

KEY HIGHLIGHTS

Academic Calendar

Resource person: Prof. Archana Prasad | Faculty member at M.O.P. Vaishnav College for Women; educator in faculty development and institutional excellence

Academic Calendar | Higher Education: The System in India | policy

- 01** Use one calendar for teaching days, assessments, deadlines, meetings, holidays, and campus activities.
- 02** Choose the calendar structure that fits the programme and local context.
- 03** Protect enough instructional time and make dates easy for every stakeholder to understand.
- 04** Include students, faculty, examination and programme heads, administrators, and quality staff in planning.
- 05** Check previous calendars, recurring bottlenecks, regulatory timelines, and feedback before fixing new dates.
- 06** Plan for cultural and religious observances, accessibility needs, and local constraints.
- 07** Publish in accessible, mobile-friendly formats. Record and explain every significant change.
- 08** Use deviations and corrective actions as evidence for the next planning cycle.