19	End Semester Examination Begins
			Assessment of Answer Books
			** [Seminar on Dissertation Stage - II (Pre - Synopsis Seminar) for M.Tech. second year students.]
45	20.5.2019 to 24.5.2019	24.05.19	Receiving of T.W., Practical print question papers to exam committee
			End Semester Examination ends
46	27.5.2019 to 31.5.2019		CAP continue for End Semester Examination Paper checking Odd Semester Re-Exam begins.
47	03.06.2019		Show answer papers to students
		04.06.19	Hard Copy of Grade-sheet odd semester Re-Exam ends
			Hard Copy of final Grade-sheet & Verification of Grades Entered in Gazette by Faculty
48	10.6.2019 to 14.6.2019		Final Preparation & Checking of Gazette by Faculty & Department Controllers
		12.06.19	Declaration of End Semester Examination result
			Eighth Meeting of Controller of Examination with Department controller
			Preparation of Examination Calendar
49	17.6.2019 to 21.6.2019		Preparation of Grade Sheet
			Distribution of Passing Certificates to B.Tech Students
** The date of Seminar on Dissertation Stage - II is tentative.			
50	24.6.2019 to 28.6.2019	24.06.19	Re Examination of even semester
			CAP for Re-Exam Answer book assessment
51	1.7.2019 to 5.7.2019	02.07.19	Re Examination off even semester
			CAP continue for Re- Examination Paper checking
52			CAP Over

			Re Examination and Previous Semester Re- Examination Paper to be shown to students
	8.7.2019 to 12.7.2019	12.07.19	Declaration of Re Examination result
			Uploading of Examination Calendar on website
			Preparation of Eligibility List of Students for S.Y.B.Tech, T.Y.B.Tech, Final Year B.Tech and M.Tech
53	15.7.2019 to 19.7.2019		First day of academic year 2019-2020

Note: Once Degree Certificate (Convocation) received by the College from University, Degree Distribution ceremony will be held after 15 days.



Controller of Examinations