

Madurai Institute of Social Sciences, Madurai-2

Academic Calendar -2018-2019

Sl.No	Activity	Schedule	Responsibility
1.	Teaching Plan	Before commencement of UG & PG course at department level and copy is to be submitted to office of Dean.	Head of the Department
2.	Assessment of student's learning capacity and categorizing to advanced/slow learners	One month after the admission	Respective Departments
3.	Orientation Programme for Newly Inducted Students	First day beginning of the course	Respective department
4.	Continuous Internal Assessment	Ist Internal – after 30 days IInd Internal- after 60 days Third Internal – after 80 days	COE
5.	Departmental AQAR Submission	Bi-annually (April & October)	Head of respective Departments
6.	Finalization of Institutional AQAR	Annually (April)	IQAC
7.	IQAC Meeting	Bi-annual	IQAC
8.	Feedback from Students on Faculty and subject. Curriculum	Annual	Department level
9.	Feedback from Alumni on curriculum	Annual	Department level
10.	Feedback from Parents curriculum	Annual	Department level
11.	Inspection of Departmental documentation	Bi-annual (Nov & May)	Dean Office

12.	Alumni Meet	Annual General Body Meeting once in year Chapter level meeting once in quarter	Office bearers of Alumni Association and Chapter level office bearers
13.	Fresher's Welcome Party	Annually (within 10 days from the commencement of the course)	Department level
14.	Foundation Day Celebration	2 nd October	Organising Committee
15.	Golden Jubilee Year Celebration	October	Organising Committee
16.	Election of Student Council)	Annually (August)	Staff In charge
17.	Centre Activities	Minimum one per month	Center In charge
18.	Seminar, Workshops and Training	Minimum one per month	Department level
19.	Faculty Development	Monthly Once	IQAC
20.	Sexual Harassment Committee	Monthly Once	LCC
21.	Anti-Ragging Committee, Institutional Grievance & Disciplinary Committee and Women's Cell	Once in Quarter	Staff In charge
22.	Academic & Administrative Audit	Once in a year (April)	Internal Auditors External Auditors
23.	Study Tour / Industrial Visit	Once in a Year	Department level
24.	Sports Day	In the month of March	Staff Incharge
25.	Departmental Meeting	Monthly Once	Department level
26.	Submission of NAAC SSR	May	IQAC