



ST.ANN'S COLLEGE FOR WOMEN

(A Catholic Christian Minority Institution Affiliated to Acharya Nagarjuna University)
(Recognised under Section 2(f) of the UGC Act 1956 -New Delhi)

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Criterion: I

Metric: 1.1.1



Criterion –I

1.1.1 ANU ACADEMIC CALENDARS

(UG & PG) 2020-2021

Academic Calendar and Guidelines for the Commencement of Academic Year 2020 - 21 for First Year Conventional Degree Programmes in Colleges

As per G.O MS No: 34 Higher Education Dt: 15-10-2020, the AP State Council of Higher Education has conducted Online Admissions into Under Graduate Courses Offered by the Degree College in the state. After the completion of the admission process in Phase – 1, the APSCHE has formulated common academic calendar. As the Covid is still prevailing, the Guidelines of the APSCHE for reopening of Colleges and the Guidelines of University Grants Commission issued in November 2020 and the revised Standard Operating Procedures of the Government of India Ministry of Health & Family Welfare, Directorate General of Health Services on 8th September, 2020 shall be followed. The Universities and Colleges have to closely analyse the prevailing conditions, resources, support services and infrastructure and take appropriate decisions to start academic calendar for the first degree students of the academic year 2020 - 2021 effectively.

Academic Calendar for the academic year 2020 -21 of First Year Conventional Degree Programmes

Academic Schedule for 2020-21 for Semester I		
1	Commencement of Classes	1 st February, 2021
2	Internal Examinations For I Semester	March 18 th 2021
3	Closure of instruction	30 th April, 2021
4	Commencement of End Semester Examinations	10 th May, 2021

Academic Schedule for 2020-21 for Semester II		
1	Commencement of Classes for II Semester	24 th May, 2021
2	Internal Examinations for II Semester	July 5 th 2021
3	Closure of instruction	Aug 21 st ,2021
4	Commencement of End Semester Examinations	Aug 30 th ,2021

Note:

1. 6-day week shall be followed.
2. For slippage of working days due to any unavoidable reasons, compensation can be made by conducting class work on Second Saturdays, Sundays and other holidays, except on National Holidays and important festivals.

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Guidelines and Standard Operating Procedures for the Commencement of Academic Year 2020 - 21

The Universities and colleges are expected to implement blended learning system integrating conventional and online teaching and learning. They have to also introduce evaluation system using online and offline methods. The new challenges due to the prevailing situation can be better faced through blended learning systems. **The resurgence plan for academic continuity provided by APSCHE may be followed to introduce blended learning system.** The institutions are expected to develop workable models to continue the academic process without compromising quality and standards. Extra efforts are needed to ensure smooth functioning and to engage students, teachers and other staff to perform their duties and responsibilities effectively. The following are the SoPs and guidelines for making all the required facilities and services available for the effective functioning.

The **Standard Operating Procedure** outlines various generic precautionary measures to prevent spread of COVID-19, when Universities and Colleges are permitting students on the campus for the academic year 2020 – 21. All Universities and Colleges are expected to comply with the COVID-19 related guidelines issued by the Ministry of Home Affairs and Ministry of Health & Family Welfare, Government of India and also the guidelines issued by the University Grants Commission on 29.04.2020 and 06.07.2020 regarding the modes of teaching, conduct of examinations, importance of physical & social distancing etc. Every university/ college must be prepared in all respects to carry out the academic activities following necessary advisories/guidelines/directions issued by the Central/State Government, MHRD or UGC from time to time to prevent the spread of COVID-19.

1. Generic Preventive Measures

The generic preventive measures include basic public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (faculty, employees and students) in their places of work and study at all times. These include:

- i. Physical distancing of at least 6 feet between persons.
- ii. Mandatory use of face covers/masks.
- iii. Frequent hand washing with soap (for at least 40-60 seconds) or use of alcohol-based hand sanitizers (for at least 20 seconds).

- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App.

