



DANTULURI NARAYANA RAJU COLLEGE

(Autonomous)

BHIMAVARAM, W.G.DIST, ANDHRA PRADESH, INDIA, PIN- 534202.

(Accredited at 'B⁺⁺' level by NAAC)

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

2.3.3 Preparation and adherence of Academic Calendar and Teaching plans by the institution

In DNR College, the careful crafting of our Academic Calendar exemplifies our dedication to academic excellence and structured learning. This meticulously designed blueprint ensures the smooth and efficient execution of our academic activities. The Academic Calendar of DNR College is prepared by a team consisting of IQAC coordinator, COE and Dean of Academics under the guidance of Principal.

Components of the Academic Calendar

The Academic Calendar acts as a guiding beacon, outlining key milestones and essential benchmarks throughout the academic year. From the beginning of the semester to the successful completion of academic endeavors, it meticulously details, Commencement and conclusion dates relating to classwork, Examination dates and details of holidays etc.,

Teaching Plans

Each programme's syllabus meticulously delineates the requisite teaching hours for all courses. Course and work allocations are meticulously deliberated upon during department meetings at the semester's onset. Faculty members leverage these assignments to craft comprehensive teaching plans, encompassing topics, teaching methodologies, proposed assignments/seminars and internal assessment frameworks.

A comprehensive timetable, surrounding all programmes, is prepared by time table committee, delineating class schedules and room allocations. Departments then fine-tune this timetable to create their specific schedules. Faculty members carefully document their daily progress using the Teaching Diary, aligning with the department timetable with periodic evaluations conducted by the Head of Department (HOD). Subsequently, the Teaching Diary undergoes scrutiny by the HOD ensuring transparency, accountability, and a culture of ongoing pedagogical enhancement.

Adherence to Academic calendar and Teaching Plans

The Principal, IQAC, and Dean of Academics vigilantly monitor adherence to the Academic Calendar, promptly addressing any deviations. If any deviations arise, the overseeing team collaborates to suggest remedial measures, considering the specific circumstances prompting the deviation.

At the departmental level, Heads of Department conduct regular evaluations to ensure faculty adherence to their teaching plans. Absences due to professional obligations, illness, emergencies or personal responsibilities are permissible. They must be reported to the HOD/Principal in advance. In cases of such absence, arrangements are made with substitute teachers or alternative learning activities. Topics slated for missed periods are covered promptly by the designated faculty member on subsequent days.

This commitment to oversight and adaptation ensures the institution remains rigid in its pursuit of academic excellence, developing an environment helpful to effective teaching and learning.



**PRINCIPAL
D.N.R. COLLEGE
BHIMAVARAM.**