

Policy No. ABESEC/003

ABES ENGINEERING COLLEGE

NH-9 (FORMARELY NH-24), NEAR CROSSING REPUBLIK, GHAZIABAD

POLICY FOR PREPARATION & ADHERANCE OF ACADEMIC CALENDAR

Policy No.	Issued for Implementation	Description
ABESEC_003	27.03.2020	Policy for preparation & adherence of Academic Calendar

ABESEC

POLICY FOR PREPARATION & ADHERANCE OF ACADEMIC CALENDAR

1. **PURPOSE:** The Academic Calendar of College must be prepared as per the direction of statutory bodies like AICTE & Affiliating University and adherence the same by all concerned.
2. **SCOPE:** The policy is applicable for all the faculty, staff and students of all the departments of ABES Engineering College, Ghaziabad (ABESEC).
3. **PROCEDURE:** The institution do adheres to the academic calendar strictly for the activities mentioned in the Academic Calendar including for the conduct of CIE. It is considered a crucial activity, as well-planned Academic calendar and its adherence creates a huge impact on the achievement of outcomes. It is the first communication with all the stakeholders regarding academic and administrative scheduling for the ensuing semester. The academic calendar is prepared at the commencement of each semester (Odd/Even).

The first draft is prepared by the Registrar by taking inputs from university academic calendar, University Holiday Calendar, AICTE calendar and other activities of the Institute. The same is then discussed with Director/Dean Academics/Asst. Dean Academics/Academic Heads/Service Heads/Exam Cell etc. for further incorporations.

After incorporating all suggestions and final approval, the academic calendar will be disseminated among students, staff, faculty members through email by the Registrar. The same will also be uploaded on college website for easy availability to all the stakeholders.

It will be ensured that all academic and non-academic departments strictly adheres to the academic calendar. Further if any changes required in Academic Calendar, approval of Director has to be taken.

The process followed for finalization of academic calendar is as follows:

- Before the commencement of the session, the affiliating University (Dr. A.P.J. Abdul Kalam Technical University) notify the academic calendar of the University which includes dates for Even & Odd Semester commencement, Submission of sessional marks, University examinations (Theory& Practical), Evaluation, winter/summer vacations etc. The University is also notify Holiday Calendar for the current year.
- The Registrar of our Institute then requests all the head of the departments/Services Heads/Exam Cell to share dates of events which are being planned at Institute level by the departments, during the incoming semester.
- The Registrar then prepares first draft of academic calendar in accordance to University academic calendar, Holiday Calendar and the information received from all departments.
- While preparing the academic calendar, it is ensured that number of required teaching hours mentioned by the University should be available during the semester through academic calendar. It also includes the dates for major events of Institute like cultural & technical fest, sports events, last teaching day, dates of internal examinations, list of holidays or any relevant major event planned by the departments/Institute.
- A meeting is then convened by Registrar in presence of the Director with all Head of the Departments, Vertical Heads, Functional Heads, Head of Central Exam committee where the calendar is put forward for final approval and suggestions.
- After incorporating all suggestions and final approvals by the authorities, the academic calendar is disseminated among students, staff, and faculty members through email by the Registrar. Same is also uploaded on college website for easy availability to all the stakeholders.
- It is ensured that all academic and non-academic departments strictly adheres to the academic calendar.
- Once the academic calendar is finalized, approved and disseminated, no change is permitted. Only the Director can warrant any change in case of unforeseen circumstances through the proper notification.

4. RECORD KEEPING: The Registrar shall be the custodian of maintaining record of scholarship granted year on year.

5. REMOVING OF DIFFICULTY: ABESEC reserves the right to amend the policy as many times as it feels essential. The issues involved in designing policy are dynamic in nature and will require this policy to be reviewed and revised periodically.

6. REFERRED DOCUMENTS:

- University Academic Calendar
- University Holiday Calendar
- AICTE Academic Calendar
- Departments Input/Activities through mail/physical.
- University Notification in case of any change


(Registrar)

Approved by


(Vice Chairman - BOG)