



Shree Guru Gobind Singh Ji Government College Paonta Sahib, District Sirmaur, Himachal Pradesh

2nd Cycle of NAAC Accreditation

Criterion 1 Curricular Aspects

Key Indicator 1.1 Curricular Planning and Implementation

**Metric 1.1.2 The institution adheres to the academic calendar
including for the conduct of CIE**

Adherence to the Academic Calendar

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1. Adherence to the Academic Calendar

The college adheres to the academic calendar provided by the affiliating Himachal Pradesh University for the conduct of Continuous Internal Evaluation system.

i. Preparation of Academic Calendar

A committee is constituted for the preparation of the academic calendar at the levels of the college and the Department in accordance with that of the affiliating university in consultation with IQAC.

Meticulous care is taken in the preparation of the calendar to include all the important details, to avoid unimportant information and to make the document accurate and precise. The calendar is distributed to the staff and students in time.

At beginning of the academic session, the principal convenes a meeting of the Staff Council to discuss the matters with respect to the formulation of academic calendar.

The preparation of academic calendar ensures that the students get adequate instructional hours and teachers get maximum hours to deliver their courses effectively. The academic calendar is prepared in tune with the conduct of examinations.

The classes for odd and even semesters commence in the month of July and December respectively in every academic year, whereas under the Annual system the classes commence from July. The tentative schedule and date of the commencement of classes for freshers, commencement of induction programme and Bridge Course for them and the dates of main events like annual athletic meet, intra-mural sports events, cultural events, annual function, etc. are included in the calendar.

ii. Academic Timeline

A timeline is suggested in the Academic Calendar to complete the syllabus and the schedule of the internal examinations is kept accordingly. In exceptional cases, the Council takes decision regarding the postponement or early conduct of examination. It happens rarely. Departments make teaching lesson plans for all the courses, detailing the extent of syllabus that will be completed at different time intervals, ensuring completion of at least 75% syllabus before internal examination.

Each department develops its academic timeline in alignment with the college academic calendar. It includes dates for other components of Continuous Internal Evaluation (CIE) viz. assignments, seminars, and projects. All the components of CIE, namely, assignments, seminars, test papers, projects and internships are conducted on time as per the academic calendar.

iii. Dissemination of Academic Calendar

To effectively integrate the continuous curriculum delivery with co-curricular activities, the college issues and uploads its own detailed academic calendar including schedule of internal

exams, assignment submission & evaluation, and other co-curricular activities on the website. This helps the students and teachers to plan the activities in an uninterrupted manner.

iv. CIE System

The college strictly complies with the university guidelines for the conduct of CIE. As per the guidelines, CIE has a weightage of 30% of maximum marks in each subject. It includes 5% marks based on attendance record and 25% based on performance in the internal assessment. This weightage is communicated to the students right from the day of admission, specifically being the part of Prospectus and Orientation/ Induction Programme. Internal assessment rules are also uploaded on the website and repeatedly informed in the classes as well shared through website and WhatsApp group notifications.

Believing in continuous assessment, the internal assessment at the College comprises performance in the Internal Exams and in-Class Assessment. To ensure the effective conduct of CIE, the dates of Internal Exams are announced well-in advance by the Internal Examination Committee.

For in-Class Assessment, the teachers opt either assignment/project/class test/ presentation/ viva voce or any other mode of evaluation as per the need of the subject.

Students are given the opportunity to reappear and improve their performance in class tests / assignments to make learning a continuous process.

Students are bound to appear in these examinations/tests. Only those students who have a valid ground may be allowed to go for another examination for evaluation at a later date.

At the end of each session, the college issues admit cards to only those students who fulfil the minimum CIE criteria.

v. Impact of COVID-19 on Academic Calendar and CIE

Due to the Covid-19 Pandemic, the Academic Calendar for the 2019-20 and 2020-21 sessions were revised and extended. According to the affiliating University guidelines, the first- and second-year students were promoted to the next year, based on their internal assessment and previous year performance. However, for the final year students the written examinations were conducted following COVID SOPs keeping in view the student progression to different institutions of higher education spread over the country.

vi. Internal Examination as a component of CIE

As per the dates mentioned in the academic calendar internal examinations are organised by the Internal Examination Committee. The committee prepares the internal examination date sheet well in advance and intimates it to the students after approval of the principal through notices circulated in the classrooms and published on the college website.

