



डा० ए०पी०जे० अब्दुल कलाम प्राविधिक विश्वविद्यालय, उत्तर प्रदेश
जानकीपुरम विस्तार, सेक्टर - 11, सीतापुर रोड, लखनऊ-226031

पतांक ए०के०टी०यू० / कुस०का० / स्था० / 2023 / 19/63

दिनांक : 13-06-2023

सेवा में,

निदेशक / प्राचार्य,

विश्वविद्यालय से सम्बद्ध समस्त संस्थान।

विषय: सत्र 2023-24 के शैक्षणिक कैलेण्डर के संबंध में।

महोदय,

कृपया उपरोक्त विषय के संबंध में अवगत कराना है कि विश्वविद्यालय से सम्बद्ध समस्त संस्थाओं में संचालित होने वाले विभिन्न पाठ्यक्रमों के लिए सत्र 2023-24 का शैक्षणिक कैलेण्डर निर्धारित करते हुए जारी किया जा रहा है।

अतः आपसे अपेक्षा है कि उक्त से अवगत होते हुए एवं सभी संबंधितों को सूचित करने के साथ-साथ इसकी एक प्रति संस्थान के सूचना पट पर भी चस्पा करवाने का कष्ट करें।

संलग्नक: यथोक्त।

भवदीय

(जी० पी० सिंह)
कुलसचिव

पृष्ठांकन संख्या व दिनांक: उपरोक्त।

प्रतिलिपि निम्नलिखित को सूचनार्थ:-

1. प्रति कुलपति, ए०के०टी०यू०, लखनऊ।
2. परीक्षा नियंत्रक, ए०के०टी०यू०, लखनऊ।
3. समस्त अधिष्ठाता, ए०के०टी०यू०, लखनऊ।
4. स्टाफ आफीसर, कुलपति कार्यालय, ए०के०टी०यू०, लखनऊ।

Director
Moradabad Institute of Technology
Ram Ganga Vihar, Phase-2
Moradabad

(जी० पी० सिंह)
कुलसचिव

DR. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY, UTTAR PRADESH
Jankipuram Vistar, Sector-11, Sitapur Road, Lucknow, 226031

ACADEMIC CALANDER

FOR B. TECH./B.PHARM./B. ARCH./B.H.M.C.T./BFAD/B.VOC/MBA/MBAT/MBA(I)/MCA/MCA(I)/BFA/M. TECH./M. PHARM./M. ARCH. & other Courses

