



### **2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)**

*The institutional academic calendar contains plans for curricular and co-curricular activities based on the available working days as per norms framed by the university. The college commence the academic year in accordance with the schedule and guidelines given by the university academic calendar. Every Semester the college prepares academic calendar in accordance with the university calendar and it will be intimated to all the students, Stake holders and the same is displayed in college website. The academic calendar provides information about the date of commencement of the semester, Internal Assessment Test schedule, Audit Schedules, academic related activities like Project review schedule, club related activities, Events pertaining to professional bodies (Guest Lecture, Seminars, workshops & conferences), Conduction of Lab internals and information with respect to State government and local holidays. Department oriented activities is also provided. The institution strictly follows the schedules in the academic calendar for the conduction of CIE. Internal tests are conducted by centralized IA test cell on the dates planned in academic calendar. Results of internal assessment are declared and communicated to students within a scheduled time. Every department conducts project progress review and seminar presentations as per standard procedure set by each department according to the department academic calendar.*

*In accordance with the academic calendar detailed lesson plan is prepared by each faculty based on the syllabus before the start of every semester. The lesson plan comprises of date, content, learning aid and methodology, faculty approach, course outcomes and BTL levels. The department advisory board and programme assessment committee members were framed and they are responsible for the smooth adherence of the academic calendar. The committees members comprises of parents, alumni students, current students, Principal, Management Representative and HOD. The committee members suggest number of events to be conducted under co-curricular and extracurricular activities.*