Duties and Responsibilities of the Academic Calendar Committee

1. **Verification of Proposed Events:** The committee should verify that proposed events have been submitted by the respective departments and committees. They should ensure that proposed activities are recommended by the Department Quality Assurance Committee (DQAC)/committees before being forwarded to the Principal for approval.

2. **Alignment of Calendars and Reporting Deviations:** The committee's duty involves cross-referencing the academic calendar of the university, to identify any deviations from the standard schedules. If any deviations are found, the committee should confirm that these deviations have been reported and approved by the Principal, along with proper justifications.

3. **Association Reports and Timely Event Conduction:** The committee must review association reports based on the departmental calendar to ensure that events are being conducted in a timely manner. They should specify any events that were not conducted as scheduled and note any events that were conducted outside the designated schedule.

4. **Average Time Spent on Co-curricular Events:** The committee is responsible for verifying that the average time spent by students on co-curricular events organized by the departments does not exceed 10% of the total working hours in a semester per student.

5. **Updating Institute Website with the Latest Calendar:** It is the committee's responsibility to confirm that the most recent academic calendar is accurately updated on the institute's website. They should specify the date of revision of the academic calendar on the website.
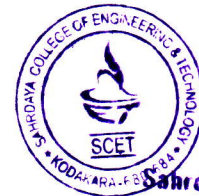
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