2. Preparatory work for opening up of the Institutions

a) Planning:

- i. All work areas intended for teaching/demonstrations etc., including laboratories, other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with special attention to frequently touched surfaces.
- ii. Colleges, hostels, University Centers and facilities that were used as quarantine centers shall be properly sanitized and deep cleaned before functioning is resumed. Guidelines issued by Ministry of Health & Family Welfare for disinfection of common public places including offices may be referred to in this regard).(<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>)
- iii. Wherever skill based/laboratory training on equipments are to be utilized, place the equipment 6 feet apart, wherever feasible, to facilitate physical distancing. Similarly, utilize any outdoor space by relocating equipment outside like in verandah, courtyard, shed, etc.
- iv. At all times, the faculty and students shall maintain a physical distancing of 6 feet apart. Scheduling of activities and seating plan shall be made accordingly.
- v. Ensure hand washing facilities along with provision of soap.
- vi. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet shall be made. Similarly, physical distancing shall also be maintained in staff rooms,

office areas (including reception area), and other places (mess, libraries, canteens, etc.)

- vii. Weather permitting, outdoor spaces may be utilized for conducting faculty student interactions, keeping in view the safety and security of students and physical distancing protocols.

b) Scheduling of activities:

All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions are to take extra precautions and should preferably not be exposed to any front-line work requiring direct contact with the students. iGOT online modules training course on 'basic awareness on COVID' (https://diksha.gov.in/igot/explore-course/course/do_313010389971255296164) may be undertaken by all employees and students during online interactions or guidance sessions on the first day.

c) Availability and management of supplies:

- i. Appropriate back-up stock of personal protection items like face covers/masks, visors, hand sanitizers etc. shall be made available by management to the faculty and employees.
- ii. Provide an adequate supply of thermal guns, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials on COVID.
- iii. Pulse oximeter to check oxygen saturation levels of any symptomatic person must be arranged.
- iv. Ensure availability of sufficient covered dustbins and trash cans
- v. Provision for proper disposal of used personal protective items and general waste in accordance with CPCB guidelines (available at: https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMWGUIDELINES-COVID_1.pdf)
- vi. Housekeeping employees to be informed & trained about norms for waste management & disposal.

3. After opening of the HEIs

a) At the entry point:

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple gates/separate gates, if feasible, should be used for entry and exit.
- ii. Only asymptomatic persons (faculty, employees and students) to be allowed in the premises. If a faculty/employee/student is found to be symptomatic, he/she should be referred to nearest health center.
- iii. Posters/standees on preventive measures about COVID-19 to be displayed prominently.
- iv. Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized.
- v. Entry of visitors should be strictly regulated/restricted.

b) Conduct of guidance activities in the rooms or open spaces within the campus:

- i. Seating arrangement to ensure a distance of 6 feet between chairs, desks etc.
- ii. Staggering of guidance activities to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of classroom premises.
- iii. Teaching faculty shall ensure that they themselves and their students wear masks throughout the conduct of the teaching/guidance activities.
- iv. Sharing of items like notebook, pens/pencil, eraser, water bottle etc. amongst students should not be allowed.

c) Conduct of skill based training in workshops/laboratories:

- i. For practical activities in laboratories maximum capacity per session based on redesigned spaces, may be planned and scheduled accordingly.
- ii. Ensure that the equipments have been disinfected, particularly the frequently touched surfaces before and after each use.
- iii. Ensure a floor area of 4 sq.mper person is available for working on equipment/work station.

- iv. Ensure that members sanitize their hands before and after using training equipment. For such purpose hand sanitizer should be provided at laboratories/workstations/simulation labs etc.

d) Activities in common areas - library, mess/canteen, common rooms, gymnasium etc.

- i. Physical distancing of 6 feet needs to be maintained.
- ii. Persons using the common areas need to use mask/face cover all the time.
- iii. Cafeteria/mess facility, if any within the premises, shall remain closed.

e) Transportation to and from the institution:

Students need to be encouraged to use bicycles or to come on foot to the college. If transportation facility is provided by the institution, proper physical distancing, sanitization of buses/other transport vehicles (with 1% sodium hypochlorite) shall be ensured. Staggered timings of commutation need to be practiced. For example, the college timings need to be staggered. For some batches the college may start at 09:00am and for others at 10:00 am to avoid overcrowding during commutation.

