F.No.AUD/19-10/2023/AES/Calendar
Dated:17.01.2023

NOTIFICATION

AES-RELATED DEADLINES

The deadlines given in this notification are applicable from Monsoon semester 2022-23 and shall remain in force until supplanted. Any subsequent notification that applies to a specific semester will override this notification.

Let S be the start date of a semester and T be the end date of the semester as notified by the Students Services Division with the approval of the Competent Authority. Then the following AES deadlines applies:

TASK	RESPONSIBILITIES	Deadlines
Course registration and orientation	Deans of Schools/School Offices	S + 1 week
Classes begin	Deans of Schools/Course coordinators	S + 1 week
Course add/drop	Deans of Schools/School Offices	S + 1 week to S+3 weeks
Freezing of course registration	Deans of Schools/School Offices	S + 3 weeks
Entry of first assessment grade on ERP	Course Coordinators	S + 5 weeks
Entry of final grades for all courses on ERP	Course coordinators	T
Declaration of results	Deans of Schools/School Offices	T+1 week
Period for pointing out discrepancies in results if any	Students/Course coordinators/Deans of Schools/School Offices	T+10 working days
Results to be sent to the AES division	Deans of Schools/School Offices	T + 12 working days
Partial repeat period	Deans of Schools/School Offices/Course coordinators	T+1 week to T+2 weeks if this period does not overlap a vaction. First teaching week after vacation otherwise.
Results to be sent to the AES division	Deans of Schools/School Offices	3 working days after the end of PR period.

(Dean AES)