ACADEMIC SESSION 2023-24

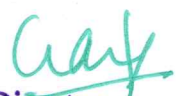
S.N.	Particulars	Dates	
		Odd Semester	Even Semester
01	Commencement of Classes for Academic session 2023-24	August 16, 2023 all VII & IX Semester students	Feb. 01, 2024 for IV (Except B. Tech, BPharma & MBA, MCA), VI, VIII & X Semester students
		Sep 1, 2023 all III, V Semester students (EXCEPT MBA, MCA)	Feb 05, 2024 for All II, IV (B. Tech, B. Pharma, MBA, MCA) Semester students
		Oct. 01, 2023 All III semester MBA, MCA courses	
02	Last date of fresh admission AND Commencement of Classes for First YEAR all courses	Oct 01, 2023*	---
03	Last date of submitting admission list of students to university (for newly admitted student)	Nov. 01, 2023*	
04	Last date of submitting Enrollment form /Exam Form for regular & carry over exams Examination fee for both semesters and examination/carry over examination fee	Dec. 01, 2023*	
06	Last date of submitting Sessional marks of Theory & Practical to University.	Jan 10, 2024	May 15, 2024 for IV (Except B. Tech, B. Pharma), VI, VIII & X Semester students
			May 25, 2024 for All II, IV (B. Tech, B. Pharma, MBA, MCA) Semester students
07	End Semester Theory Examination	Dec. 15, 2023 to Jan. 05, 2024 For all III (Except B. Tech, B. Pharm & MBA, MCA), V, VII and IX Semesters	May 10, 2024 to May 30, 2024 for IV (Except B. Tech, B. Pharma, MCA, MBA), VI, VIII & X Semester students
		Jan. 01, 2024 to Jan. 20, 2024, For I Semester of all the courses and III semesters of B. Tech, B. Pharm, MBA, MCA	May 15, 2024 to June 10, 2024 All II, IV (B. Tech, B. Pharma, MBA, MCA) Semester students
08	End Semester Practical Examination (PE)	Jan. 06, 2024 to Jan. 14, 2024 For all III (Except B. Tech, B. Pharm & MBA, MCA), V, VII and IX Semester	May 31, 2024 to Jun. 05, 2024 for IV (Except B. Tech, B. Pharma, MBA, MCA), VI, VIII & X Semester students
		Jan. 21, 2024 to Jan. 27, 2024, For all I Semester and III semester (B. Tech, B. Pharm, MBA, MCA)	Jun. 05, 2024 to Jun. 15, 2024 for All II, IV (B. Tech, B. Pharma, MBA, MCA) Semester students
09	Last date for Submission of PE Marks.	Jan. 20, 2024 For all III (Except B. Tech, B. Pharma & MBA, MCA), V, VII and IX Semesters	Jun. 07, 2024 for IV (Except B. Tech, B. Pharma, MBA, MCA), VI, VIII & X Semester students
		Jan. 30, 2024 For all I Semester and III semesters (B. Tech, B. Pharma, MBA, MCA)	Jun. 18, 2024 for All II, IV (B. Tech, B. Pharma, MBA, MCA) Semester students
10	Evaluation of Answer sheets	Dec. 26, 2023 to Jan. 25, 2024 For all III (Except B. Tech, B. Pharm & MBA, MCA), V, VII and IX Semester	May 20, 2024 to Jun. 10, 2024 for IV (Except B. Tech, B. Pharma, MBA, MCA), VI, VIII & X Semester students
		Jan. 15, 2024 to Feb. 05, 2024, For all I Semester and III of B. Tech, B. Pharm, MBA, MCA	May 25, 2024 to Jun. 20, 2024 for All II, IV (B. Tech, B. Pharma, MBA, MCA) Semester students
11	Summer Training/ Internship		Jun. 07, 2024 to Jul. 20, 2024
12	Winter Vacations/ Summer Vacation	Jan. 15, 2024 to Jan. 30, 2024 For all III (Except B. Tech, B. Pharm & MBA, MCA), V, VII and IX Semester	Jul. 21, 2024 to Jul. 31, 2024
		Jan. 28, 2024 to Feb. 04, 2024, For all I Semester and III semester (B. Tech, B. Pharm, MBA, MCA)	
13	Commencement of Classes session 2024-25	For III, V, VII & IX Semester Aug. 01, 2024	

*Subject to the final date of admission as per the Government Orders.

IMPORTANT NOTES:-

- The Institute shall ensure minimum teaching hours as prescribed in the University ordinances for each semester. If required, the Director/Principal shall arrange extra classes, on weekends/holidays.
- The Institute should ensure that at least two class tests are conducted after completing 1/3* & 2/3* syllabus respectively. All students will be required to appear in both first- and second-class tests. If, for any reason beyond the control of students such as illness, tragic incident in family, the student fails to appear in any test, it will be the responsibility of the Principle/Director of the Institute to arrange make up class test for such students. If the student fails to appear in first class test, his makeup class test will be conducted before second class test and in case of second-class test at least one month before the start of end semester theory examination. The duration of class test will be minimum one hour for each class test, 70% attendance at 1st test and 75% attendance at second class test are required. In case attendance is short, parents are to be informed accordingly on monthly basis.
- The Director/Principal of Institute shall ensure the submission of attendance of students regularly through Attendance Monitoring System (AMS) of the University and shall ensure that no student is allowed to appear in the examinations who has not attained the minimum required attendance as per norms prescribed in relevant ordinances. It will be obligatory on the part of the Director/Principal of the Institute to detain such students and their admit cards will not be issued to them. A list of students detained from appearing in University Examination(s) be submitted to their Examination center before the commencement of the theory examination.
- The teachers who are assigned evaluation duty during vacation shall be entitled for earned leave as per rules and duty leave for other examination related works assigned by the University.
- The loss of syllabus for the newly admitted third semester B. Tech & B. Pharma students has to be COMPULSORILY made up by the institutes by conducting extra classes in early morning/late evening/Sunday/holidays.


