

**Administrative Program Calendar July – December 2019**

Dates	Event
<b>29<sup>th</sup> Jul. – 2<sup>nd</sup> Aug.</b>	<b>Bridging Course for BBA Sem. 1 and BCA Sem. 1</b>
<b>5<sup>th</sup> Aug. (Mon.)</b>	<b>Beginning of Session</b>
<b>5<sup>th</sup> Aug. – 10<sup>th</sup> Aug. (Mon.-Sat.)</b>	<b>Orientation Program Week</b>
Till 23 <sup>rd</sup> Aug (Fri.)	Assignment I should be given to Students before this date
Till 30 <sup>th</sup> Aug. (Fri.)	Assignment I Submission by Students before this date
<b>30<sup>th</sup> Aug. (Fri.)</b>	<b>Compilation of Attendance in soft form till 31<sup>st</sup> Aug by respective HoDs</b>
Till 4 <sup>th</sup> Sep. (Wed.)	Uploading of Assignment I marks in software
10 <sup>th</sup> Sep. (Tue.)	Last date for submission of MST I Question paper to HOD
<b>14<sup>th</sup> Sep. (Sat.)</b>	<b>Fresher’s Party</b>
<b>14<sup>th</sup> Sep. (Sat.)</b>	<b>Compilation of Attendance in soft form till 14<sup>th</sup> September by respective HoDs</b>
<b>16<sup>th</sup> Sep. – 20<sup>th</sup> Sep. (Mon.-Fri.)</b>	<b>MST-I</b>
27 <sup>th</sup> Sep. (Fri.)	Sending the Attendance and Result of MST- I to Students’ Residence
Till 30 <sup>th</sup> Sep. (Mon.)	Assignment II should be given to Students before this date
Till 7 <sup>th</sup> Oct. (Mon.)	Assignment II Submission by Students before this date
14 <sup>th</sup> Oct. (Mon.)	Last date for submission of MST-II Question paper to HOD
Till 11 <sup>th</sup> Oct. (Fri.)	Uploading of Assignment II marks in software
<b>21<sup>st</sup> Oct. – 25<sup>th</sup> Oct. (Mon.-Fri.)</b>	<b>MST-II</b>
4 <sup>th</sup> Nov (Mon.)	Sending the Attendance and Result of MST- II to Students’ Residence
<b>9<sup>th</sup> Nov. (Sat.)</b>	<b>Compilation of Attendance in soft form till 9<sup>th</sup> November by respective HoDs</b>
<b>11<sup>th</sup> Nov. (Mon.)</b>	<b>Last day of Classes</b>
<b>21<sup>st</sup> Nov. Onwards</b>	<b>Final End Semester Exams</b>
<b>21<sup>st</sup> Dec. (Sat.)</b>	<b>16<sup>th</sup> National Conference (GJ-NATCONMITE 2019)</b>

**Note:**

- The Faculty Members are advised to compile the Internal Assessment in 16 Columns Sheet, the format for which is available with HODs.
- Institute will remain close on First Saturday and Fourth Saturday of the month. Office, support staff and allocated faculty will attend to their duties on All Saturdays.
- The Holidays in the Institute are as per University norms, as displayed in University Website: [www.ptu.ac.in](http://www.ptu.ac.in).

S. No.	Holiday	Date	Day
1	Id-UI-Zuha	12-Aug	Monday
2.	Independence Day	15-Aug	Thursday
3.	Janamashtami	24-Aug	Saturday
4.	Pehla Prakash Utsav-Shri Guru Granth Sahib Ji	31-Aug	Saturday
5.	Moharram (RH)*	10-Sep	Tuesday
6.	Maharaja Aggarsen Jayantu	29-Sep	Sunday
7.	Gandhi Jayanti	02-Oct	Wednesday
8.	Dussehra	8-Oct	Tuesday
9.	Maharishi Balmiki Jayanti	13-Oct	Sunday
10.	Birthday of Guru Ram Dass Ji (RH)*	15-Oct	Tuesday
11	Diwali	27-Oct	Sunday
12	Govardhan/ Vishwakarma Puja	28-Oct	Monday
13	Parkash Utsav (Guru Nanak Dev ji)	12-Nov	Tuesday
14	Shahidi Divas Guru Teg Bahadur ji	1 Dec	Sunday
15	Christmas	25-Dec	Tuesday

**Assessment Distribution MBA/MCA/ BBA/ BCA Theory Subjects: External**

Assessment: **60 Marks**  
Internal Assessment: **40 Marks**

- Mid Semester Tests: **24 Marks**
- Assignments/ Test Activity/ : **10 Marks**  
Presentation
- Attendance: **6 Marks**

\*RH: Restricted Holiday as per the IKGPTU List of Holidays for 2019

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