



PRESIDENCY UNIVERSITY

Presidency University Act, 2013 of the Karnataka Act No. 41 of 2013 | Established under Section 2(f) of UGC Act, 1956

Approved by AICTE, New Delhi

STANDARD OPERATING PROCEDURE ON ACADEMIC CALENDAR AND TIME TABLE

June 2022


REGISTRAR 

Presidency University strongly follows a transparent method and has a well-defined standard operating procedure for conducting the academic and allied activities. An Academic Calendar is a planned document for the use of faculty members, students, staff and other stakeholders. It includes a complete schedule of commencement of classes, internal evaluation schedule, observation days, co-curricular activities, tentative examination schedule, etc. whereas time-table is a plan of the times when particular events are to take place in the University. The time-table is a plan that shows the times in the week at which particular subjects are taught.

Aspects of Academic Calendar: The Academic Calendar is a source of information and planner for the students, faculty members, support staff, administration and management. The Core Committee members of the University prepare Academic Calendar.

Academic Calendar is a strong foundation of academic activities and propagates the vision and mission of the University. Preparation of Academic Calendar begins before the commencement of academic session. The coordinators take into consideration the feedback from students, teachers, alumni, parents and other stakeholders while preparing the Academic calendar. It is placed to the Academic Council for final approval. The Academic Calendar is displayed on Notice Board, website and prospectus. Effectiveness of the entire process is maintained by the Office of the Registrar with the objective of incorporating inquisitiveness among the students through diverse activities. The Academic Calendar contains information regarding the following:

- **Working Days:** The Academic Calendar indicates the annual working days, teaching days, admission schedule, examination and evaluation. Adequate number of teaching days (as per UGC/AICTE), excluding Holidays, Vacations, etc are kept in the academic year for teaching and allied activities.
- **Curricular Activities:** It covers the entire teaching and learning process with the teaching plan and transacting the prescribed curriculum effectively.
- **Co-curricular Activities:** Assignments, project work, field studies, seminar, group presentations, etc are conducted by the respective Schools which are included in the calendar.
- **Extracurricular Activities:** The Academic Calendar also includes the activities outside the formal classroom. Celebration of eminent personalities and various social awareness programmes are also included with varied experiences.
- **Time frame** between semesters and any tasks allotted during the same.

Importance of the Time-Table

The time-table is a necessary tool for the efficient working of all educational institutions. It plays a vital role that reflects the entire education program of the Institution. It is an instrument through which the purpose of the Institution is realised. The values of the institution's time-table may be enumerated as follows:

1. **Ensures smooth and proper working of the educational Institution:** The major achievement of the timetable is that everything is planned in advance. All the faculty and students should know their jobs as well as the time they are to devote to each activity. It is due to the timetable that smooth, orderly and regular work in the institution goes on even in the absence of the Dean/HoD or any of the faculty. The timetable places proper persons at their proper places, at the proper time and in the proper manner

2. **Prevents wastage of time and energy:** Timetable shows exactly what is to be done at a particular time. It, thus, directs the attention of both the students and the faculty to one thing at a time. Thus, one's energy is automatically directed in a particular direction and this prevents a wastage of time and energy
3. **It ensures equitable distribution of work among faculty:** With the help of the timetable, the Dean/HOD can keep track of the quantum of work load assigned to each faculty working under him. The timetable gives a summary of the work allotted to each faculty. Thus, the timetable help in avoiding the allotment of too much or too little work to one faculty.
4. **Ensures equitable distribution of time to different subjects and activities:** The timetable gives due emphasis to various subjects and activities in the University. This is very essential to all round development of the students. This ensure that important subjects and activities gets more attention, while the less important one are not neglected
5. **Helps in adjusting work according to the needs of the students:** The timetable helps the University authorities to adjust class work according to the physiological needs of the students. Dean/HoD should ensure that ample time is provided in the timetable for the faculty to prepare for course plan. As far as the students are concerned, the Dean/HoD must ensure that co-curricular activities like sports, library, and other such activities get adequate time. This is very important for the all-round development of the student.
6. **Helps in the formulation of good habits:** Timetable is very useful in inculcating the habits of orderliness, punctuality and steadiness of purpose, both in the faculty and students. It ensures regularity and even progress by preventing laxity. It develops a disciplined attitude towards work among students and faculty.


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