



**SATYA POLYTECHNIC**  
**SATYA GROUP OF INSTITUTIONS, PALWAL**  
**CALENDAR OF EVENTS FOR POLYTECHNIC STUDENTS**

ODD SEMESTER 2015 (for Diploma 1st, 3rd, 5th Semester )										
Week No.	Month	Week days							No. of Working days (Teaching days)	Events
		MON	TUE	WED	THU	FRI	SAT	SUN		
1	Jun	1	2	3	4	5	6	7	6(0)	1st Jun - Principal will Provide Lab Requirements(if any) as per SOP to Dean & Will Start Lab Purchase Work; 4th Jun - 6th Jun - Principal will assign academic load to faculty and Lab Assistants, guide them about PPT & Course File to be prepared for their Subject Planning & ask for Coordinator Choices
2	Jun	8	9	10	11	12	13	14	6(0)	8th Jun - Principal will allot coordinators for different activities
3	Jun	15	16	17	18	19	20	21	6(0)	15th Jun - Stationery I/C will give stationery requirement to Dean via Principal; 18th Jun - 20th Jun - Stationery I/C will distribute required stationery among departmental staff members
4	Jun	22	23	24	25	26	27	28	6(0)	22nd Jun - 27th Jun - Principal will verify Course Files of their faculty members and Lab Assistants and will submit the soft copy of weekly plans to Dean and Website Management Team
	Jun - Jul	29	30	1	2	3	4	5	6(0)	30th Jun - Lab Purchase Work Must be Completed as per SOP
	Jul	6	7	8	9	10	11	12	6(0)	6th Jul - 11th Jul - Principal will overview Departmental Preparation and Requisition(if any) for New Semester in concern of Infrastructure, Labs, Faculty etc.
	Jul	13	14	15	16	17	18	19	5(0)	13th Jul to 17th Jul - Departmental Meetings With Dean to get Course Files Verified and Presentation of Subject Planning by Faculty Members and Lab Assistants in front of Dean; 17th Jul - HODs will verify uploading of Weekly Plans on Website and report to Dean for shortcomings(if any) and Last Date to notify Time Tables on Concerned Notice Boards and Labelling of Class Rooms & Lab Classes(Wherever Required) ; 18th Jul - Id-Ul-Fittar Holiday
	Jul	20	21	22	23	24	25	26	6(5)	20th Jul - Registration for new semester Begins (3rd & 5th Semester);Commencement of Classes for Diploma 3rd, 5th Semester
	Jul-Aug	27	28	29	30	31	1	2	6(5)	1st Aug - Departmental Activities/Industrial Visit
1	Aug	3	4	5	6	7	8	9	6(6)	3rd Aug - Commencement of Classes for Diploma 1st Semester, Orientation Day for Diploma 1st Semester; Registration closes for Diploma 3rd & 5th Semester; Registration Begins for Diploma 1st Semester; 8th Aug - Extension Lecture by Expert
2	Aug	10	11	12	13	14	15	16	5(5)	12th Aug: Academic Interaction of Students(2nd Year) with Principal & Dean Academics; 13 Aug: Academic Interaction of Students(3rd Year) with Principal & Dean Academics; 14th Aug: Academic Interaction of Faculty with Principal & Dean Academics; 15th Aug - Independence Day Holiday
3	Aug	17	18	19	20	21	22	23	5(4)	17th Aug - Registration Closes for Diploma 1st Semester; 21st Aug - Parent Teacher Meeting
4	Aug	24	25	26	27	28	29	30	5(5)	28th Aug - Educational Tour for 3rd Year Students; 29th Aug - Departmental Meetings with Dean & CEO to Verify Lecture Notes Prepared by Departments and Course Coverage Status; 29th Aug - Raksha Bandhan Holiday
5	Aug - Sep	31	1	2	3	4	5	6	6(2)	31st Aug - Last Date For Fee Submission Without Fine; 1st Sep - Fee Payment with 5%(five percent) fine starts; 3rd Sep - Preparation Day for Freshers Party; 2nd Sep to 4th Sep - 1st Sessional Test; 4th Sep - Freshers party & Teachers Day Celebration; 5th Sep - Janamashanti Holiday
6	Sep	7	8	9	10	11	12	13	5(5)	10th Sep - Display of Jul. & Aug. Month Attendance & ST - I Marks; 11th Sep - Educational Tour for 2nd Year Students
7	Sep	14	15	16	17	18	19	20	6(5)	16th Sep - 18th Sep - Academic Interaction of Students(1st Year, 2nd Year & 3rd Year Respectively) with Principal & Dean Academics; 18th Sep - Principal will verify course coverage status from students; 19th Sep - Departmental Activities/Industrial Visit & Departmental Meetings with Dean & CEO to Verify Lecture Notes Prepared by Departments and Course Coverage Status