Registrar


Director
Moradabad Institute of Technology
Ram Ganga Vihar, Phase-2
Moradabad



DR. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY, UTTAR PRADESH
Jankipuram Vistar, Sector-11, Sitapur Road, Lucknow, 226031.

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ACADEMIC CALANDER

FOR B.TECH/B.PHARM/B.ARCH/B.H.M.C.T/BFAD/BVOC/MBA/MBATM/MBA(I)/MCA/MCA(I)/BFA/M.TECH/M.PHARM/MARCH. & OTHER COURSES

ACADEMIC SESSION 2023-24 (REVISED)

21431
Ref. No.:/AKTU/RO/2023/
Date: October, 2023

S.N.	Particulars	Dates	
		Odd Semester	Even Semester
01	Commencement of Classes for Academic session 2023-24	August 16, 2023 all VII & IX Semester students	Feb. 16, 2024 for IV (Except B. Tech, B. Pharma & MBA, MCA), VI, VIII & X Semester students
		Sep. 01, 2023 all III, V Semester students (EXCEPT MBA, MCA)	Apr. 04, 2024 for All II, IV (B. Tech, B. Pharma, MBA, MCA) Semester students
		Oct. 01, 2023 All III semester MBA, MCA courses	
02	Last date of fresh admission and Commencement of Classes for First YEAR all courses	Oct. 30, 2023*	
03	Last date of submitting admission list of students to university (for newly admitted students)	Nov. 30, 2023	
04	Last date of submitting Enrollment form/Exam Form for regular & carry over exams Examination fee for both semesters and examination/carry over examination fee	Dec. 30, 2023	
06	Last date of submitting Sessional marks of Theory & Practical to University.	Jan. 20, 2024 For all III (Except B. Tech, B. Pharm & MBA, MCA), V, VII and IX Semesters	May 30, 2024 for IV (Except B. Tech, B. Pharma), VI, VIII & X Semester students
		Feb. 25, 2024 For I Semester of all the courses and III semesters of B. Tech, B. Pharm, MBA, MCA	Jul. 20, 2024 for All II, IV (B. Tech, B. Pharma, MBA, MCA) Semester students
07	End Semester Theory Examination	Jan. 05, 2024 to Jan. 31, 2024 For all III (Except B. Tech, B. Pharm & MBA, MCA), V, VII and IX Semesters	May 25, 2024 to Jun 20, 2024 for IV (Except B. Tech, B. Pharma, MCA, MBA), VI, VIII & X Semester students
		Feb. 25, 2024 to Mar. 20, 2024, For I Semester of all the courses and III semesters of B. Tech, B. Pharm, MBA, MCA	Jul. 20, 2024 to Aug. 10, 2024 All II, IV (B. Tech, B. Pharma, MBA, MCA) Semester students
08	End Semester Practical Examination (PE)	Feb. 01, 2024 to Feb. 07, 2024 For all III (Except B. Tech, B. Pharm & MBA, MCA), V, VII and IX Semester	Jun. 21, 2024 to Jun. 25, 2024 for IV (Except B. Tech, B. Pharma, MBA, MCA), VI, VIII & X Semester students
		Mar. 21, 2024 to Mar. 26, 2024, For all I Semester and III semester (B. Tech, B. Pharm, MBA, MCA)	Aug. 11, 2024 to Aug. 17, 2024 for All II, IV (B. Tech, B. Pharma, MBA, MCA) Semester students
09	Last date for Submission of PE Marks.	Feb. 15, 2024 For all III (Except B. Tech, B. Pharma & MBA, MCA), V, VII and IX Semesters	Jun. 28, 2024 for IV (Except B. Tech, B. Pharma, MBA, MCA), VI, VIII & X Semester students
		Mar. 31, 2024 For all I Semester and III semesters (B. Tech, B. Pharma, MBA, MCA)	Aug. 20, 2024 for All II, IV (B. Tech, B. Pharma, MBA, MCA) Semester students
10	Evaluation of Answer sheets	Jan. 15, 2024 to Feb. 20, 2024 For all III (Except B. Tech, B. Pharm & MBA, MCA), V, VII and IX Semester	Jun. 07, 2024 to Jun. 28, 2024 for IV (Except B. Tech, B. Pharma, MBA, MCA), VI, VIII & X Semester students
		Mar. 10, 2024 to Apr. 10, 2024, For all I Semester and III of B. Tech, B. Pharm, MBA, MCA	Aug. 02, 2024 to Aug. 30, 2024 for All II, IV (B. Tech, B. Pharma, MBA, MCA) Semester students
11	Summer Training/Internship		Jul. 01, 2024 to Aug. 20, 2024
12	Winter Vacations/Summer Vacation	Feb. 08, 2024 to Feb. 15, 2024 For all III (Except B. Tech, B. Pharm & MBA, MCA), V, VII and IX Semester	Aug. 21, 2024 to Aug. 31, 2024
		Mar. 27, 2024 to Apr. 03, 2024, For all I Semester and III semester (B. Tech, B. Pharm, MBA, MCA)	
13	Commencement of Classes session 2024-25		For III, V, VII & IX Semester Sept. 01, 2024

