

### **1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)**

- The academic schedule is given in a prospectus called ready recknor and is also issued to all the departments and students at the beginning of academic year
- The academic committee, in consultation with the principal and vice principal, plans an academic calendar before the commencement of the academic year. The academic calendar is divided into four quarters.
- Teaching plan is prepared for each semester in the beginning of the term indicating scope of syllabus and text/reference books required. All the teachers maintain daily academic diary.
- Every teacher starts maintaining log book from the first day.
- Academic work and attendance are checked for all the days.
- Teaching plan for each subject for every semester is prepared in advance.
- Subject wise lecture notes are prepared by faculties.
- Daily test starts from the first week of curricula.
- Syllabus completion proforma is required to be submitted for all subjects.
- Internal exam called repeatedly rounds are taken after the course completion and before the university examination.
- At the end of every quarter, quarterly examination is also taken.
- Internal marks are given considering all aspects.
- Examination cell prepares for the university examination.
- Teachers are involved in conducting university examination process.
- The suggestion boxes are installed in the college for student's suggestions.
- The result of college is displayed on the notice boards and advertised in the leading news papers.
- Students' attendance is taken regularly which is reviewed monthly and consolidated semester wise.