8	Sep	21	22	23	24	25	26	27	4(4)	21st Sep to 24th Sep - Practical File Verification by Dean; 25th Sep - Id-Ul-Zuha Holiday
9	Sep - Oct	28	29	30	1	2	3	4	6(6)	30th Sep - Last Date to Fill Fee with 5%(five percent) fine; 1st Oct - Fee Payment with fine of 10%(Ten Percent) fine starts till further decision by Management; 3rd Oct - Guest Lecture by Expert
10	Oct	5	6	7	8	9	10	11	5(1)	5th Oct - 7th Oct - Sessional Test - II; 5th Oct - Display of Sep. Month Attendance; 9th Oct - Parent Teacher Meeting
11	Oct	12	13	14	15	16	17	18	6(5)	9th Oct - Educational Tour for 1st Year Students; 14th Oct to 16th Oct - Academic Interaction of Students(1st Year, 2nd Year & 3rd Year Respectively) with Principal & Dean Academics; 16th Oct - Principal will verify course coverage status from students; 17th Oct - Preparation for Technical Fest & Departmental Meetings with Dean & CEO to Verify Lecture Notes Prepared by Departments and Course Coverage Status and PTM; 15th Oct - Display of Sessional Test-II Marks and attendance for the month of September
12	Oct	19	20	21	22	23	24	25	5(3)	22nd Oct - Dusshera Holiday; 23rd Oct - 24th Oct - Technical Fest
13	Oct - Nov	26	27	28	29	30	31	1	4(4)	30th Oct - Karwachoth Holiday
14	Nov	2	3	4	5	6	7	8	6(2)	2nd Nov - 6th Nov - Academic Feedback Collection from Students by Dean; 3rd Nov - Display of Oct Month Attendance; 7th Nov - Departmental Activities/Industrial Visit; 04 Nov - 06th Nov - Sessional test - III
15	Nov	9	10	11	12	13	14	15	2(2)	9th Nov - 10th Nov - Special Classes for tough subjects; 11th Nov - Diwali Holiday; 12th Nov - Vishwakarma Day;
16	Nov	16	17	18	19	20	21	22	6(2)	16th Nov - 18th Nov - Internal Practical Assessment; 19th Nov - Last Date of Submission of Internal assessment (Practical and Theory); 20th Nov - Polytechnic Classes Close, Display of Sessional Test - III Marks and Overall Attendance With Fine(if any)
17	Nov	23	24	25	26	27	28	29	5(0)	23rd Nov - to 27th Nov - External Practical Examination/Rationalization
18	Nov - Dec	30	1	2	3	4	5	6	6(0)	1st Dec - Last Date for Compilation and uploading of sessionals and Practical awards to the HSBTE -ONLINE; 2nd Dec - Theory Examination Starts(Tentatively)
Green Colour Indicates Some Activity									Total Teaching Days	Yellow Colour Indicates Displaying of Marks or Attendance Record
Red colour indicates Holiday on eve of some National or religious festival or OFF Saturday or Sunday									71(3rd & 5th Sem) 60 (1st Sem)	Blue colour indicates Class Test or Sessional Test or PUT or Internal Practical Assessment or External Practical Assessment or HSBTE Examination
<b>Semester Fee Payment Schedule:</b> 31.08.2015 - Last Date to Pay Sem. Fee Without Fine 01.09.2015 - 30.09.2015 - Fee Payment With 5% Fine 01.10.2015 - Till Further Notification - Fee Payment With 10% Fine									Total Working Days	146 5.
Polytechnic Classes(3rd & 5th Sem) - From 20th July, 2015 to 20th Nov, 2015 Polytechnic Classes(1st Sem) - From 3rd Aug, 2015 to 20th Nov, 2015 Internal Practical Assessment - 16th Nov, 2015 to 18th Nov, 2015									Polytechnic ODD Session Teaching Closes 20th November, 2015	HOLIDAY LIST - 1. Id-Ul-Fittar - 18. 07 . 2015 2. Independence Day - 15. 08 . 2015 3. Janamashanti - 05. 09 . 2015 4. Id-Ul-Zuha - 25. 09 . 2015 Dusshera - 22. 10 . 2015 6. Karwachoth - 30. 10 . 2015 7. Diwali - 11. 11 . 2015 8. Vishwakarma Day - 12. 11 . 2015
Sessional Test I - From 2nd Sep, 2015 to 4th Sep, 2015 Sessional Test II - From 5th Oct, 2015 to 7th Oct, 2015 Sessional Test III - From 4th Nov, 2015 to 6th Nov, 2015 Tentative Date									-	External Practical Assessment - 23rd Nov, 2015 to 27th Nov, 2015

Principal

Dean Academics

Director & CEO

Finance Director

Vice President