

### 1.1.2

#### ***The institution adheres to the academic calendar including for the conduct of***

***CIE*** (Continuous Internal Evaluation)

(Write description of initiatives in not more than 500 words)

An academic calendar is prepared by the concerned official at the beginning of each semester in line with the University's calendar consisting of various curricular, extra and co-curricular activities. The calendar is uploaded on college website, displayed on notice boards and is communicated to students through emails. It is updated and revised with respect to any changes suggested by the university.

All the classes and examinations are planned as per the calendar, thus ensuring complete adherence.

#### **Compliance of Continuous Internal Evaluation with Academic Calendar-**

1. **Classes and Lab time-table** – Time table Coordinator of each department prepares the time table as per the guidelines of affiliating university for the number of credit hours for each subject and the academic calendar prior to the start of the semester. Time-table is uploaded on the college portal (ERP) and displayed on notice boards of every department.
2. **Course files and Lecture Plan-** After the allocation of subjects to faculty, course file of each subject is prepared consisting of detailed teaching plan. It also contains the assignments to be uploaded on every scheduled date of academic calendar. This course file is duly approved by the Head of the department.
3. **Internal Examinations-** The dates of CT1, CT2 and Pre-University Exam are mentioned in the academic calendar. Detailed Examination schedule is announced in advance, by Dean (Academics) & respective HODs. To maintain further compliance, exam sheets are checked within three days after the commencement of each examination. In case of labs and projects, internal viva and practical exams are conducted by respective departments before/after the pre university examinations.

4. **Question Paper Setting-** The question paper of internal exams is prepared by concerned faculties and is approved by head of the department. The Dean Academic selects question paper for common subjects out of a pool of papers prepared by all concerned faculties.
5. **Exam sheets evaluation-** The answer sheets are cross checked in each department to ensure transparent and unbiased evaluation.
6. **Assignments and Quiz** - In addition to the tests, assignments and quizzes are also the part of Continuous Internal Evaluation. Assignments are provided to students on the scheduled dates mentioned in the academic calendar and solutions are submitted by students within three days. Every teacher conducts regular class tests consisting of MCQs on the related topic for practice and revision with the help of Google forms.
7. **University Exams-** The tentative dates for university exams are indicated in the academic calendar. The final university exam schedule is also displayed on students' notice boards.
8. **Student feedback** – At the end of academic session students submit their feedback for each subject through online feedback forms maintaining complete anonymity
9. **Academic Monitoring-** Each Head of the Department maintains a monthly monitoring report on course coverage, student attendance and assignment provided for every subject. Remedial classes are conducted for weak students in mathematical/conceptual subjects.
10. **Amendments-** In case of unseen conditions, academic calendar is modified and revised as per the instructions of Director of the Institute only.