4. Teaching Learning Activities after reopening

Instruction Methodology:

The Universities and Colleges are advised to follow blended learning system. The combination of conventional class room teaching and online teaching shall be implemented.

- At any given point of time, there shall be only 1/3rd strength on the college campus and in hostels. The students who are not permitted to the campus for conventional class room teaching shall be engaged through online teaching and learning methods until they get their turn to the college campus.
- Flipped mode of learning need to be practiced, a combination of both in person classroom teaching and learning at home.

*The instruction shall be for a period of 10 days for 1/3rd of students, for 1st/2nd/3rd or 4th year of study as the case may be. Thus, the institutions have to run classes on the campus for 1/3rd of the programs at a given point of time and the class work shall be planned in such a way that COVID guidelines are followed with our any compromise. For example: Let us consider **B.Sc. Programme with Botany, Zoology & Chemistry**. For the first 10 days, only 1st year students shall attend the classroom instruction. 2nd and 3rd year students shall be engaged online. For the next 10 days, only 2nd year students shall attend the classroom instruction, 1st and 3rd year students shall be engaged online. Similarly, for the next 10 days, only 3rd year students shall attend the classroom instruction, 1st and 2nd year students shall be engaged online. The cycle shall be repeated after the first three 10-day duration of instruction is completed.*

Even for a particular class, say, 1st year, the students shall be split into 3 or more groups and staggered timetable shall be followed. For one group if Botany is taught in the 1st period, for the second group Zoology is taught in the same 1st period and for the third group Chemistry is taught. For the 2nd period the subject taught shall be swapped. For the 2nd period, 1st group will be taught Zoology, second group will be taught Chemistry and Botany is taught for the third group. Similarly, language / Life Skill Courses / Skill Development Courses can follow a staggered timetable. (the institutions can select the programs to be offered on the campus at a given point of time).

- In this 10-day instruction, an over view of at least 2 or 3 units/1/3rd of the syllabus shall be given to the students.
- Students of a particular class can be divided into two sections and teachers can be drafted to teach both sections simultaneously, wherever feasible.
- The laboratory work also shall be completed simultaneously, giving due weightage.
- After completion of the 10 days of instruction, the students of the batch will leave the campus and the inmates need to vacate the hostels. Hostel accommodation shall be given to the students for the 10 working days only

and not for the full academic year. The next batch of students will take hostel admission for 10 days.

- Staggered timetable shall be worked out for different semesters. The respective Universities and colleges shall facilitate the instruction as per the available infrastructural facilities.
- After the end of the 10 days of instruction on campus, the students need to be given the entire learning content as lecture notes as well as the schedule to be followed for the next 20-days on a day-to-day basis.
- Students should be made to actively engage with the teaching-learning process even when they are at home, till they come for the next round of classes. The faculty presence should be ensured by way of Whatsapp groups or through asynchronous learning using google classroom or through video conferences using free software like zoom or jitsi or google meet etc.
- Assignments/Quizzes, etc, are to be administered through email for the students for the next 20 days and evaluation is to be done and communicated promptly. Assessment records shall be maintained.
- The detailed video / audio lectures shall be uploaded on the college website to facilitate learning while at home.
- Student attendance shall be recorded and monitored to satisfy 90 working days.
- The second 1/3rd of the students shall attend physical classes after the first 10-days of instruction is completed for the first 1/3rd batch of students and then followed by the last 1/3rd batch of students, until the syllabus is completed.
- Class Time-Tables need to be worked out accordingly.
- The same cycle shall be continued till the end of the semester.
- Social distancing and other health-and-safety precautions need to be followed.

