



NAGPUR SHIKSHAN MANDAL'S

SHRI BINZANI CITY COLLEGE

(S. B. CITY COLLEGE)

RE-ACCREDITED BY NAAC 'B++' (CGPA 2.87)

Near Sakardara, Umrer Road, Nagpur - 440 024

Tel. : (O) 0712-2745099

• E-mail ID : sbct_1@yahoo.co.in • Website : www.binzanicitycollege.in

• President

A. K. GANDHI | 2426883, 6619800

• Secretary

DR. HARISH RATHI | 9730037001

• Principal

DR. SUJIT G. METRE

9822714241

Policy of Annual Calendar

1. Policy Title: Annual Calendar

2. Policy Objectives and purposes:

- ✓ The policy is framed to design systematic and thorough annual calendar of the college according to the guidelines given by RTM Nagpur University every year at the start of session.
- ✓ The policy is aimed to make aware all the students and staff about the curricular and extracurricular activities to be conducted throughout the year well in advance.
- ✓ The policy aims at implementation of well planned Teaching schedule in a stipulated time along with various programs all over the academic year.
- ✓ The purpose of policy is to distribute different programs to different departments at the start of session for its successful implementation.

3. Policy Scope:

- The policy applies to all students of all the disciplines, staff, principal and CDC.
- The policy is formed to inform all, the guidelines and timelines to be followed by the concerned in the execution of various responsibilities decided by the institute.
- It specifies Semester wise teaching plan, internal and university exam schedule, various programs to be conducted including list of holidays as per University guidelines

4 Step by step process involved:

- I. Annual calendar for the college is design after the release of academic calendar of the RTM, Nagpur University.
- II. Academic calendar design committee is comprised of Principal and IQAC.
- III. The committee has to depute one in-charge.
- IV. In-charge has to circulate the notice and distribute the AC to staff, display it on all notice boards for students, upload it on website.
- V. In-charge to take follow up of the schedule mentioned in the AC and communicate it with IQAC.
- VI. Review of teaching plan should be done monthly.



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VII. The program co-ordinator has to submit the program details to IQAC through e-mail.

VIII. In charge to submit the complete report to IQAC at the end of each semester.

5 Terms and conditions:

- I. Academic calendar should be followed strictly by all teachers.
- II. If syllabus is not completed as per teaching plan, extra classes should be conducted.
- III. Monthly report should be submitted to IQAC through HoD.
- IV. Timely changes may be done as per the notifications from RTMNU.
- V.

6 Outcomes:

- Staff and students would know the curricular and extracurricular activities scheduled in the academic session well in advanced which is very much useful for newcomers.
- Staff and students would be prepared for the planned activities which are necessary to achieve academic excellence.
- Students would know about teaching schedule and exams well before which is essential for them to be prepared for all exams.
- Students would know and prepared for other activities as per their interest for overall personality development.

7 Outcome measurement parameters and period of measurement:

- Monthly review of teaching plan and daily diary.
- Readiness of the scheduled programs by the teachers and involvement of students.

Period of measurement:

- | | |
|--|---|
| Academic review | : Monthly |
| 8 Policy execution responsibility rests with | : In-charge of cell : Dr. S. M. Tundurwar |
| 9 Review to be made by | : IQAC |
| 10 Review frequency | : Monthly |



NAGPUR SPINSPAN MANUALS

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Approved By:

NAME	SIGNATURE	DATE
Dr. Sujit G. Metre, Principal		18.11.21
Dr. P.S. Kane Coordinator-IQAC		18.11.21

Document Updates	
Policy Date	18.11.2021
Created by	Dr S M Tundurwar
First Revision	
Approved By:	Dr Sujit Metre (Principal)
Second Revision	
Approved By:	

