



# DATTA MEGHE INSTITUTE OF MEDICAL SCIENCES

[Deemed to be Univeristy]

Conferred 'A' Grade status by H.R.D. Ministry Govt. of India.  
Re-accredited by NAAC (3<sup>rd</sup> Cycle) with 'A+' Grade  
Placed under Category-I (Graded Autonomy) by UGC

**Office :**

Atrey Layout Pratap Nagar, Nagpur – 440 022, Maharashtra, India

Ph. No.: 0712 – 3256552, 3253764 Fax: 0712 – 2245318 Email : [info@dmims.edu.in](mailto:info@dmims.edu.in) Website : [dmimsu.edu.in](http://dmimsu.edu.in)

**Office :**

Sawangi (Meghe), Wardha – 442 107, Maharashtra, India

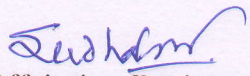
Ph. No. : 07152 – 287701-06, 304000 Fax: 07152 – 287714, 287719, Email: [medical.wda@sancharnet.in](mailto:medical.wda@sancharnet.in)

No. 74 of 2020

Date: 6<sup>th</sup> July, 2020

## Notification

As approved by the Hon'ble Vice Chancellor, DMIMS (DU) the Standing Operating Procedure (SOP) is hereby prepared for making Comprehensive Annual Academic Calendar comprising a committee (enclosed as annexure) is notified for its implementation.

  
Officiating Registrar  
DMIMS(DU)

**Encl:Annexure**

Copy to:

1. Hon'ble Pro Chancellor, DMIMS (DU)
2. Hon'ble Vice Chancellor, DMIMS (DU)
3. Hon'ble Pro Vice Chancellor, DMIMS (DU)
4. The Chief Coordinator, DMIMS (DU)
5. The Registrar, DMIMS (DU)
6. All the Heads of Institutions, DMIMS (DU)
7. The Principal, FNTCN/SMCON
8. All the Deans, Faculties, DMIMS (DU)
9. The Dean, Interdisciplinary Health Sciences, DMIMS (DU)
10. The Dean, Examinations, DMIMS(DU)
11. The Dean, Allied Health Science, DMIMS (DU)
12. The Director, IQAC
13. The Director, School of Advanced Studies, DMIMS (DU)
14. The Director, SHPER, DMIMS (DU)
15. The Director, Personnel & Planning, DMIMS (DU)
16. The Director, (Intl. Initiatives & Strategic Planning), DMIMS (DU)
17. Mrs. Manisha Meghe, Director, Sharad Pawar Dental College, Sawangi (Meghe)
18. Sr. Tessa Sebastian, Director, Nursing
19. The Director, Examinations, Assessment and Evaluation, DMIMS (DU)
20. The OSD, DMIMS(DU)
21. The Finance Officer, DMIMS (DU)
22. The Asst. Registrar (Academics), DMIMS (DU)
23. Mrs. Nirupama Bhisey, DMIMS (DU), Nagpur
24. CAOs/AOs/AOs of all constituent colleges
25. Website Incharge





# DATTA MEGHE INSTITUTE OF MEDICAL SCIENCES

[Deemed to be Univeristy]

Conferred 'A' Grade status by H.R.D. Ministry Govt. of India.  
Re-accredited by NAAC (3<sup>rd</sup> Cycle) with 'A+' Grade  
Placed under Category-I (Graded Autonomy) by UGC

**Office :**

Atrey Layout Pratap Nagar, Nagpur – 440 022, Maharashtra, India

Ph. No.: 0712 – 3256552, 3253764 Fax: 0712 – 2245318 Email : [info@dmims.edu.in](mailto:info@dmims.edu.in) Website : [dmimsu.edu.in](http://dmimsu.edu.in)

**Office**

Sawangi (Meghe), Wardha – 442 107, Maharashtra, India

Ph. No. : 07152 – 287701-06, 304000 Fax: 07152 – 287714, 287719, Email: [medical.wda@sancharnet.in](mailto:medical.wda@sancharnet.in)

## Annexure

### SOP FOR MAKING COMPREHENSIVE ANNUAL ACADEMIC CALENDAR

The comprehensive academic calendar preparation is an important statutory task of the University and is a task which needs inputs from different sections of the university. The task cannot be completed in a flawless manner in isolation and coordinated efforts are needed from different officers of the university. The comprehensive academic calendar shall be notified by the DMIMS (DU) each year before the beginning of the next academic year, i.e between 25<sup>th</sup>& 30<sup>th</sup> June each year.