* As per the Revised Academic Calendar of AICTE Advt. No.: Regulation Bureau/AICTE/03(02)/2023 dated 17-10-2023.

IMPORTANT NOTES:-

- The institute shall ensure minimum teaching hours as prescribed in the University ordinances for each semester. *If required, the Director/Principal shall arrange extra classes on weekends/holidays.*
- The Institute should ensure that at least two class tests are conducted after completing 1/3rd & 2/3rd syllabus respectively. All students will be required to appear in both first- and second-class tests. If, for any reason beyond the control of students such as illness, tragic incident in family, the student fails to appear in any test, it will be the responsibility of the Principle/Director of the Institute to arrange make up class test for such students. If the student fails to appear in first class test, his makeup class test will be conducted before second class test and in case of second-class test at least one month before the start of end semester theory examination. The duration of class test will be minimum one hour for each class test. 70% attendance at 1st test and 75% attendance at second class test is required. In case attendance is short, parents be informed accordingly on monthly basis.
- The Director/Principal of Institute shall ensure the submission of attendance of students regularly through Attendance Monitoring System (AMS) of the University and shall ensure that no student is allowed to appear in the examinations who has not attained the minimum required attendance as per norms prescribed in relevant ordinances. It will be obligatory on the part of the Director/Principal of the Institute to detain such student and their admit cards will not be issued to them. A list of students detained from appearing in University Examination(s) be submitted to their Examination center before the commencement of the theory examination.
- The teachers who are assigned evaluation duty during vacation shall be entitled to earned leave as per rules and duty leave for other examination related works assigned by the University.
- The loss of syllabus for the newly admitted third semester B.Tech & B.Pharm students has to be COMPULSORILY made up by the institutes by conducting extra classes in early morning/late evening/Sunday/holidays.

