

### **2.3.4 Preparation and adherence of Academic Calendar and Teaching plans by the institution**

#### **Response**

The College academic calendar is prepared before the commencement of every academic year. The calendar allows different academic, administrative and exam related activities clearly adhere to it. This procedure also facilitates the departments to plan their curricular and co-curricular activities. Faculty members and students could execute their teaching and learning process with the help of the academic calendar.

The academic year consists of two semesters. The beginning and end of the semester are mostly in line with the academic calendar of the parent university. Each semester consists of 16 weeks which include Continuous Assessment Examination process also. So the calendar consist of details such as beginning of the working day, the startup days of three Continuous Assessment Tests, commencement date of practical examination, end semester examinations, the date for examination application and splitting of class hours per day. Based on this calendar, the faculty members can plan their work plan, course plan, and lesson plan and disseminate that to the students.

It also helps the departments to plan the academic and cultural events for the students in advance. The academic calendar also consists of details about the common facilities in the campus that students can avail. It also consists of details about various statutory and non-statutory bodies, clubs and department associations. It also enlists the rules and regulations of the college and hostels. The academic calendar is prepared and distributed by the planning and evaluation committee of IQAC.