1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The academic calendar, prepared by the departments before the commencement of the academic session, is the document of the institute which is followed to organize yearly academic/co-curricular activities. The MP Higher education calendar includes the college academic, co-curricular activities, extra-curricular activities and examination schedules which are uploaded on the college website and notice boards of all departments to follow. It also includes various timelines such as dates of beginning and end of session, Internal Exam, Semesters breaks, Holidays, Co-curricular Activities, dispersal of classes, preparatory leave, and tentative dates of practical and theory examinations. It ensures that students are benefited from course-related activities such as guest lectures, workshops/seminars/conferences and industry visits, etc. throughout the year. The calendar also includes detailed description of celebrations of different activities of the session.

At the beginning of the session, time table is prepared by the respective departments and the subjects are allocated to the faculty members. The faculty members are also taken into confidence and consulted about their proficiency in the given subjects before making the final allocations. It is also displayed on notice boards, which serves as a ready reference to all in monitoring the classes. The performance of the students is assessed continuously through various tools like Tests, assignments, presentations and mock theory and practical exams in time bound manner. The criteria for internal evaluation are mentioned in the syllabus. Students are also apprised of the same during the departmental orientation and reiterated in classes as well. The departments hold regular faculty meetings to ensure that continuous assessments are executed efficiently.

On the basis of evaluation and assessments remedial classes, personal meetings and pannel discussions are conducted to help the students.

These continuous internal evaluation tools help in identifying the weaker students and planning different kind of learning process through remedial classes, personal interaction and continuous motivation of such students.

These slow learners/weaker students are given extra opportunities as well as extra time both in the library and in the classes to bring them at par.

The exam committee of the institute ensures that marks are uploaded timely on the university portal.

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