

Academic Calendar Guidelines

MINAMS November 2023



Policy objectives:

The Academic Calendar Guidelines are constituted for the purpose of ensuring standardizing the teaching sessions in line with the requirements of the Degree awarding University. For the purpose of effectiveness, it must be prepared well ahead of start of the academic session.

Responsibilities:

It shall be prepared by the principal concerned with input from faculty and presented to the Dean for seeking approval for its implementation. Once approved for roll out, its record shall be maintained by the Administration Department of the Institute for monitoring and also its notification on LMS, webpage etc.

The Guidelines:

The calendar in-turn applies to the faculty, students, staff and administrators. It shall contain at least the following information:

- i. The semester starting week day and time.
- ii. The activities on each day with timelines
- iii. The day of orientation and instruction.
- iv. Assessments schedule
- v. Final exams schedule
- vi. Fixed holidays which will be observed as required by law.
- vii. Variable holidays
- viii. Internal and External Examination
- ix. Extracurricular activities
- x. Work details for laboratories / hospital visits etc.
- xi. Seminars/ Conferences/ Workshops etc.
