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# ACADEMIC CALENDAR POLICY

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**University of Engineering & Management (UEM), Kolkata**



# **Academic Calendar Policy**

## **University of Engineering & Management (UEM), Kolkata**

### **1. Preamble**

University of Engineering & Management (UEM), Kolkata recognizes the Academic Calendar as a fundamental planning and governance instrument for ensuring effective academic administration, timely curriculum delivery, examination management, student engagement, and quality assurance.

The Academic Calendar provides a structured schedule of academic activities including commencement of classes, registration, examinations, holidays, internships, co-curricular activities, project reviews, and semester completion timelines. It ensures transparency, consistency, academic discipline, and smooth coordination among departments, faculty members, students, and administrative units.

This policy is framed in alignment with the Academic Regulations of UEM, Kolkata, National Education Policy (NEP) 2020, UGC and AICTE guidelines, Outcome-Based Education (OBE) practices, and institutional quality assurance standards.

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### **2. Objectives of the Policy**

The objectives of the Academic Calendar Policy are to:

1. Ensure systematic planning and execution of academic activities.
2. Facilitate timely completion of curriculum and assessments.
3. Maintain uniformity and transparency in academic scheduling.
4. Support effective implementation of CBCS and OBE frameworks.
5. Enable proper coordination among departments and administrative units.
6. Ensure adequate instructional days as prescribed by regulatory bodies.
7. Promote academic discipline and accountability.
8. Facilitate student participation in curricular, co-curricular, and extracurricular activities.
9. Support quality assurance and accreditation requirements.
10. Provide stakeholders with advance information regarding academic events and deadlines.

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### **3. Scope and Applicability**

This policy shall apply to:

- Undergraduate Programmes
- Postgraduate Programmes
- Integrated and Dual Degree Programmes
- Certificate, MOOC, and Skill Development Courses

- Internship, Project, and Research Components

The policy shall be applicable to:

- Students
  - Faculty members
  - Departments and Schools
  - Academic administration
  - Examination and support units
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## **4. Academic Year Structure**

### **4.1 Semester System**

UEM, Kolkata shall follow:

- Semester system for most UG and PG programmes
- Trimester system for MBA programmes

as prescribed in the Academic Regulations.

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### **4.2 Semester Duration**

The academic year shall normally consist of:

#### **Odd Semester**

- July to December

#### **Even Semester**

- January to May

Each semester shall include:

- Registration period
  - Instructional period
  - Internal assessments
  - End-semester examinations
  - Result publication
  - Vacation/recess periods
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### **4.3 Trimester Structure (MBA)**

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MBA programmes shall follow:

- 1st/4th Trimester: June–September
- 2nd/5th Trimester: September–December
- 3rd/6th Trimester: January–May

as per institutional regulations.

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## **5. Components of the Academic Calendar**

The Academic Calendar shall include the following components:

### **5.1 Academic Registration**

- Admission schedules
- Semester registration dates
- Add/drop deadlines
- Course registration timelines

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### **5.2 Instructional Schedule**

- Commencement of classes
- Last working day
- Number of instructional days
- Practical/laboratory schedules

The University shall ensure minimum instructional days in accordance with academic regulations and statutory guidelines.

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### **5.3 Assessment Schedule**

- Mid-semester examinations
- Continuous Internal Evaluation (CIE)
- Assignments and quizzes
- Practical examinations
- End-semester examinations
- Supplementary examinations

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### **5.4 Academic Events**

- Workshops
- Seminars

- FDPs
  - Conferences
  - Technical festivals
  - Innovation and hackathon events
  - Guest lectures
  - Research activities
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### **5.5 Internship and Project Activities**

- Internship periods
  - Project reviews
  - Dissertation submissions
  - Viva voce schedules
  - Industry immersion timelines
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### **5.6 Co-Curricular and Extra-Curricular Activities**

- NSS/NCC activities
  - Sports and cultural events
  - MAR activities
  - Student club events
  - Entrepreneurship programmes
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### **5.7 Holidays and Vacation**

- National holidays
  - Festival holidays
  - Semester breaks
  - Vacation periods
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### **5.8 Examination Administration**

The calendar shall specify:

- Examination form fill-up dates
  - Fee submission timelines
  - Admit card issuance dates
  - Result publication schedules
  - Revaluation application dates
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## **6. Preparation of Academic Calendar**

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## **6.1 Responsibility**

The Academic Calendar shall be prepared under the supervision of:

- Dean (Academics)
  - Controller of Examinations (CoE)
  - Academic administration
  - Heads of Departments
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## **6.2 Timeline for Publication**

The Academic Calendar shall be published:

- Before commencement of each academic year/semester
  - Through official notifications
  - On the University website/ERP portal
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## **6.3 Departmental Academic Plans**

Based on the institutional calendar, departments shall prepare:

- Course delivery plans
  - Laboratory schedules
  - Assessment plans
  - Project timelines
  - Academic activity schedules
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## **7. Instructional Days and Curriculum Delivery**

### **7.1 Minimum Instructional Days**

The University shall ensure:

- Minimum 90 working days per semester
- Minimum 60 working days per trimester (MBA)

excluding examination periods and holidays.