The students are shown the answersheets by the teachers after the evaluation to maintain transparency in the process of CIE. Their performance is discussed with suggestions for improvement.

vii. Timely Uploading of CIE Awards on the University Portal

The Comprehensive Internal Evaluation awards of each course are uploaded by the concerned teacher with utmost care and verified by the internal examination committee on behalf of the principal. The university verifies and issues the admit cards only after the observation and completion of CIE process by the college.

viii. Grievances related to CIE Awards

The college appoints an incharge to deal with grievances related to CIE awards, errors, and omissions, if any, in respect of CIE awards as reflected in their grade cards.

2. HPU Academic Calendar

कॉलेजों में एक जनवरी से पांच फरवरी तक छुट्टियां

शिमला। प्रदेश के सभी डिग्री और संस्कृत कॉलेजों में एक जनवरी से पांच फरवरी तक छुट्टियां रहेंगी। उच्च शिक्षा निदेशालय ने मंगलवार को सर्दियों की छुट्टियों का शेड्यूल जारी कर दिया है।

छुट्टियों के दौरान विद्यार्थियों को हर विषय से संबंधित असाइनमेंट दी जाएगी। उच्च शिक्षा निदेशक डॉ. अमरजीत कुमार शर्मा ने असिस्टेंट प्रोफेसरों और एसोसिएट प्रोफेसरों को असाइनमेंट देने को कहा है। विद्यार्थियों को अगर किसी विषय को लेकर कोई शंका होती है तो वे शिक्षकों से संपर्क कर सकते हैं। छुट्टियों के दौरान कॉलेजों में कार्यालय खुले रहेंगे। गैर शिक्षकों को नियमित तौर पर कॉलेजों में आना होगा। ब्यूरो

News Clip 1 Amar Ujala 29th December 2021

i. HPU Academic Calendar 2022-23

EDN-A-Kha(08)-02/2022
Government of Himachal Pradesh
Department of Higher Education

From

The Principal Secretary(Hr. Education) to the
Government of Himachal Pradesh.

To

The Director of Higher Education,
Himachal Pradesh, Shimla-171001.

Dated: Shimla-2, the

7th June, 2022

Subject:- Regarding Vacation/ Admission/ Examination schedule in respect of Govt. Degree
Colleges/ Govt. Sanskrit College in the State for the year 2022-23.

Sir,

I am directed to refer to your letter No.EDN-H(8)B(3)2011-Admn/Vac/Sch-L dated 21st
May 2022 on the subject cited above and to convey the approval of the Government for Vacation/
Admission/ Examination schedule for the academic session 2022-23 in respect of Govt. Degree Colleges/
Govt. Sanskrit Colleges in the State as under:

| Sr. No. | Particulars | Period | Days | Remarks |
|---|---|---------------------------|-----------------|---------|
| Admission/Regular Study Schedule | | | | |
| 1. | Submission of admission forms for the session 2022-23 | 10.07.2022 to 20.7.2022 | 10 days | |
| | Display of 1 st Merit List | 21.07.2022 | | |
| | Fee to be deposited | 22.07.2022 to 25.07.2022 | 04 days | |
| | Display of 2 nd Merit List | 26.07.2022 | | |
| | Fee to be deposited | 27.07.2022 to 28.07.2022 | 02 days | |
| | Orientation of 1 st year Student | 29.07.2022 & 30.07.2022 | 02 days | |
| | Regular teaching | 01.08.2022 to 21.10.2022 | 82 days | |
| | | 27.10.2022 to 31.12.2022 | 66 days | |
| | | 05.02.2023 to 14.04.2023 | 69 days | |
| | | Total Working Days | 217 days | |

ii. HPU Academic Calendar 2021-22

No. EDN-H(8)b(3)/2011/Adm/Vac/Sch.
Directorate of Higher Education
Himachal Pradesh.
Phone No. 0177-2653120, Fax : 0177-2812882

To Dated: Shimla – 171001, the, 6th September, 2021


All the Principals.
Govt. Degree/Skt./Pvt./GIA Colleges.
Himachal Pradesh.

Subject:- Regarding admissions to undergraduate classes 1st year to 3rd year in the colleges of the State.

In continuation to this office letter of even No. dated 27th August, 2021 it is to inform you that as per the requests of some of the Principals of Govt. Degree colleges, student association, students and their parents, the admission date of undergraduate classes 1st year to 3rd year in the colleges of the state is extended upto 15th September, 2021 in general and public interest.

You are therefore, directed to take further necessary action accordingly.

