

## Academic Planning:

The department plans academic matters at the beginning of the academic year. The head of department calls meeting of the department to discuss different subjects and activities related to academic planning. The following aspects are discussed in these meeting.

**1) Admissions:** The reopening of the college for academic year is in the second / third week of July. The admissions are normally completed as follows,

Course	Period
Horticulture & Nursery Management	Second / Third week of July

**2) Teaching:** Considering the completion of admission and vacations the planning of teaching is scheduled as below. Some occasional changes may come which are adjusted accordingly.

Sr. No.	Duration	Syllabus completion Theory & practical
1.	From July up to week before first term Exam.	50 %
2.	From start of 2nd term to 28 February	50 %

**3) Tests:** Our faculty members conduct Seminar, Group Discussion and terminal examination during the academic year. Results help us to improve the progress of students by additional coaching of various visiting guest lectures.

Sr. No	Description	Marks	Duration
1.	Final Examination	100	May- June
2.	Annual Practical Examination	100	May- June
3.	Internal Evaluation	100	May- June