



Kandivli Education Society's

B. K. SHROFF COLLEGE OF ARTS & M. H. SHROFF COLLEGE OF COMMERCE

An Autonomous College

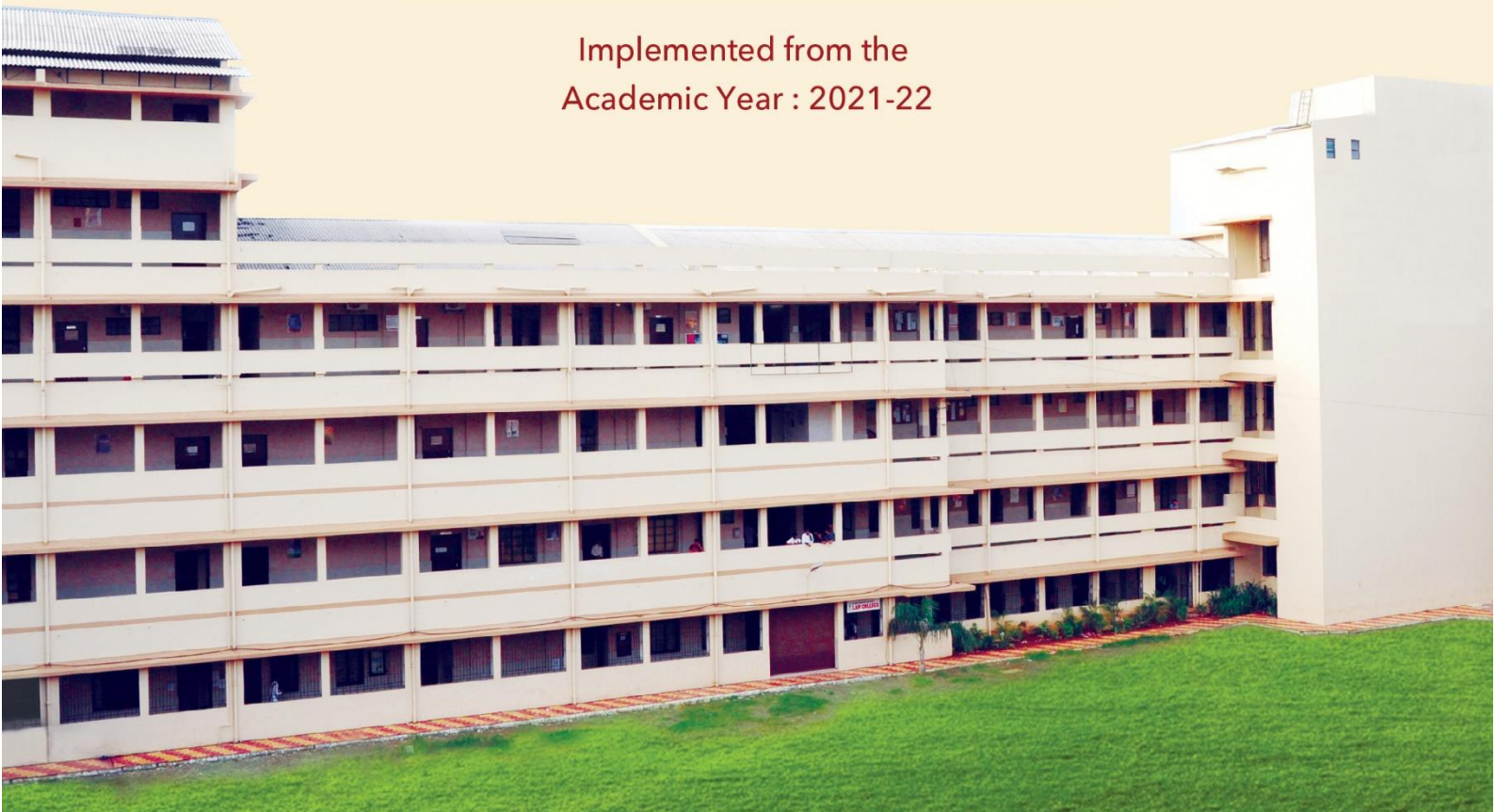
NAAC Re-accredited 'A' Grade

ISO 9001 : 2015 Certified

• 'Best College 2017-18' award from University of Mumbai •

POLICY *on* ACADEMIC CALENDAR

Implemented from the
Academic Year : 2021-22



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Mentor College under UGC's 'PARAMARSH' Scheme • 'Best College 2017-18' award from University of Mumbai



Bhulabhai Desai Road, Kandivali (West), Mumbai – 400067.

