***2.3.4 Preparation and adherence to Academic Calendar and teaching plans by the institution***

**Response:**

Academic calendar is prepared for the year by the Calendar Committee. The committee decides on **key dates** for the 90 working days of the odd and even semesters. The dates/schedules are presented in **the academic calendar issued to every staff and student**. The same is displayed on the college website.

Some Important dates are as follows:

* + - * Re–opening after summer vacation for senior classes.
			* Commencement of classes for new entrants.
			* Student Induction Programme.
			* Parents – Teachers meeting.
			* Last date for paying the college fees.
			* Centralized tests and practical examinations.
			* Final Consolidation of internal marks.
			* Registration for end semester examinations.
			* Last working day for the semester.
			* Study holidays and commencement of end semester examinations.
			* Commencement of classes for the even semester.
			* Significant National / International days and college events

Department events like club activities, guest lectures, workshops, inter-collegiate events are planned based on the Academic Calendar.

**Teaching plan**

**The comprehensive format for the teaching plan is prepared by the IQAC.** The format with date, day order, topic, options for teaching pedagogy and assessment methods helps teachers have teaching strategies for each course throughout the semester.