

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

##### **Response:-**

**Preparation and Adherence of Academic Calendar:** The institution prepares the academic calendar every year in advance. The coverage of academic calendar covers the list of examination dates, seminars, conferences, guest lectures, workshops and industrial visits holidays, vacation dates, festivals, etc. Academic calendar provides the total effective working days available in a given semester. Then the director and senior colleagues prepare the time table by correlating the working days available and coverage of curriculum of the subjects. Thus the academic calendar monitors the effective delivery of the program with academic and business inputs.

**Preparation and Adherence of Teaching Plan:** The concern faculties prepare teaching plan for their respective subjects of 30 hours. These 30 hours are distributed among class room teaching, case studies, role play, workshops and lab session as per the subject requirements. These plans are made in advance and serves as guide for conducting sessions.

The director and HODs check the progress of each course and ensures timely and effective completion of course in the specified time frame with perfect blend of practical and theoretical inputs.