Policy on Academic Calendar

Basic Information:

	Policy Title: <u>Policy on Academic Calendar</u>	
1.	Policy Number: (Suggested By IQAC)	Functional Area: Entire College with UG, PG and other areas
2.	Drafting	By IQAC
3.	Policy Applies to:	Entire Teaching faculty
4.	Effective from the Date:	14 June 2021
5.	Approved by:	IQAC Full Bench in its Meeting held on 17 March 2021
6.	Responsible Authority	IQAC/ HR Manger / Principal
7.	Superseding Authority	Governing Body
8.	Last Reviewed/ Updated:	NA
9.	Reason for the policy	Transparency, Accountability and Fair Working conditions in general and clarity of the functioning of the respective domain in particular
10.	References for the policy	UGC Guidelines, University Act, University and Government Statutes/ various directives from MHRD, Institutional Vision and Mission, Institutional work ethics and philosophy, etc.

Policy on Academic Calendar

Introduction

An academic calendar is prepared to inform stakeholders of the institution about important dates and events during the entire the academic year. It can also be helpful for potential students, alumni, and parents as well. It is a pre-planning of crucial events. It helps the stakeholders to plan other activities according to the Academic Calendar.

The Academic Calendar of any HEI is to be a statement of the transparency and commitment towards the Teaching-Learning-Evaluation processes followed by the HEI. A carefully planned Academic Calendar helps

1. The teachers to plan out the academic deliverance for the entire course and make way for the various co-curricular and extracurricular activities for the given Academic Year.
2. The Exam Cell of the college so that the Pre-Exam, Conduct of Exams and Post-Exam activities could be planned and executed smoothly.
3. The learners to manage time to select and participate in the various extra curricular activities and projects they may be interested in apart from succeeding in clearing the course contents.
4. The college management to arrange for various programs, meetings of the Governing Bodies including the CDC, Academic bodies like the BoS of various subjects
5. The IQAC to coordinate activities of the various organisations formed in the college like the Commerce Association, The Language Clubs, and so on; as also the activities of the statutory Units like the NSS, DLLE, NCC and so on.

The parents and Guardians of the admitted learners so that they can keep a proper and timely track of their wards or attend the parents-Teachers meetings as and when arranged.

Objectives

The object behind the Academic Calendar is

- To plan all academic (Curricular, Co-Curricular and Extra-Curricular) and administrative activities of the Academic Year.

- To plan for the various examinations to be held in the college including the various internal assessments, assignments, projects, internships.
- To have a better utilisation and optimum realisation of resources allocated for the Academic Year.
- This will give idea It will give window to all stakeholders to plan their activities

Academic calendar development responsibility

The Academic calendar is prepared every year by the Academic Calendar Committee which is appointed by the Principal for a period of 3 Years. The Committee comprises of

1. Vice-Principal as the Chairman
2. The IQAC Coordinator as member-Secretary
3. Three Heads of Departments Nominated by the Principal in consultation with the Vice-Principal and the IQAC Coordinator
4. The Dean Administration
5. The Chairman of the Exam Cell of the college
6. The NSS Programme Officers
7. The NCC commanding Officers
8. The Sports Director or the Teacher looking after the Sports Department of the college
9. The In-Charge of the Cultural Unit of the College.

Academic calendar - communication

The Academic calendar prepared by the Committee and after approval from the Principal shall be communicated digitally on the college website and as hard copy on the college Notice Board as well as to the various departments and sections of the college by the Dean of Administration.

Academic calendar of academic year shall be made available within seven days of preceding/previous year.

The Website of Institution will keep the at least five preceding Academic Calendars on the college website.

Contents of Academic Calendar

1. Proposed Dates of Opening and Closing of the Academic Year.
2. Schedules of Admissions.
3. Dates of Learning Ability Test.
4. Dates of Internal and semester end examinations. (Regular, Additional and ATKT)
5. Detailed plans for completion of Academic deliverance for each and every Academic programme conducted in the college including electives, certificate and Diploma programmes conducted by the college.
6. Period of Exam preparation available to the learners. Actual Schedule of the various Exams including the Internal Tests, Assignments, Internships, Projects
7. Probable Dates of Declaration of Results.
8. Period of Vacations (Ganpati, Diwali, Christmas, and all Public Holidays according to the Year)
9. Dates of Conferences and Seminars to be arrange in the Academic Year.
10. Dates of Students Festival (Anatrang, Chakrawyuha and Kheltarang)
11. Date of Annual Day Celebration
12. Date of Study Tour
13. Date of Sports meet
14. Dates of inter-collegiate sports tournament.
15. Date of BOS Meetings, Academic Council Meeting, IQAC Meetings etc.
16. Date of Audits.
17. Any other required matter with prior permission of the Principal.

(Note: In case of contingencies structure of Academic Calendar may vary.)

Expected Outcome

1. Timely delivery of course.
2. Improved efficiency in the functioning of academic activities.
3. Effective staging of non-academic activities.
4. Effective use of human resources.