- For Engineering, Pharmacy and Non-Professional UG Programmes, the revised curriculum with effect from 2020-21 shall be followed.
- **Separate guidelines will be issued for community service project for 1 year of Non-Profession UG programmes.**

5. Revisiting the Hostel Accommodation:

- Hostel accommodation shall be provided to the students wherever possible following COVID protocols.
- Only one-third of the accommodation may be filled.
- Single room accommodation needs to be provided to students as far as possible. No crowding shall be allowed at any point of time. Big common halls or common rooms or TV rooms also could be used for the purpose of accommodation.
- Hostel accommodation shall not be given for any inmate on a continual basis for the entire academic year. Inmates need to stay in hostels only when the instructional classes are conducted physically.
- **Usage of Common Areas:** Common areas such as washrooms will need to follow the washroom sanitization guidelines stated above. Other common areas within the student housing used for communal gathering will need to be suspended, and used on a need-only basis based on authorization of hostel warden.
- **Sanitization Procedure**
Room provisions such as bed linen, and overall sanitization will need to have additional procedures in place. The rooms will have to be sanitized more periodically.
- **Emergency Protocol**
An emergency protocol will have to be defined in case a student is found symptomatic or has tested positive for COVID-19, to ensure calm is maintained and necessary actions are taken to quarantine and test peers living in the same accommodation.

6. Hygiene and Sanitation:

- i. Daily cleaning of the floors shall be taken up.
- ii. Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity must be ensured.
- iii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, other common areas etc. before beginning of classes and at the end of the day.
- iv. Teaching materials, computers, laptops, printers, shall be disinfected with 70% alcohol wipes.
- v. Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.
- vi. Students and employee should be advised to dispose of used face covers / masks in separate covered bins placed in classrooms, work stations and other common areas. The same may remain stored in the bins for 3 days and disposed of as dry general solid waste after cutting/shredding.
- vii. Students should not be involved in any of the cleaning activities for health safety reasons.

7. Risk Communication

- i. Create awareness to ensure the students do not gather when leaving the school and in their free time.
- ii. Sensitize students, parents, faculty and employees to create awareness on COVID appropriate behavior, as detailed under generic measures above.
- iii. If a student, faculty or employee is sick, they should not come to the school and follow necessary protocols in this regard.

8. Psycho-social wellbeing

- i. Ensure regular counseling is done for students and faculty reporting mental health issues such as anxiety and depression.
- ii. It is recommended that mentorship assignments are put in place formally, and mentor-mentee discussions are recorded into an action plan and shared with the mentee.
- iii. It is advisable that faculty, counselors and/or mentors should work in unison to ensure emotional safety of the students.

9. SOP to be followed in case a student/faculty/employee develops COVID symptoms (fever, cough, difficulty in breathing)

- i. Place the ill person in a room or area where they are isolated from others.
- ii. Inform parents/guardians as the case may be.
- iii. Patient will remain isolated while wearing a mask/face cover till such time they are examined by a doctor.
- iv. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- v. A risk assessment shall be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, their contacts and need for disinfection.
- vi. Disinfection of the premises to be taken up if the person is found positive.

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ACHARYA NAGARJUNA UNIVERSITY

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REGISTRAR

No.ANU/Academic/UG/Tentative Academic Calendar-2020-21/2020 Date: 26-11-2020

PROCEEDINGS OF THE VICE-CHANCELLOR

Sub:- ANU-Academic-All UG Courses including B.A (OL), B.H.H.A, B.Sc. (ASLP), B.B.A., B.C.A - CBCS (Semester System) – Tentative Academic Calendar - 2020-21 – Approval – Orders- Issued.

- Ref:- 1. Proceeding of the V.C. No.ANU/Acad./S1/U.G. courses/Academic Calendar Committee - 2020-'21/ Constitution/2020, dated 08-09-2020.
2. Academic Calendar Committee meeting dated 23-11-2020.
3. Vice-Chancellor's orders dated 25-11-2020.

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ORDER :-

The Vice-Chancellor has approved the following Tentative Academic Calendar (Semester System) of all the U.G. courses viz., B.A., B.Com, B.Com (CA), B.Sc., B.Sc.(ASLP), B.A. (OL), B.H.H.A, B.C.A, and B.B.A. courses being offered by all the affiliated colleges of Acharya Nagarjuna University area for the Academic Year 2020-'21.

UG COURSES TENTATIVE ACADEMIC CALENDER – 2020-21 CBCS (Semester System)

(For all the U.G. Courses including B.A. (OL)/B.Com/B.H.M./B.Sc. (H.H.A)/B.B.A.)/B.Sc.