[Signature]

[Signature]
Director
Moradabad Institute of Technology
Ram Ganga Vihar, Phase-2
Moradabad

[Signature]
Registrar



Moradabad Institute of Technology, Moradabad

Ram Ganga Vihar Phase-II, Moradabad

Date: 21.08.2023


ACADEMIC CALENDAR

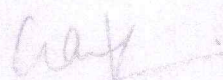
Odd Semester

Academic Session: 2023-2024

S. No.	Particulars	Date	Responsibility
1.	Time Table Display on Notice Boards	25 Aug. 2023	O.C. Time Table
2.	Distribution of students' lists to teachers	26 Aug. 2023	Concerned HODs / O.C. Class
3.	Blow up submission to HODs	29 Aug. 2023	Concerned Teachers
4.	Research & Academic Audit - I	02 Sept. 2023	IQAC
5.	Registration (a) Last date of registration 7 th Semester 5 th Semester 3 rd Semester (b) List of unregistered students to various departments (c) Notifying unregistered students for getting registered at the earliest (through class O.C.s/Faculty)	28 Aug. 2023 01 Sept. 2023 02 Sept. 2023 05 Sept. 2023 05 Sept. 2023	Concerned Teachers O.S. Academics Concerned HODs
6.	Commencement of Classes (a) 7 th Semester (b) 5 th Semester (c) 3 rd Semester (d) 1 st Semester	29 Aug. 2023 02 Sept. 2023 04 Sept. 2023 01 Oct. 2023	HODs and Concerned Teachers
7.	Announcement of dues list and last date for clearing dues	30 Sept. 2023	Accounts / O.S. Academics
8.	(a) Short attendance compilation before Class Test - I (b) Information to Parents (c) Undertaking form handed to students (d) Collection of undertaking form	17 Oct. 23 / 17 Nov. 23 17 Oct. 23 / 17 Nov. 23 17 Oct. 23 / 17 Nov. 23 18 Oct. 23 / 18 Nov. 23	O.C. Class
9.	1st Class Test (a) 5 th & 7 th Semester (b) 1 st & 3 rd Semester	19 - 21 Oct. 2023 20 - 22 Nov. 2023	COE
10.	Makeup Test of 1 st Class Test	Before 2 nd Class Test	Concerned HODs
11.	(a) Last date for submission of examination forms to office (b) Submission of forms to university	As per date announced by AKTU	O.S. Academics to take timely action as per University directions.
12.	(a) Floating the electives for even semester (b) Last date for students' choice	30 Nov. 2023 08 Dec. 2023	Concerned HODs
13.	(a) Short attendance compilation before Class Test - II (b) Information to Parents (c) Undertaking form handed to students (d) Collection of undertaking form	01 Dec. 23 / 18 Dec. 23 01 Dec. 23 / 18 Dec. 23 01 Dec. 23 / 18 Dec. 23 02 Dec. 23 / 19 Dec. 23	O.C. Class
14.	2nd Class Test		COE

	(a) 5 th & 7 th Semester (b) 1 st & 3 rd Semester	04 – 06 Dec. 2023 21 - 23 Dec. 2023	
15.	Makeup Test of 2 nd Class Test	Before End Semester Exams	Concerned HODs
16.	Date up to which final attendance is to be counted (a) 5 th & 7 th Semester (b) 1 st & 3 rd Semester	01 Dec. 2023 18 Dec. 2023	Concerned Teachers
17.	Submission of consolidated list of shortage of attendance to Director and information to parents	01 Dec. 23 / 18 Dec. 23	Class O.C
18.	Submission of sessional marks: (a) Meeting of Director, Dean Academics and all HODs regarding attendance and performance of students	11 Dec. 23 / 26 Dec. 23	Dean Academics
	(b) Checking of Teachers' Records by HODs	13 Dec. 23 / 30 Dec. 23	Concerned HODs
	(c) Finalization of sessional marks	15 Dec. 23 / 01 Jan. 24	Concerned Teachers
	(d) Submission of Award list after final checking and uploading to O.S. Academics for further necessary action	As per date announced by AKTU	HODs and Concerned Teachers
19.	Theory Examinations: (a) Collection of Admit Cards/Roll Nos. from University (b) Preparation of Roll lists (c) Collection of stationery such as copies, practical copies drawing sheets, graph paper etc. from University.	As per AKTU schedule	COE and O.S. Academics to take appropriate actions as per University directions.
	Practical Examinations: (a) Appointment of Internal Examiners	As per AKTU schedule 3 days before the practical exam schedule	Concerned HODs Concerned HODs
20.	(b) Obtaining list of panel of external examiners from AKTU & preparation of schedule of practical examination.	As per AKTU schedule	O.S. Academics
	(c) Dispatch of letters contacting the external examiners	Within 2 days of list obtained from AKTU	HODs and concerned teachers
21.	Research & Academic Audit - II	30 Dec. 2023	IQAC
22.	Preparation for Odd Semester (a) Load Distribution by Departments	23 Dec. 2023	Concerned HODs
	(b) Submission to O.C. Time Table	26 Dec. 2023	Concerned Coordinators


