



MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)

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2.3.4 Preparation and adherence to Academic Calendar and Teaching plans by the institution

• **Academic Calendar**

The academic year is initiated at MSSW with a set of **academic planning** activities including the calendar. The calendar with its set of activities and entries are prepared by different departments and the respective faculty members. The calendar is consolidated by the office of the Principal for effective implementation by the faculty members. The **core team** in charge of the academic planning publishes the prepared calendar. This is then uploaded on the college website besides being **circulated among the students and faculty members** as hard copy.

The academic calendar **serves as the guideline** for preparation of the various activities by the Departments and scheduling of the courses of the academic year. The Office of the Principal ensures that the academic calendar is shared among the faculty, different offices and students at the time of course inaugural. The calendar fully adheres to the rules of University of Madras, Collegiate Education and UGC.

• **Preparation of Academic Calendar**

- To prepare the Academic Calendar, meetings and discussions are held at various levels and signifies the **collective effort** of the faculty community.
- **Principal level meeting:** Faculty allocation to Department Head, Programme Head, Cells and Centre coordinator, Academic calendar committee formation etc.
- **Controller of examinations level meeting:** Decisions on dates regarding initiation of academic year, Orientation & Student's induction, newly joined faculty orientation, Scheduling of Internal Continuous Assessment, Attendance marking, Scheduling of End Semester Examination, Issue of transcripts, Scheduling of convocation.
- **Department level:** The department level meetings are conducted to decide on the various matters including - Timetable for the odd semester and even semester, Subject allocation for the faculty, Scheduling Field Work Training, Scheduling Soft Skill Training, Scheduling Forum events, Conference, seminar, Workshops etc.
- **Faculty Level:** Faculty are involved in the preparation of the academic calendar at all levels of the process and their inputs and feedback are taken with due seriousness for the preparation of the new calendar.
- The calendar is prepared taking into consideration the various government holidays.

At the end of the process, academic calendar is distributed to all the students and the students are given guidelines about the usage of calendar

• **Teaching Plans**

The teaching plans are prepared by the respective faculty members and are submitted to the respective HODs. The teaching plans of the different departments are assessed and monitored by the senior faculty member of the department.

• **Preparation of Teaching Plans**

- Teaching plan preparation is taken up with rigour and responsibility by the respective faculty. The teaching plans are expected to be prepared by the faculty members and submitted to the Heads of Departments. BOS initiates the process of teaching plan. It is ensured that every plan is aligned with the Programme outcomes, Programme specific outcomes and course outcomes.

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