



Sree Gokulam Medical College & Research Foundation

(A Unit of Foundation of Non-Resident Indians)

Approved by National Medical Commission, Affiliated to Kerala University of Health Sciences

Accredited by NABH & NABL

Policy Number: *SGMC/Acad.Pol/001/2020*


Category: Teaching - Learning

Content: Academic Calendar

Effective Date: *01.08.2020*

Inquiries: Office of the Principal,
Sree Gokulam Medical College & Research Foundation
Venjaramoodu, Thiruvananthapuram
Tele: 0472 - 3041234 - 2405

Signed by:


Director


Dean Emeritus


Principal





Academic Calendar

Statement of Purpose

The policy provides a framework for developing academic almanacs in each department set on the same provision of holidays, vacations, exam-dates and preparatory leave period to ensure that important academic events are scheduled in advance.

Policy

A common annual academic almanac shall be developed by the institution based on the expected date of admission, declared holidays and predicted University Examination dates. Separate academic almanacs shall be constructed by each Department based on the Gazette stipulation for the hours of teaching, declared holidays (National, festival and institutional) and the predicted University examination dates.

- Contingent upon the date of admission, the institution shall start the academic year for the Phase I from 1st of August every year or the next working day.
- All the departments shall develop an academic almanac making provision for the following:
 - Required number of working hours as stipulated per subject.
 - Required allocation for different teaching methods.
 - Aligned and integrated teaching are scheduled after inter-departmental consultation.
 - Required number of summative internal assessments specified to each subject/course are included.
 - Provision for study holidays wherever possible.
 - A minimum 240 days of instructional days per academic year (excluding exam days, study holidays, other holidays)
 - A minimum of eight hour working day is allotted per day with one hour lunch break.
 - Allocation for Onam holidays and Christmas break are scheduled.



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- Regular declared Holidays are allowed in the academic almanac.
- Change in time-table between the two semesters, wherever applicable.

Applies to:

The entire institution.

Prepared by	Reviewed by	Approved by
Dr Mamata Chimmalgi Professor of Anatomy, IQAC Coordinator	Dr P Chandramohan Dean	Dr K K Manojan Director
Policy Number	Effective Date	Validity
SGMC/Acad.Pol/001/2020	01.08.2020	5 years