Prof. (Dr.) Kshitij Shinghal
Dean Academics


Prof. (Dr.) Rohit Garg
Director

Copy to:

1. Chairman
4. All HODs
7. O.C. Time Table
10. O.S. Academics
13. T & P Cell

2. Secretary
5. DOSW
8. Registrar
11. Chief Proctor
14. Librarian

3. P.A. to Director for Director's folder
6. Controller of Examination
9. All Faculty Members through HODs
12. Account Section
15. Nodal Officer (B.Voc)



Moradabad Institute of Technology, Moradabad

Ram Ganga Vihar Phase-II, Moradabad

Date: 02.04.2024


ACADEMIC CALENDAR

Even Semester

Academic Session: 2023–2024

S. No.	Particulars	Date	Responsibility
1.	Time Table (6 th & 8 th Sem / 2 nd & 4 th Sem) (a) Display on Notice Boards (b) Distribution to students and concerned Teachers	15 Feb.'24/ 30 Mar.'24 15 Feb.'24/ 30 Mar.'24	O.C. Time Table
2.	Distribution of students' lists to teachers	16 Feb.'24/ 30 Mar.'24	Concerned HODs / O.C. Class
3.	Blow up submission to HODs	20 Feb.'24 / 06 Apr.'24	Concerned Teachers
4.	Registration (a) Last date of registration for a. 6 th & 8 th Semester b. 2 nd & 4 th Semester (b) List of unregistered students to various departments (c) Notifying unregistered students for getting registered at the earliest (through class O.C.s/Faculty)	20 Feb.'24 02 Apr.'24 28 Feb.'24 / 10 Apr.'24 02 Mar.'24 / 13 Apr.'24	Concerned Teachers O.S. Academics Concerned HODs
5.	Commencement of Classes (a) 6 th & 8 th Semester (b) 2 nd & 4 th Semester	21 Feb.'24 03 Apr.'24	HODs and Concerned Teachers
6.	Announcement of dues list and last date for clearing dues (6 th & 8 th Sem / 2 nd & 4 th Sem)	06 Mar.'24 / 18 Apr.'24	Accounts / O.S. Academics
7.	Announcement of Test Series Dates	02 Apr.'24	Dean Academics
8.	Procurement of Stationary & material for Test Series for full semester	18 Apr.'24	COE O.S. Academics
9.	(a) Short attendance compilation before Class Test – I (6 th & 8 th Semester) (b) Information to Parents (c) Undertaking form handed to students (d) Collection of undertaking form	30 Apr.'24 30 Apr.'24 30 Apr.'24 01 May'24	O.C. Class
10.	1st Class Test (6th & 8th Semester)	02-04 May 2024	COE
11.	Makeup Test of 1 st Class Test (6 th & 8 th Semester)	Before 2 nd Class Test	Concerned HODs
12.	(a) Floating the electives for Odd semester (b) Last date for students' choice	15 May 2024 25 May 2024	Concerned HODs
13.	(a) Short attendance compilation before 1 st Class Test (2 nd & 4 th Semester) & 2 nd Class Test (6 th & 8 th Semester) (b) Information to Parents (c) Undertaking form handed to students (d) Collection of undertaking form	14 May 2024 14 May 2024 14 May 2024 15 May 2024	O.C. Class
14.	1st Class Test (2nd & 4th Semester)	16 - 18 May 2024	COE
15.	Makeup Test of 1 st Class Test (2 nd & 4 th Semester)	Before 2 nd Class Test	COE
16.	(a) Short attendance compilation before Class Test – 2 (6 th & 8 th Semester) (b) Information to Parents (c) Undertaking form handed to students	31 May'24 31 May'24 31 May'24	O.C. Class

