

2.6.4.1 DESCRIBE THE MECHANISM OF ADHERING TO ACADEMIC CALENDAR FOR THE CONDUCT OF INTERNAL EVALUATION IN THE INSTITUTION IN NOT MORE THAN 500 WORDS

Prior to the commencement of the academic year, the Institution prepares an 'Academic Calendar' containing the relevant information regarding the teaching learning schedule, various events to be organized, dates of internals, etc. As attendance is mandatory, the internship programme & practical's are followed as scheduled.

The academic calendar is prepared by the college according to the guidelines of the Tamilnadu Teachers Education University and it shows the temporary date sheet of the university examinations. In the semester system, practical are prescribed in terms of planning of university, time table, attendance review, and midterm tests. Students with small attendance are notified according to their names and fined. Assignment work is awarded to students and marks are awarded before the commencement of the final examination. The syllabus is discussed by the staff members of each department and prior notice is given regarding the conduct of the mid-term and final examinations. Co-curricular activities are conducted simultaneously from time to time and information in respect of the same is displayed on the notice board. Similarly, annual celebrations are also held during the end of the academic year. The head of the institution monitors the quality of teaching-learning activities. Continuous counselling is also done through departmental meetings and staff meetings.