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S. P. MANDALI's

RAMNARAIN RUIA AUTONOMOUS COLLEGE

POLICY FOR THE PREPARATION OF ACADEMIC CALENDAR TEACHING PLAN AND  
EXAMINATION CALENDAR



**Name of the organization:** S P Mandali's Ramnarain Ruia Autonomous College  
**Policy Number:** RRAC-Acad P-1

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**Title of the Policy:** PREPARATION OF ACADEMIC CALENDAR, TEACHING PLAN, EXAM CALENDAR POLICY

**Effective Date :** 2017-18

**Last Revision Date:**

**Responsible Party:**

Principal, Management, IQAC, Examination Coordinator, Dean Academic Affairs

**Scope and Audience:** Students, Administrative staff and Faculty

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## 1. Policy Purpose and Objectives:

The purpose of the policy for preparing the Academic calendar, Teaching plan, and Exam calendar at Ruia College is to provide clear guidelines and structure for scheduling academic activities, ensuring effective planning, compliance with standards, and support for student success.

### Objectives:

1. To facilitate effective planning of academic activities
2. To optimize administrative processes related to academic scheduling and examination logistics.

## 2. Introduction:

At Ruia College, the preparation of the Academic calendar, Teaching plan, and Exam calendar forms a foundational aspect of our commitment to academic excellence and organizational efficiency. This policy outlines clear guidelines and procedures for the systematic scheduling of academic activities, ensuring transparency, effective planning, and adherence to regulatory standards. By establishing structured timelines and clear communication channels, this policy aims to support the educational journey of our students, facilitate optimal resource allocation, and foster a conducive environment for teaching, learning, and assessment. Through regular review and adaptation to emerging needs and best practices, we strive to uphold high standards of academic integrity and operational effectiveness at Ruia College.

## 3. Policy Statement:

The Academic calendar, Teaching plan, and Exam calendar policy at Ruia College aims to provide a comprehensive framework for the timely and efficient organization of academic activities. It establishes guidelines for the preparation and dissemination of schedules that ensure clarity, facilitate effective planning, and uphold regulatory requirements. This policy underscores our commitment to supporting student success, optimizing resource utilization, and maintaining academic rigor. By fostering transparency and continuous improvement, we aim to enhance the overall educational experience and operational efficiency within our academic community.

## 4. Definitions:

**Academic Calendar:** A schedule that outlines the start and end dates of academic terms, including holidays, breaks, and important academic events such as registration periods and examination dates.

**Teaching Plan:** A detailed schedule that specifies the allocation of teaching activities throughout the academic term, including class timings, lecture topics, assessments, and any adjustments based on curriculum requirements.

**Exam Calendar:** A schedule that details the dates for midterm exams, final exams, and any supplementary or re-examinations, ensuring adequate time for preparation, evaluation, and grading.

## 5. Procedure:

### 1. Academic and Exam Calendar Preparation:

- o Identification of key dates including admissions, semester breaks, holidays, and important student events.
- o Review of academic regulations, guidelines, and external factors affecting the academic schedule.
- o Drafting of the Academic Calendar with input from the Planning and Evaluation Committee.
- o The Examination Committee drafts an Exam Calendar based on the Academic Calendar to determine suitable examination periods.
- o Scheduling of examinations, including internal class tests, end-of-semester exams, practical examinations, and supplementary examinations (Additional Examinations/ATKT Examinations, etc.).
- o Coordination with faculty members to finalize examination schedules and assessment formats.
- o Review and approval of the Academic and Exam Calendar by the Planning and Evaluation Committee and Academic Council.
- o Communication of the finalized Academic calendar and Exam Calendar to students, faculty, and relevant administrative departments via emails and notices on the College website.

### 2. Teaching Plan Development:

- o Each academic department develops a Teaching Plan based on the Academic Calendar.
- o The Teaching Plan outlines course objectives, syllabi, teaching methodologies, assessment criteria, and required resources.
- o Faculty members collaborate within departments to ensure coherence and alignment with overall academic goals.
- o Review and approval of Teaching Plans by respective heads of departments and academic coordinators.

### 3. Monitoring and Review:

- o Establish regular monitoring and review mechanisms to assess the effectiveness and relevance of the Academic Calendar, Teaching Plan, and Exam Calendar.
- o Solicit feedback from stakeholders and incorporate it into future planning processes to ensure continuous improvement.

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Principal

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