



VIDEO SUMMARY

Academic Calendar

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

An academic calendar gives the whole institution one working plan. It brings together teaching days, examinations, statutory deadlines, meetings, holidays, and curricular, co-curricular, and extracurricular activities. Students can plan their time, teachers can sequence lessons and additional work, and administrators can coordinate people, rooms, and regulatory requirements.

Calendar structures have changed with educational and social needs. Institutions may use semesters, trimesters, quarters, 4-1-4 arrangements, early-semester systems, or non-term schedules for certificate courses. The programme and local context should drive that choice. Whatever the structure, it must protect enough teaching time and make the schedule clear to everyone who uses it.

Build the calendar with the people who will work from it. A committee led by the principal or vice-chancellor can include faculty, students, examination and programme heads, administrators, and quality-assurance staff. Review previous calendars, recurring bottlenecks, regulatory timelines, and stakeholder feedback before setting dates. Also account for cultural and religious observances, accessibility needs, and local constraints.

Publish the calendar in formats that work well on phones and other digital devices. During the term, track what actually happens. When disruption forces a change, use a clear revision process and communicate it promptly. Record cancellations, rescheduling, deviations, and corrective action. Those records help the next planning cycle and prevent the same problems from being rediscovered each year.