



**HAJEE KARUTHA ROWTHER HOWDIA COLLEGE
(AUTONOMOUS)
UTHAMAPALAYAM - 625533**

2.3 Teaching – Learning Process

2.3.4 Academic Calendar and Teaching Plans

Academic Calendar

- ✓ The College plans all activities with the help of an Academic Calendar
- ✓ It contains a complete blue print of the plans to be executed throughout the year
- ✓ The following details are brought into the Academic Calendar:
 - Vision and Mission of the College and description of the College Emblem
 - A Short History of the College List of Teaching Staff with Designation, List of Non-teaching staff
 - List of Part V activities with staff in-charge List of Student Support Services with staff in-charge
 - List of members in IQAC, NAAC, CDC
 - Day Order details, List of holidays, date of Continuous Internal Assessment Examinations, Term End Examinations, important dates to be observed etc.
 - List of Programmes offered, Fees Schedule for Aided Course Details of Admission and Withdrawal
 - General Rules of the College and Code of Conduct Ragging - Govt. Ordinance, Insurance Scheme for students Model Leave Application, Provision for writing Time table.

Teaching Plan

- ✓ The Teachers try to complete 40% of their syllabus before the first CIAE, next 40% before the second CIAE and the remaining 20% before the last working day of each semester
- ✓ The teaching plan of each course with unit wise distribution for each staff are entered in a prescribed format.

Related Documents:

Academic Calendar



Teaching Plan

