

2.5.4 - The institution adheres to the academic calendar for the conduct of CIE

The institute has a well-defined basic operating procedure to develop the academic teaching plans and it follows a precise academic calendar during the academic year. Every academic year consists of two semesters. Each semester is to be of 16 weeks. In the beginning of the academic session, the students are apprised of academic calendar and notifies them to adhere to it in a time bound manner. The academic calendar is uploaded on college website and displayed on notice boards and at strategic locations. The academic calendar shows the start and end dates of each semester stating various activities to be conducted, the internal evaluation schedule and the tentative schedule of external evaluation. Every teacher follows a strict agenda that is discussed and approved by the head of their respective department. This also allows the teachers and the students to space out their teaching and learning and regular assessment of the same. Each Course and that respective Teacher of it has his /her own pattern of Internal Examination like Practical, Group discussions, Seminar, Quiz, Projects etc. As per their teaching plans, each teacher takes a liberty to schedule their own internal subject's concurrent evaluation. Academic activities are always given priority and all other activities are performed without disturbing the class work. The institute prepares the Academic calendar by understanding the PO's and CO's so that the activities are planned accordingly. Academic Calendar lays down a very strong foundation of the academic delivery. It further propagates the Institute's vision and mission. Preparation of the Academic Calendar begins well before the commencement of the academic year. The Academic calendar is designed in line with the affiliating Osmania University's Academic calendar and takes into consideration the holidays and vacation. Regular staff meetings are conducted to ensure adherence to the schedule given in the academic calendar. In case of any unusual or unscheduled holiday or repeated non-working of a particular day of a week in the semester, compensatory classes are kept on Saturdays, which are also mentioned in the Academic calendar. The unscheduled holidays are compensated on Second Saturdays.

The institute has built in mechanisms to ensure syllabus completion and conduct of CIE within the time frame. Remedial sessions are conducted on weekdays and on Sundays also. The Academic committee ensures the strict implementation of the Academic Calendar by monitoring activities. Implementing gaps are reviewed periodically. The status of checkpoints and gap identified in monitoring are conveyed to the Director for the necessary implementation.

Only head of the institution can incorporate minor changes in academic calendar which he may deem fit considering the unforeseen circumstances. Due to strict adherence with the academic plan, the institute seldom faces difficulties in completing the curriculum within the planned time frame of the calendar.