

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

- The college prepares an Academic Calendar in line with university calendar prior to the commencement of each semester notifying the CIE test dates. This is made available to all the stake holders.
- In line with the academic calendar detailed IA test schedule is prepared for every program by the test coordinator in consultation with the departmental coordinators. This is approved by the Principal and notified for the students and faculty members.
- The other components of continuous evaluation are carried out & documented by the faculty members and the same is monitored by the head of the department.

The final CIE marks consolidated is displayed in the notice board before the last working day of the particular semester as notified in the academic calendar.

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