

Accredited by NAAC
ISO 9001:2015 Certified Institution
Approved by AICTE, New Delhi
Affiliated to Visvesvaraya Technological University
www.sairamce.edu.in

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

In pursuance of its action plan for performance evaluation, IQAC has formed a Centralised IA Cell. Each department has nominated IA & IQAC coordinator. Academic Calendar is prepared before commencement of each semester with all academic activities apart from dates of all 3 IA Tests. Academic Calendar is distributed at the beginning of the semester to all faculties to cover the syllabus as per lesson plan before each IA Test by dividing the syllabus into 3 parts. IA Test Question Paper with BTL and CO is set by subject handling faculty and reviewed by department IQAC Coordinator. Before commencement of each IA test, a scheme of evaluation along with the question paper is submitted to the Head of the Department which is reviewed by the department IQAC & Academic Coordinator for internal question paper evaluation and approved by HOD. Internal Question Paper Evaluation is structured by the head of the centralised IA cell which is approved by the Principal. As per requirement, photo copies of question papers are submitted to the head of the centralised IA cell which is kept confidential in the centralized IA Cell. All IA Tests are conducted like university exams by the Centralised IA cell.