



**Academic Time Line for Teachers for the Session 2023-2024**

**For ALL the programmes covered under Semester System (Even Semester) except for Architecture, Agriculture and Pharmacy**

SN	Program	Concerned Person	Dates
1.	Last date to submit/upload lesson Plan at SMIS portal	Faculty	Tuesday, January 18, 2024
2.	Update ILI-LMS for the Even Semester-2024 (The new courses on ILI to have the old reading materials compulsorily, e.g. ppts, lectures notes, video links, practice papers etc.)	Faculty	Saturday, January 20, 2024
3.	Semester Registration by the students	Course coordinators & HODs	Tue.-Sat., January 23-27, 2024
4.	Commencement of classes	Faculty	Tuesday, January 23, 2024
5.	Update Examiners panel	HOD	January 27- February 1, 2024
6.	Update CBCS portal for odd semester 2024	HOD	Tuesday, February 11, 2024
7.	Last date to prepare Question papers for First Continuous Assessment	Faculty	Tuesday, February 17, 2024
8.	Course Completion Status to be submitted to HOD	Faculty	Tuesday, February 17, 2024
9.	First Continuous Assessment	Faculty	Wed.-Sat., February 21-24, 2024
10.	Last date for uploading First Continuous Assessment Marks at SMIS portal	Faculty	Thursday, February 29, 2024
11.	First Quiz Test at ILI-LMS	Faculty	Fri.-Thur., March 01-07, 2024
12.	First Assignment Test at ILI-LMS	Faculty	Fri.-Thur., March 01-07, 2024
13.	Academic pre-registration for odd semester-2024 (compulsory for all students) through IU SMS app	HOD	Mon.-Thur., March 04-07, 2024
14.	Submission of Teaching Load for the preparation of Time table of Odd Semester 2024	HOD	Mon.-Sat., March 11-16, 2024
15.	Inform students regarding last date (April 20, 2024) to apply for Carryover Examination (Semester-End & CA-reassessment) for Previous Semesters' courses	Faculty/Course coordinators	Mon.-Sat., March 11-16, 2024
16.	Last date to prepare Question paper for Second Continuous Assessment	Faculty	Saturday, April 09, 2024
17.	Course Completion Status to be submitted to HOD	Faculty	Monday, April 15, 2024
18.	Second Continuous Assessment	Faculty	Tues.-Sat., April 16-20, 2024
19.	Release of Semester-End Theory Examination Schedule	Examination cell	Saturday, April 20, 2024
20.	Last date for uploading Second Continuous Assessment Marks at SMIS portal	Faculty	Wed., April 24, 2024
21.	Second Quiz Test at ILI-LMS	Faculty	Sat.- Wed., April 22-24, 2024
22.	Second Assignment Test at ILI-LMS	Faculty	Sat.- Wed., April 22-24, 2024
23.	Correction in CA marks (Inform students to check)	Faculty	Thursday, April 25, 2024
24.	Inform students regarding dates of applying for Improvement (Mid semester) Examination for current semester's subjects (online via IUSMS app)	HOD/Course Coordinators	Friday-Sunday, April 26-28, 2024
25.	Prompt students to complete Feedback (Students' Feedback (For Course Teachers, Mentors & Lab Teachers)	HOD	Wed.-Sat., May 01-04, 2024
26.	Improvement test/ CA-Reassessment	Faculty	Wed.-Sat., May 01-04, 2024
27.	Issue of Admit Cards for Semester-End Practical Examinations	HOD/ Faculty	Wed.-Sat., May 01-04, 2024
28.	Semester-End Practical Examinations	HOD/ Faculty	Mon. - Sat., May 06-11, 2024
29.	Correction in CA marks by Assistant Registrar, Admissions & Academics	Faculty	Wednesday, May 08, 2024
30.	Last date for uploading Improvement test/ CA-Reassessment Marks at SMIS portal	Faculty	Saturday, May 11, 2024
31.	End of Regular Classes	Faculty	Monday, May 13, 2024
32.	Last date for Submission of Semester-End Practical Examination Marks	Faculty	Tuesday, May 14, 2024
33.	Revision / Remedial Classes	Faculty	Tues.-Fri., May 14-17, 2024
34.	Last date for Submission of Continuous Assessment Marks award lists	Faculty	Saturday, May 18, 2024
35.	Last day for submission of course file to the HOD	Faculty	Saturday, May 18, 2024
36.	Course Completion Status to be submitted to HOD	Faculty	Monday, May 20, 2024
37.	Issue of Admit Cards for Semester-End Theory Examinations	HOD/Course Coordinators	Wed.-Sat., May 15-18, 2024
38.	Semester-End Theory Examinations	Faculty	Mon.-Sat., May 20- June 08, 2024
39.	Evaluation of Semester-End Theory Examinations Answer Scripts	Faculty	Wed.-Wed., May 22-June 12, 2024
40.	Showing of Semester-End Examinations Answer Scripts	Faculty	Thur.- Sat., June 13- 15, 2024
41.	Declaration of Semester-End results	Examination Cell	Tuesday, June 15, 2024 onwards
42.	Time table for next semester is uploaded	Time table Committee	Tuesday, June 15, 2024
43.	Semester Break for students	-	Sat., End of Exam. - July 13, 2024
44.	Odd Semester-2024 registration (Fine of Rs 500/ per day shall be imposed for late semester registration after July 18, 2024)	HOD/Faculty / Course coordinators	Monday, July 15, 2024
45.	Deposition of fee for next session (For II year onwards). (Fine of Rs 500/ per day shall be imposed for late fee deposition after the due dates)	HOD/ Faculty / Course coordinators	All PG & Diploma programs: July 16, 2024 All UG programs: July 20, 2024
46.	Commencement of Odd semester classes (For 2 <sup>nd</sup> year & onwards)		Monday, July 15, 2024

**Important Notes:**

- Continuous Assessment copies must be shown to the students within three days of the completion of exams.
- Educational Tours should be arranged during Summer/Winter vacations only.
- Internship/Apprenticeship can be arranged during summer vacations.
- Portal will be disabled after the due date. Adherence to the time line is mandatory.

  
19.1.24  
COE & Chairman

Sub-Committee for Teaching, Learning and Evaluation