	(d) Collection of undertaking form	01 June '24	
17.	2nd Class Test (6th & 8th Semester)	03-05 June 2024	COE
18.	Makeup Test of 2 nd Class Test (6 th & 8 th Semester)	Before End Semester Exams	Concerned HODs
19.	(a) Short attendance compilation before Class Test –2 (2 nd & 4 th Semester) (b) Information to Parents (c) Undertaking form handed to students (d) Collection of undertaking form	05 July 2024 05 July 2024 05 July 2024 06 July 2024	O.C. Class
20.	2nd Class Test (2nd & 4th Semester)	08 - 10 July 2024	COE
21.	Makeup Test of 2 nd Class Test (2 nd & 4 th Semester)	Before End Semester Exams	Concerned HODs
22.	(a) Last date for submission of examination forms to office (b) Submission of forms to university	As per date announced by AKTU	O.S. Academics to take timely action as per University directions.
23.	Date up to which final attendance is to be counted	As per date announced by AKTU	Concerned Teachers
24.	Submission of consolidated list of shortage of attendance to Director and information to parents	31 May '24 / 05 July '24	Class O.C.
	Submission of sessional marks:		
25.	(a) Meeting of Director, Dean Academics and all HODs regarding attendance and performance of students (b) Checking of Teachers' Records by HODs (c) Finalization of sessional marks (d) Submission of Award list after final checking and uploading to O.S. Academics for further necessary action	01 June '24 / 06 Jul. '24 12 June '24 / 18 Jul. '24 15 June '24 / 22 Jul. '24 As per date announced by AKTU	Dean Academics Concerned HODs Concerned Teachers HODs and Concerned Teachers
26.	Theory Examinations: (a) Collection of Admit Cards/Roll Nos. from University (b) Preparation of Roll lists (c) Collection of stationery such as copies, practical copies drawing sheets, graph paper etc. from University.	As per AKTU schedule	COE and O.S. Academics to take appropriate actions as per University directions.
	Practical Examinations:		
27.	(a) Appointment of Internal Examiners (b) Obtaining list of panel of external examiners from AKTU & preparation of schedule of practical examination. (c) Dispatch of letters contacting the external examiners	As per AKTU schedule 3 days before the practical exam schedule As per AKTU schedule Within 2 days of list obtained from AKTU	Concerned HODs Concerned HODs O.S. Academics HODs and concerned teachers
28.	Preparation for Odd Semester (a) Load Distribution by Departments (b) Submission to O.C. Time Table	24 Jun. '24 28 Jun. '24	Concerned HODs Concerned Coordinators

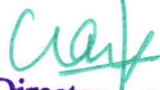

Dean Academics

Copy to:

1. Chairman
4. All HODs
7. O.C. Time Table
10. O.S. Academics
13. T & P Cell

2. Secretary
5. DOSW
8. Registrar
11. Chief Proctor
14. Librarian

3. P.A. to Director for Director's folder
6. Controller of Examination
9. All Faculty Members through HODs
12. Account Section
15. Nodal Officer (B.Voc)


Director
Moradabad Institute of Technology
Ram Ganga Vihar, Phase-2
Moradabad