2.6.4 The Institution adheres to academic calendar for the conduct of Internal Evaluation

The academic calendar is prepared by the University. The college prepares the academic calendar based on the calendar provided by the University. But in unforeseen situations the university revises the calendar.

The college also revises the calendar in such situations.

The college tries its best to stick to the academic calendar in conducting internal evaluation.

The basic elements internally evaluated are: Teaching skills of the students, content awareness, participation in co- curricular activities, subject related written works etc.

The internal evaluation is done through the mid semester examination and model examinations to evaluate the academic aspects. The subject based written works are analyzed by each teacher. Teaching skills are evaluated by observing the classes. Other aspects are evaluated by the teacher through participant observation in all activities.

The methods of adhering to the academic calendar are the following:

1. Monthly staff meeting and planning the evaluation works- Every month there is a staff meeting in the college where the works to be done are evaluated. The academic action plan is read out and feedback of teachers about it is collected

2. Monthly IQAC Meeting- Every month there is an IQAC Meeting where all quality related aspects are discussed. The monthly schedules are discussed and strategies to be adopted are also finalized

3. Periodic Updating by the Principal- The principal passes notice book with the activities that have to be completed in the month and every teacher puts signature in the notice book.

4. Messaging Mechanism- There is a messaging mechanism in the college. SMS is sent to students and teachers periodically about the evaluation activities scheduled for the month.

5.Display of the Monthly Action Plan- The monthly action plan is displayed in the staffroom for the teachers to have a look whenever they enter the staffroom premises.

6. Analysis of the Evaluation by the Principal- The internal evaluation done by the teachers is scrutinized by the principal whenever one evaluation is conducted. If there is a need for clarification as to the allotment of marks and credits it will be discussed with the teacher and sorted immediately

7. Question paper scrutiny by the principal- The question papers of the model examination and midterm examination are collected by the principal ahead of time and scrutiny is conducted. The vague questions are modified and content coverage and content weightage are ensured. The question papers are set in the reprographic centre after the modification by the principal in consultation with the teacher concerned.

8. The Credits Displayed and Signed by the students- The internal credits given to the students for all aspects of teaching are displayed in the notice board and students must put their signature in the allotted column.