UNION CHRISTIAN COLLEGE
ALUVA-2

SSR 5th CYCLE 2023

1.1.1 Curriculum Planning and Implementation

UNION CHRISTIAN COLLEGE, ALUVA

Affiliated to Mahatma Gandhi University, Kottayam, India
NAAC Re-Accredited with A Grade in 4th Cycle (*CGPA 3.45*)
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SSR
5th CYCLE
2023

COLLEGE ACADEMIC CALENDAR

The Academic Dean, in consultation with the Principal, IQAC Coordinator and Staff Council designs the Annual Academic Calendar of the College.

COLLEGE ACADEMIC CALENDAR 2022-2023

UNION CHRISTIAN COLLEGE

ACADEMIC CALENDAR 2022-2023

May	Day 1	Day 2	Day 3	Day 4	Day 5
First week	Vacation/Exam related duties	Vacation/Exam related duties	Vacation/Exam related duties	Vacation/Exam related duties	Vacation/Exam related duties
Second week	Vacation/Exam related duties	Vacation/Exam related duties	Vacation/Exam related duties	Vacation/Exam related duties	Vacation/Exam related duties
Third week	Deans Council	Staff council meeting	Open course student applications		Admission committee meeting
Fourth Week	Common staff meeting	Time table committee meeting	Department staff meeting	Student representatives meeting	Open course student selection lists
June	Day 1	Day 2	Day 3	Day 4	Day 5
First week	Reopening and commencement of odd semester classes	Nomination of club coordinators	Formation of committees such as antiragging etc.	Class leaders selection	Meeting of class leaders with student dean and Principal
Second week	Club meetings week				Orientation Programme for first year students and parents
Third week	Commencement of First year UG classes		NCC / NSS application notifications	First tutorial meeting	
Fourth Week	Application notifications to different clubs			Regular Staff council meeting	Selection of students to different clubs
July	Day 1	Day 2	Day 3	Day 4	Day 5
First week	Application notifications to different addon courses	Inspire Progam Commencement	Entry Level Test for first years		Selection List of add on courses
Second week	Bridge course commencement	Formation of peer groups			
Third week	Assignment notification week				
Fourth Week	Commencement of value education			Regular Staff council meeting	

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ACADEMIC CALENDAR 2022-2023

August	Day 1	Day 2	Day 3	Day 4	Day 5
First week	First assignment submission week				First internal question paper submissions to central committee
Second week	Bridge course Examination				
Third week	Centralized First Internal Examination	Centralized First Internal Examination	Centralized First Internal Examination		
Fourth Week				Regular Staff council meeting	Completion of answer paper distribution of first internals
September	Day 1	Day 2	Day 3	Day 4	Day 5
First week	Grievance acceptance of first internals ends		Grievance redressals if any	CO Attainment submissions to class teacher ends	Commencement of remedial classes
Second week		PO attainment compilation of internal 1 by class teacher			Question paper submission of second internals
Third week	Parent teacher communication / open house week starts				
Fourth Week					
October	Day 1	Day 2	Day 3	Day 4	Day 5
First week	Centralized Second internal examinations	Centralized Second internal examinations	Centralized Second internal examinations		
Second week					
Third week	Completion of answer paper distribution of second internals	Grievance acceptance of second internals ends		Grievance redressals if any	Retest/ reassignment Notifications
Fourth Week	Retest week	Feedback Collection and Analysis	CO Attainment submissions to class teacher ends	PO attainment compilation of the semester by class teacher	Publishing of internal marks

ACADEMIC CALENDAR 2022-2023

November	Day 1	Day 2	Day 3	Day 4	Day 5
First week	Commencement of even semester classes				
Second week	Placement trainings week				
Third week	College arts festival week				
Fourth Week				Regular Staff council meeting	Question Paper submission first internals
December	Day 1	Day 2	Day 3	Day 4	Day 5
First week					
Second week					
Third week	Centralized First Internal Examination	Centralized First Internal Examination	Centralized First Internal Examination		
Fourth Week					
January	Day 1	Day 2	Day 3	Day 4	Day 5
First week					Completion of answer paper distribution of first internals
Second week	Grievance acceptance of first internals ends		Grievance redressals if any	Commencement of remedial classes	
Third week	Study tour fortnight starts			CO Attainment submissions to class teacher ends	
Fourth Week	PO attainment compilation of the first internal by class teacher ends			Regular Staff council meeting	Parent teacher communication / open house

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ACADEMIC CALENDAR 2022-2023

February	Day 1	Day 2	Day 3	Day 4	Day 5
First week	College sports day week				
Second week					Question paper submission of second internals
Third week	Centralized Second Internal Examination	Centralized Second Internal Examination	Centralized Second Internal Examination		
Fourth Week				Regular Staff council meeting	
March	**Day 1**	**Day 2**	**Day 3**	**Day 4**	**Day 5**
First week					
Second week	Completion of answer paper distribution of second internals	Grievance acceptance of second internals ends	Grievance redressals if any		
Third week	Retest week				Parent teacher communication / open house
Fourth Week	CO Attainment submissions to class teacher ends	PO attainment compilation of the semester by class teacher ends	Feedback about academic performance and intitutional ambience collection day	Feedback Analysis	
April	**Day 1**	**Day 2**	**Day 3**	**Day 4**	**Day 5**
First week	Extra classes if classes are not over	Extra classes if classes are not over	Extra classes if classes are not over	Extra classes if classes are not over	Extra classes if classes are not over
Second week	Vacation/Exam related duties starts				
Third week					
Fourth Week					

ACADEMIC CALENDAR 2022-2023

* Week 1 , Day 1 of a month is the day(Mon, Tue etc) on which the month begins and so the week ends on the same day of next week.

* All extra curricular activities should be conducted without affecting regular working hours.

* All the activities of the department should be based on the academic calendar.

* Tutorials and Mentoring should be conducted after the working hours.

* Activities that comes on holidays should be completed on next working day.

* All the activities of the department should be reported to documentation office on fortnight basis.

* Semester exam result analysis and academic activities should be reported to IQAC office on fortnight basis.

* Proper time slots of remedial coaching and bridge course should be identified by the department.

* College Union Elections need to be conducted as per University instructions

* Christmas and Onam Holidays will be according to University calendar.

* For effective delivery of course content, departments should insist on course plan, lesson plan and teachers diary.