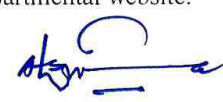
This may be widely publicized so that no student is left unaware of the extension of admission date.


(Dr. Amarjeet K. Sharma)
Director of Higher Education
Himachal Pradesh
email-ID-dhe-sml-hp@gov.in
Ph. No. 0177-2656621

Endst. No. the Shimla dated: 6th September, 2021

Copy for information to:-

1. The Secretary (Education) to the Govt. of H.P. w.r.t. abovementioned letter no. and dated please.
2. The Registrar, HPU, Summer hill, Shimla-5.
3. T.O. IT, Cell, DHE, HP. with the directions to upload the same on departmental website.
4. Guard file.


Director of Higher Education
Himachal Pradesh

iii. HPU Academic Calendar 2020-21

No. EDN-HE(8) B (1) 1/2019- Colleges
Directorate of Higher Education
Himachal Pradesh
Dated Shimla-1 16th May, 2020

To

✓ All the Principals of Govt. Degree Colleges
Sanskrit Colleges/ GIA Colleges/B.Ed Colleges
Himachal Pradesh.

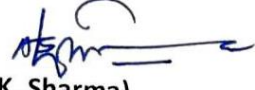
Subject : Regarding revised vacation schedule in respect of Govt. Degree Colleges and Govt. Sanskrit Colleges.

Sir,

As per approval conveyed by the Govt. vide letter no. EDN-A-Kha(9)-2/2020 Dated 16.05.2020 on the subject cited above and to say that due to outbreak of COVID-19 and lockdown summer vacations in respect of Govt. Degree Colleges / Sanskrit Colleges/GIA Colleges/B.Ed Colleges and other affiliated colleges with H.P.U. is as under:-

| Summer vacation | Existing | Revised |
|-----------------|--------------------------|--------------------------|
| | 22.05.2020 to 16.06.2020 | 18.05.2020 to 10.06.2020 |

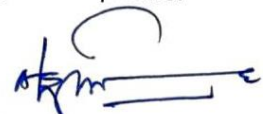
You are therefore, directed to take further necessary action as per compliance to the Govt.


(Dr. Amarjeet K. Sharma)
Directorate of Higher Education
Himachal Pradesh
Dated 16th May, 2020

Endst. – Even No. -- Shimla-171001

Copy to:

1. The Principal Secretary Higher Education to the Govt. of Himachal Pradesh w.r.t vide letter no. mentioned above for information please.
2. The Registrar, HPU, Shimla for information and further necessary action please.
3. The Incharge IT Cell to upload on the Web site.
4. Guard file.


(Dr. Amarjeet K. Sharma)
Directorate of Higher Education
Himachal Pradesh

iv. HPU Academic Calendar 2020-21 (Revised)

Urgent

No.EDN-HE(21)A(3)06/2020-V
Directorate of Higher Education,
Himachal Pradesh, Shimla-1
Tel:0177-2653120, Extn.234, Fax:2812882, Email: dhe-sml-hp@gov.in

To

Dated Shimla-1 the June, 2020

1. All the Deputy Directors of Higher Education,
Himachal Pradesh
2. All the Principals/ Headmasters,
Government Sen. Sec./ High Schools in,
Himachal Pradesh

Subject:- Regarding Extension of Vacations upto 30th June, 2020.

With the prior approval of the competent authorities, conveyed vide Government of Himachal Pradesh letter No.EDN-B-B(14)-12/2018 dated 10-06-2020 and in continuation to this Directorate letter No.EDN-HE(21)A(3)06/2019-V dated 16-05-2020 & dated 30-05-2020, the vacations period for the opening of Schools in the State is extended upto 30th June, 2020.

You are, therefore, directed to take further necessary action in the matter accordingly under intimation to this Directorate at the earliest.



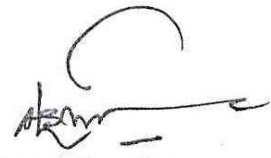
(Dr. Amarjeet Kumar Sharima),
Director of Higher Education,
Himachal Pradesh

Endst. No. Even Dated Shimla-1 the June, 2020
Copy for information and necessary action is forwarded to:-

1. The Secretary (Education) to the Government of Himachal Pradesh, Shimla-2, w.r.t. letter No.EDN-B-B(14)-12/2018 dated 10-06-2020.
2. The Director of Elementary Education, Himachal Pradesh, Shimla-1.
3. The Secretary, H.P. Board of School Education, Dharamshala, District Kangra, Himachal Pradesh, Pin-176213.
4. The Technical Officer, IT Cell with the direction to upload this letter on the Departmental website.
5. Guard file.

