

## Madurai Institute of Social Sciences, Madurai-2

### Academic Calendar 2021-2022

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	Orientation Programme for Newly Inducted Students	First day beginning of the course	Respective department
3	Continuous Internal Assessment	Ist Internal – after 30 days IInd Internal- after 60 days Third Internal – after 80 days	COE
4	Departmental AQAR Submission	Bi-annually (April & October)	Head of respective Departments
5	Finalization of Institutional AQAR	Annually (April)	IQAC
6	IQAC Meeting	Bi-annual	IQAC
7	Feedback from Students on Faculty and subject. Curriculum	Annual	Department level
8	Feedback from Alumni on curriculum	Annual	Department level
9	Feedback from Parents curriculum	Annual	Department level
10	Inspection of Departmental documentation	Bi-annual ( Nov & May )	Dean Office
11	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
12	Fresher's Welcome Party	Annually ( within 10 days from the commencement of the course)	Department level
13	Foundation Day Celebration	2 <sup>nd</sup> October	Organising Committee

14	Election of Student Council)	Annually (August )	Staff In charge
15	Centre Activities	Minimum one per Semester	Center In charge
15	Seminar, Workshops and Training	Minimum one per month	Department level
16	Faculty Development	Quarterly Once	IQAC
17	Sexual Harassment Committee	Bi-Annual	ICC
18	Anti-Ragging Committee, Institutional Grievance & Disciplinary Committee and Women's Cell	Bi-Annual	Staff In charge
19	Academic & Administrative Audit	Once in a year ( April)	Internal Auditors External Auditors
20	Study Tour / Industrial Visit	Once in a Year	Department level
21	Departmental Meeting	Monthly Once	Department level