

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

At SIES GST, the academic calendar prepared is meticulously followed for conduction of Continuous Internal Evaluation. As per University of Mumbai, the Continuous Internal Evaluation (CIE) includes Internal Periodic Assessment, Midterm Submission and Final Term Work submission of all the laboratory journals, mini- projects, seminars and final year projects.

The Academic Council meets in the beginning of every semester for the preparation of the Academic Calendar. The inputs for the start and the end dates of the semester are taken from the Academic Calendar provided by the University of Mumbai. The academic calendar finalized by the academic council lists the dates for the internal tests, term-work submissions, practical/oral examination, project examination at the beginning of the semester for the faculty to plan the course conduction.

In considering the dates for these tests, the following points are considered:

1. Whether to have 1 paper or two papers on a day.
2. Sequencing of the papers is based on subject difficulty level.
3. Public holiday in between papers.
4. Gap to be given between papers (especially before papers considered difficult).
5. Any of the college events before or after the exams.

The Internal Test coordinator refers to the academic calendar and co-ordinates with all the departments to start the preparation of the test. Further the time table of the Internal Test is scheduled by strictly adhering to the dates decided in academic calendar. Based on the schedule of the tests, the dates for result declaration are also mentioned in the Academic Calendar for the faculty to plan his / her assessment schedule.

The academic calendar also includes the dates of midterm, final submissions and the date for commencement of Practical/Oral exams. The midterm/final submission dates enable the students to be ready with their course / lab manuals / files to aid in CIE and timely & efficient submissions. The Academic Calendar is then approved by the members of the Academic Council and circulated by the Principal to all the departments. The same is also attached to the faculty handbook and is strictly adhered to. Any change in the calendar during the semester, owing to any unforeseen circumstances, is approved by Principal and communicated to all the faculty members.