शिक्षा निदेशालय उच्चतर शिक्षा

12 JUN 2020



Director of Higher Education,
Himachal Pradesh

v. HPU Academic Calendar 2020-21 (COVID-19)

No.EDN-HE (8) B (1) 1/2019-Vac/Exam Schedule
Directorate of Hr. Education
Himachal Pradesh

To

The Principal
All Govt. Degree Colleges/Govt. Skt. College/GIA Colleges and
other affiliated colleges with HPU

Dated Shimla-1 07 July 2020

Subject:-

Regarding extension of vacations in respect of Govt. Degree
Colleges / Govt. Sanskrit Colleges / GIA Colleges and other
affiliated colleges with HPU.

Sir,

It is with reference to Govt. letter No. EDN—B-B(14)-12/2018 dated
1st July, 2020.

It is to informed to you that due to out break of COVID-19, Govt.
has conveyed the approval of Govt. to extend the vacations period of teaching staff upto
12.07.2020 in respect of Govt. Degree College/Govt. Sanskrit Colleges/ GIA Colleges and
other affiliated Colleges with HPU.

You are, therefore, requested to take further necessary action in the
matter accordingly. You are also requested to focus on preparation for on line materials for
children by making necessary arrangements which shall start w.e.f. 13.07.2020.

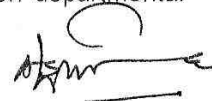


Director Hr. Education
Himachal Pradesh

Endst. No. even dated 07 July 2020

Copy forwarded for information and necessary action to:-

1. The Registrar HPU Summer Hill Shimla-171005
2. The Incharge IT Cell of this Directorate to upload this letter on departmental website.



Director Hr. Education
Himachal Pradesh

vi. HPU Academic Calendar 2020-21 (COVID-19)

PERSONAL ATTENTION

No. EDN-HE (21)B(15)15/2020-V-Vol-I
Directorate of Higher Education
Himachal Pradesh, Shimla-I
Tel.0177-2653120 Extn. 234, Fax: 2812882, e-mail: dhe-sml-hp@gov.in

To Dated: Shimla-I the October, 2020

1. All the Principals,
Govt. Degree/ Skt. Colleges in,
Himachal Pradesh
2. All the Deputy Directors of Higher Education,
Himachal Pradesh
3. All the Principals/ Headmasters,
Government Sen. Sec./ High Schools in,
Himachal Pradesh







Subject:- Regarding Restricting the Entry of Officers/ Officials/ Teachers / Non-Teaching Staff of Educational Institutions/ District Office's in the Directorate.

In view of COVID-19, Pandemic as well as safety precautions and self regulation, instructions were circulated by this Directorate from time to time that visit / entry of Officers/Officials/ Teachers/ Non- Teaching staff working in the Educational Institutions & District Office's was restricted in the premises of this Directorate, unless he/ she has been permitted for the official work. Further, it was also directed that none of the Officers/ Principal/ Headmaster/ Teachers/ Non-Teaching Staff of any of the Educational Institution will leave their headquarters without obtaining the prior permission of their controlling officer.








Despite this, it has been observed that some of the Officers/ Teachers/ Non-Teaching staff of the Educational Institutions/ District Offices are leaving their headquarters and are visiting this Directorate regularly for their personal work.

In view of above mentioned, all the officers and teachers under the control of higher education department are once again directed not to visit this office for their personal work and also not to leave their headquarters without the prior permission of their controlling officer. These instructions may be adhered strictly in letter & spirit

3. College Academic Calendar

| | |
|---------------------------|---|
| Academic Calendar 2021-22 |  |
| Academic Calendar 2020-21 |  |
| Academic Calendar 2019-20 |  |
| Academic Calendar 2018-19 |  |
| Academic Calendar 2017-18 |  |
| Academic Calendar 2016-17 |  |

4. Internal Examination Date Sheets

| | |
|---|---|
| Internal Examination Date Sheets – College Website Link |  |
| Academic Year 2021-22 |  |
| Academic Year 2020-21 |  |
| Academic Year 2019-20 |  |
| Academic Year 2018-19 |  |
| Academic Year 2017-18 |  |
| Academic Year 2016-17 |  |

5. HPU External Examinations

Himachal Pradesh University Examination Link:



Link to Examinations on College Website:

