



ANDHRA MAHILA SABHA
ARTS & SCIENCE COLLEGE FOR WOMEN

Autonomous - NAAC Re-Accredited), O.U. Campus, Hyderabad – 500 007

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2.3.3. Preparation and adherence of academic calendar and Teaching plans by the institution. Describe the Preparation and adherence to Academic Calendar and Teaching plans by the institution.

The institution meticulously prepares and adheres to its academic calendar and teaching plans, ensuring smooth functioning and effective delivery of educational services.

Preparation of Academic Calendar:

* The Academic calendar serves as a planner and informational resource for Administration, Management, Support personnel, Instructors, and Students.

It is created prior to the start of each new academic session by the Academic Co-ordinator in collaboration with the IQAC Co-coordinator, Head of the Departments, Controller of examinations, and the Principal, serves as the foundation for the scheduling of teaching, learning, and evaluation. Subsequently authorized by the management. The Academic Calendar is available on the college website and in the college prospectus, is split into two academic terms, ie. Odd and even semesters.

*. Faculty members, academic administrators, and other relevant stakeholders collaborate to draft the academic calendar, taking into account factors such as university guidelines, holidays, examination schedules, observation of important dates, co-curricular activities and special events.

* The academic calendar is designed to ensure timely coverage of syllabi and meeting the learning objectives of each course and accommodate unforeseen circumstance such as weather related disruptions or academic emergencies.

Adherence to Academic Calendar:

*. Academic administrators regularly review the academic calendar to monitor progress and address any deviations or delays.

* Faculty members and students are kept informed about important dates, deadlines, and changes in the academic calendar through official communication channels such as newsletters, emails, and notice boards.

* Departments and academic units coordinate closely to ensure smooth execution of planned activities and adherence to the schedule outlined in the academic calendar.

- * Feedback from faculty members, students, and other stakeholders is solicited to identify any challenges or areas for improvement in adhering to the academic calendar. Necessary adjustments are made based on this feedback to enhance effectiveness.
- * The institution conducts periodic evaluations to assess the effectiveness of the academic calendar in achieving its objectives. This evaluation includes assessing student performance, course completion rates, and overall satisfaction with the academic experience.

Teaching Plans

- * The semester and annual exams are taken into consideration while dividing the syllabi for each Course, so that instruction is more effective. The head of the department calculates and distributes the workload. Teachers log their daily observations of the modules they are teaching, in the college-provided Teacher's Diary. Extra classes are scheduled far in advance, taking into account the demands of the pupils.
- * Faculty members develop detailed teaching plans based on the curriculum requirements of each course, outlining the topics to be covered, instructional strategies, assessment methods, and learning outcomes/ course outcomes review and update their teaching plans based on student feedback, emerging educational trends, and advancements in their respective fields to ensure relevance and effectiveness.
- * Academic coordinators provide support and guidance to faculty members in developing and implementing teaching plans .

In summary, the institution demonstrates a proactive approach to preparing and adhering to its academic calendar and teaching plans, promoting a conducive learning environment and ensuring the successful achievement of educational goals.



Educational Movie on Novels , Drama and poetry for enriching students, understanding of literary works.



Board of studies Meeting.



K. S. Hanumanth Rao

PRINCIPAL
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