Sl.No.	Particulars	Date
1	Re-opening of the Affiliated Colleges (Online)	06-07-2020
2	Commencement of classes for 3 rd & 5 th Semester students (offline)	02-11-2020
3	Commencement of classes for 1 st Semester Students	10-12-2020
4	CHRISTMAS holidays	24 th to 26 th December, 2020
5	Closure of admissions for various courses	30-12-2020
6	Last date of Transfers: (Including students from other State Universities and the Universities within A.P in respect of Restructured / Vocational courses at Degree level. The last date prescribed by the Universities is not for submission of admission application on transfer from other Universities. The admission on transfer from Universities as mentioned above will not be permitted without established equivalency of syllabi, since these courses are not covered under common core scheme. Before the last date of transfer, equivalency of syllabi has to be obtained from the University. After last date no application is entertained).	07-01-2021

7	PONGAL holidays	13 th to 16 th January, 2021
8	Submission of list of transferred candidates to the A.C.E, ANU.	18-01-2021
9	Last date for submission of Master list of newly admitted 1 st semester students of 2020-21 as per the proforma prescribed by the University	20-01-2021
10	(a) Conduct of Mid Exams for 3 rd & 5 th Semester students (b) Conduct of Mid Exams for 1 st Semester students	29 th & 30 th January, 2021 15 th & 16 th , February, 2021
11	(a) Last date for submission of details of Optional papers offered by colleges in Third year 5 th Semester (The list may be submitted to the Coordinator, UG Exams and ACE, ANU) (b) Submission of Staff particulars (Degree Colleges service only) for valuation purpose to Coordinator, UG Exams, ANU (theory & Practical with cadre-wise experience) along with assigned time-table to teachers	29-01-2021 29-01-2021
12	Last date for payment of fees and submission of examination applications for 1 st , 3 rd & 5 th Semester to the Colleges.	15-02-2021
13	Last date for submission of galleys for 1 st , 3 rd & 5 th Semester to ACE/UG Co-Ordinator, ANU.	18-02-2021
14	Conduct of Internal Practical Exams for 1 st , 3 rd & 5 th Semesters	22-02-2021 to 27-02-2021
15	(a) Closure of instructions for 3 rd & 5 th Semester Classes (b) Closure of instructions for 1 st Semester Classes	27-02-2021 10-03-2021
16	(a) Commencement of 3 rd & 5 th Semester-end Examinations (b) Commencement of 1 st Semester-end Examinations	05-03-2021 16-03-2021
17	Commencement of classes for 2 nd , 4 th & 6 th Semester students	01-04-2021
18	Summer Vacation starts from	15-05-2021 To 31-05-2021
19	Conduct of Mid Exams for 2 nd , 4 th & 6 th Semester students	June 1 st week, 2021
20	Last date for payment of examination fee and submission of application forms for 2 nd , 4 th & 6 th Semester students	11-06-2021
21	Last date for submission of galleys of 2 nd , 4 th & 6 th Semester students to the Colleges.	15-06-2021
22	Last date for instruction of Computing attendance (All the colleges are requested to send the condonation particulars to the Addl. Controller of Examinations along with condonation amount, if any, collected from the students).	30-06-2021
23	Completion of Practical exams for 2 nd , 4 th & 6 th Semester students	01-07-2021 to 07-07-2021
24	Commencement of 2 nd , 4 th & 6 th Semester-end theory Examinations.	09-07-2021

25	Commencement of Supplementary examinations for year-end pattern students (1 st , 2 nd & 3 rd years)	09-07-2021
26	Examination timings	9.00A.M. to 12.00noon & 2.00P.M. to 5.00P.M.
27	Reopening of the Affiliated Colleges having U.G. courses for the academic year 2021-2022	02-08-2021

It is informed that the above calendar is tentative if any changes are brought to the notice of all the concerned.