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### **7.2 Curriculum Completion**

Faculty members shall ensure:

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- Timely completion of syllabus
- Proper conduct of assessments
- Coverage of course outcomes
- Adequate revision sessions

Departments shall monitor curriculum delivery regularly.

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### **7.3 Makeup and Compensatory Classes**

If instructional days are lost due to:

- Holidays
- Emergencies
- Natural calamities
- Institutional events

the University/department may schedule:

- Extra classes
- Makeup sessions
- Online sessions
- Compensatory laboratory classes

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## **8. Academic Flexibility and Contingency Planning**

### **8.1 Extraordinary Circumstances**

During:

- Pandemics
- Natural disasters
- Public emergencies
- Government restrictions

the University may:

- Revise academic schedules
- Shift to online/blended learning
- Conduct online assessments
- Modify examination timelines

in accordance with regulatory guidelines.

## **8.2 Summer Term and Supplementary Sessions**

The University may conduct:

- Summer terms
- Backlog clearance sessions
- Special supplementary examinations

as per academic regulations.

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## **9. Responsibilities of Stakeholders**

### **9.1 Dean (Academics)**

The Dean (Academics) shall:

- Coordinate preparation of academic calendar
  - Ensure academic compliance
  - Monitor implementation across departments
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### **9.2 Controller of Examinations (CoE)**

The CoE shall:

- Schedule examinations
  - Coordinate result publication
  - Manage examination-related timelines
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### **9.3 Heads of Departments**

HoDs shall:

- Ensure departmental compliance with calendar
  - Monitor course delivery
  - Coordinate academic activities
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### **9.4 Faculty Members**

Faculty members shall:

- Follow approved academic schedules
  - Conduct classes and assessments timely
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- Maintain academic records
  - Inform students regarding academic deadlines
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## **9.5 Students**

Students shall:

- Adhere to academic timelines
  - Register within deadlines
  - Participate in scheduled activities
  - Monitor notices and announcements regularly
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## **10. Attendance and Academic Discipline**

Students shall maintain attendance and academic participation as per University Attendance Regulations.

The Academic Calendar shall support:

- Timely attendance monitoring
  - Scheduled assessments
  - Continuous academic engagement
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## **11. Integration with Outcome-Based Education (OBE)**

The Academic Calendar shall facilitate:

- Structured curriculum delivery
- Continuous assessments
- Outcome attainment measurement
- Laboratory and experiential learning
- Project and internship monitoring

Academic scheduling shall support achievement of:

- Course Outcomes (COs)
  - Programme Outcomes (POs)
  - Programme Specific Outcomes (PSOs)
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## **12. Technology Integration**

The University may use:

- ERP systems
- LMS platforms
- Academic management software
- Digital scheduling tools

for:

- Calendar publication
- Notification dissemination
- Attendance tracking
- Examination scheduling
- Student communication

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## **13. Monitoring and Compliance**

### **13.1 Academic Monitoring**

The University shall monitor:

- Adherence to instructional schedules
- Curriculum completion status
- Examination timelines
- Academic event execution

through:

- Departmental reviews
- IQAC monitoring
- Academic audits

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### **13.2 Academic Audit**

Academic audit mechanisms shall review:

- Compliance with academic calendar
- Number of instructional days
- Timely conduct of assessments
- Student academic engagement

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## **14. Communication Mechanism**

The Academic Calendar and subsequent amendments shall be communicated through:

- University website
- ERP portals
- Official notices
- Departmental circulars
- Student communication systems

All stakeholders shall be informed in advance regarding major academic schedule changes.

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## **15. Amendment and Revision**

This policy and academic schedules may be revised:

- Based on statutory guidelines
- Academic requirements
- Emergency situations
- Institutional quality initiatives

Amendments may be proposed by:

- Academic Council
- IQAC
- Dean (Academics)
- Controller of Examinations
- Departments

and approved by the competent authority.

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## **16. Quality Assurance and Continuous Improvement**

The Academic Calendar Policy shall support:

- Academic planning efficiency
- Student engagement
- Timely completion of academic processes
- Examination transparency
- Accreditation compliance

Feedback from:

- Students
- Faculty
- Departments
- IQAC

shall be used for continuous improvement.

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## 17. Conclusion

The Academic Calendar Policy of UEM, Kolkata aims to establish a structured, transparent, and efficient academic scheduling framework that ensures timely curriculum delivery, quality education, effective examination management, and holistic student development. Through proper planning, coordination, and monitoring, the University seeks to maintain academic excellence, discipline, and continuous quality enhancement across all programmes.

  Dr. Malay Gangopadhyay  
Dean (Academics)  
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***Signing Authority:***

***Date:18/04/2022***