

CIRCULAR :-

The Directors/Heads of the University Department, Principals of the affiliated colleges, Heads of the recognized Institutions concerned and the Director, Institute of Surface Transport Training Ship, 'Chanakya' Government of India, Mumbai-400 001, are hereby informed that the recommendation made by the committee appointed to prepare the guidelines for Academic Calendar has been accepted by the Academic Council at its meeting held on 3rd January, 2004 vide item No.7.6 and subsequently approved by the Management Council at its meeting held on 28th January 2004 vide item No.22 and that in accordance therewith the Academic Calendar and guidelines for the Academic Calendar is as under :-

The college should follow the following general guidelines for preparation of their academic calendar with flexibility to suit the requirements of each college.

1. The non-instructional days during a year is as follows :-

<u>60 days</u>	<u>Vacation</u>
44 Sundays (This number could vary between 40 & 44) 12 holidays	During non-vacational days
3 working days	For admission process
8 working days	First term examination
6 working days	College day celebrations and other extra curricular activities
44 working days	For conducting college and University annual examinations; as well as for finalizing results.
177 days	Total non-instructional days in a year

This gives 188 instructional days in a year.

The College day functions, as well as all other 'days' for extra-Curricular activities should be held preferably in the month of December.

The College Principals should ensure that all college teachers should be available to students for solving their difficulties as per specific time-schedule prior to commencement of every examination and students should be informed accordingly.

5. The Principals are also expected to arrange the time-tables of their annual theory examinations such that all teachers can be spared at least for 10 days for the centralised assessment of theory papers of examinations conducted by University.
6. The theory examinations of the 1st half conducted by the University, particularly for T.Y.B.A./B.Sc. B.Com. examinations, should be held preferably from 10th March.
7. Apart from declaring the tentative dates of commencement of examinations well in advance the University should also declare tentative dates of working of CAP centers for various examinations, well in advance.

MUMBAI-400 032

9th March 2004

for REGISTRAR

To,

The Directors/Heads of the University Departments, Principals of the constituent/affiliated colleges, Heads of the recognized institutions concerned, the Director, Institute of Distance Education and the Captain Superintendent, Ministry of Surface Transport, Training Ship, 'Chanankya' Government of India, Mumbai-400 001.

AC.7.6.03.01.2004

MC22/28.01.04

No.UG/ 97-A of 2004,

MUMBAI-400 032,

9th March 2004

Copy forwarded with compliments for information to :-

1. The Deans of the All Faculties
2. The Convener, Committee of the Academic Calendar for the colleges

for REGISTRAR

P.T.O....