There shall be a committee headed by the Registrar of the university and the ex officio members of the academic calendar committee shall be as under:

S. No.	Member	Designation
1	Registrar	Chairperson
2	Director, AEA	Member
3	Director, SHPER	Member
4	Director, Student Welfare Cell	Member
5	Convenor ,Institutional Forum for Women	Member
6	Director, IQAC	Member
7	Jt. Registrar	Member, Secretary

#### 2. Terms of reference to the Academic Calendar committee

To Plan annual activities and prepare annual calendar for each activity as per the prescribed index

- To ensure that there is no overlapping of the activities
- Important activities like examination should be planned in such a way that the students get sufficient time for preparations and no other student activity is planned during the examination period
- Each Wednesday is reserved for CC and Hospital review meetings, preferably no other meetings should be kept on these days.
- The committee shall formulate a structured format for seeking inputs from various officers so that the information is available in the desired format and easy for compilation.
- Statutory guidelines pertaining to various statutory compliance submissions should be verified and incorporated during preparation of the calendar.
- Entrance Examinations should be planned as per the schedule of qualifying examinations prescribed by the statutory authorities so that applicants can apply in maximum number.
- Dates of advertisement for entrance examinations be planned in such a way that 60 days clear notice is available for the applicants to complete all formalities of making application and the university also has adequate time to dispense off the stipulated administrative tasks towards the conduct of the examination.





# DATTA MEGHE INSTITUTE OF MEDICAL SCIENCES

[Deemed to be University]

Conferred 'A' Grade status by H.R.D. Ministry Govt. of India.  
Re-accredited by NAAC (3<sup>rd</sup> Cycle) with 'A+' Grade  
Placed under Category-I (Graded Autonomy) by UGC

**Office :** Atrey Layout Pratap Nagar, Nagpur – 440 022, Maharashtra, India  
Ph. No.: 0712 – 3256552, 3253764 Fax: 0712 – 2245318 Email : [info@dmims.edu.in](mailto:info@dmims.edu.in) Website : [dmimsu.edu.in](http://dmimsu.edu.in)

**Office :** Sawangi (Meghe), Wardha – 442 107, Maharashtra, India  
Ph. No. : 07152 – 287701-06, 304000 Fax: 07152 – 287714, 287719. Email: [medical.wda@sancharnet.in](mailto:medical.wda@sancharnet.in)

- viii. The provisional academic calendar be uploaded in Google calendar to verify overlapping and necessary modifications/ rescheduling of activities be done prior to final notification of the calendar.
- ix. The Comprehensive Academic calendar shall be placed before the Jt college council & Academic council scheduled in the month of June each year by the chairman for the approval and shall be notified upon approval from the Academic council.
- x. The meetings of the annual calendar committee should be scheduled by the Chairman at appropriate time and with appropriate frequency to ensure time bound dispensation of the task and the calendar must be notified before 30<sup>th</sup> June each year.

### 3. Index of inclusions in the calendar:

Index of inclusions in the Academic Calendar with responsibility assigned to different officers		
Part	CONTENTS	Person responsible
PART -1	Academic Terms & Vacation	Registrar
PART -2	Meetings Of The Statutory & Non-Statutory Bodies Of The University	Dy. Registrar (Admin)
PART-3	Submission of Statutory Reports	Registrar
PART -4	Admission Schedule&Annual entrance Exam Calendar	Jt. Registrar
PART -5	Annual University Exam Calendar	---
	A. Formative Assessment	Convenor, Exam Cell
	B. Summative Assessment	Director, EAE
PART -6	List Of CMEs, Workshops & Conferences Proposed In All Constituent Colleges	Director, SHPER
PART -7	Research Management Cell Annual Calendar	Director, Research
PART-8	Annual Calendar for Co-Curricular Activities	Director, Student welfare
	• Games & Sports	
	• NSS Activities	
	• Cultural Activities	
PART -9	• Literary Activities	Convenor, IFFW
	Institutional Forum for Women -Annual Calendar	

Note- In addition to above officers inputs may be taken from concerned University Officers by the Chairman