**Criteria 2.3.4:**

***Preparation and adherence of Academic Calendar and teaching Plan by Institute***

IMI Bhubaneswar believes in following a **well-defined academic calendar and teaching plan** which adheres to a fixed schedule. The academic calendar is prepared at the beginning of each academic year. The **Programme Office** prepares the academic calendar as per the list of holidays and other key activities of the Institute. Once the tentative calendar is designed, the same is presented to the **Faculty Council** for necessary approval. Once it is approved, the Academic Calendar is then implemented by the programme office. The academic calendar is considered sacrosanct and any deviations in the calendar can only be done through approval of the Faculty Council and only in extreme circumstances.

Based on the academic calendar, the faculty members are asked to prepare the **teaching plans** for their subjects. The teaching plan is a **session-by-session schedule** of what the faculty would cover in his / her classroom delivery of the subject. As per the norms, a three-credit course must have 30 classroom contact hours with the students. The faculty is free to decide on the course outline and the components of evaluation. A minimum of 4 evaluation components are required out of which end term is compulsory. This is done to ensure that the evaluation process is continuous and is spread through the term. The **classroom contact hours** are strictly followed.

Any major change (deleting or adding a new module) in the teaching plan is to be approved by the faculty members of the area. A complete redesign or introduction of a new course by a faculty requires approval from the **Academic Advisory Committee**.

The course outline – once submitted by the faculty is vetted by the respective area chairs and changes are made as suggested. ***The Programme Office shares the course outlines with the faculty and students of IMI Bhubaneswar***. This allows the students to follow the course outline and come prepared to the classroom. It allows the programme office to schedule classes and the examination office to schedule the evaluation components as per the academic calendar.