(BY ORDER)

Kesav
26/11/2020
REGISTRAR

Copy to:

1. The Dean, CDC, ANU.
2. All the Correspondence / Principals of Affiliated Colleges offering U.G. Courses, ANU area.
3. The Co-ordinator, UG Courses (Exams), ANU.
4. The Co-ordinator, IQAC, ANU.
5. The Addl. Controller of Examinations, ANU.
6. The Deputy Registrar, Affiliation Section, ANU.
7. The In-Charge, University Website, ANU. *With a request to upload the Academic Calendar.*
8. The P.A. to Vice-Chancellor, ANU.
9. The P. A. to Rector, ANU.
10. The P.A. to Registrar, ANU.

ACHARYA NAGARJUNA UNIVERSITY

NAGARJUNANAGAR, GUNTUR

REGISTRAR

e-MAIL : academicanu@gmail.com

No. ANU/Academic/MBA & MCA/Academic Calendar 2020-'21/2021, Date: 25-03-2021.

PROCEEDINGS OF THE VICE-CHANCELLOR (FAC)

Sub:- ANU- Academic Section - M.B.A & M.C.A Courses - Academic Calendar 2020-'21 - Approval - Orders - Issued - Reg.

Ref:- 1. Letter received from the Head, Dept. of Computer Science & Engineering, University College of Sciences, ANU and the Head, Dept. of Commerce & Business Administration, ANU dated 16-03-2021 along with proposed Academic Calendar 2020-'21 for I & II Semesters for M.B.A. & M.C.A. Courses.

2. Vice-Chancellor's (FAC) orders dated: 24-03-2021.

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ORDER:

The Vice-Chancellor, after having considered the proposed Academic Calendar 1st cited, has approved the Academic Calendar (Tentative) I & II Semesters for M.B.A. & M.C.A. Courses for the Academic year 2020-'21. The approved academic schedule is as follows.

Academic Calendar 2020-21 Tentative Schedule I & II Semesters for M.B.A. & M.C.A. Courses

I SEMESTER

Sl.No.	Particulars	Date(s)
1	Commencement of classes to I Semester students	08-02-2021
2	Conduct of 1st Internal Exams for I Semester students	3rd week of March, 2021
3	Conduct of 2nd Internal Exams for I Semesters students	1st week of May, 2021
4	Last date for payment of fees and submission of examination application forms for I Semesters to the Colleges/ Departments.	20-04-2021
5	Last date for submission of galley of 1 Semester students	27-04-2021
6	Closure of Instructions for I Semester students	15-05-2021
7	Commencement of Practical Examinations / Viva-Voce etc.	Within three days before or after theory exams
8	Commencement of I Semester-end examinations	17-05-2021

II SEMESTER

Sl.No.	Particulars	Date(s)
1	Commencement of classes to II Semester students	01-06-2021
2	Conduct of 1st Internal Exams for II Semester students	1st week of July, 2021
3	Conduct of 2nd Internal Exams for II Semesters students	4th week of July, 2021

(P.T.O)

4	Last date for payment of fees and submission of examination application forms for II Semesters to the Colleges/Departments.	20-07-2021
5	Last date for submission of galleys of II Semester students	24-07-2021
6	Closure of Instructions for II Semester students	14-08-2021
7	Commencement of Practical Examinations / Viva-Voce etc.	Within three days before or after theory exams
8	Commencement of II Semester-end examinations	16-08-2021

It is informed that the above academic schedule is tentative. If any changes are found, please brought to the notice of the undersigned.

(BY ORDER)

**To
The**

1. Principal, University College of Arts, Commerce & Law, ANU.
2. The Principal, University College of Sciences, ANU.
3. The Head, Dept. of Computers Science & Engineering, ANU.
4. The Head, Dept. of Commerce & Business Administration, ANU
5. The Co-Ordinator, P.G. & Professional Courses (Exams), ANU.
6. The Controller of Examinations, ANU.

Copy to:

1. The Dean, College Development Council, ANU.
2. The Librarian, Dr. Ambedkar Memorial Library, ANU.
3. The Co-Ordinator, IQAC, ANU.
4. The Assistant Registrar, Affiliation Section, ANU.
5. P.A. to Vice-Chancellor, ANU.
6. P.A. to Rector, ANU.
7. P.A. to Registrar, ANU.
8. The In-Charge, University Website, ANU - With a request to upload the same at the appropriate place in the ANU Official Website.