

## 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	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
	IQAC Meeting	Bi-annual	IQAC
6	Feedback from Students on Faculty and subject. Curriculum	Annual	department level
7	Feedback from Alumni on curriculum	Annual	department level
8	Feedback from Parents curriculum	Annual	department level
9	Inspection of Departmental documentation	Bi-annual ( Nov & May )	Dean Office
10	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
11	Fresher's Welcome Party	Annually ( within 10 days from the commencement of the course)	Department level
12	Foundation Day Celebration	2 <sup>nd</sup> October	Organising Committee

13	Election of Student Council)	Annually (August )	Staff In charge
14	Centre Activities	Minimum one per month	Center In charge
15	Seminar, Workshops and Training	Minimum one per month	Department level
16	Faculty Development	Monthly Once	IQAC
17	Sexual Harassment Committee	Monthly Once	LCC
18	Anti-Ragging Committee, Institutional Grievance & Disciplinary Committee and Women's Cell	Once in Quarter	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