



# A.D.M. COLLEGE FOR WOMEN(AUTONOMOUS)

(Accredited with 'A' Grade by NAAC 4<sup>th</sup> Cycle)  
(Affiliated to Bharathidasan University, Tiruchirappalli)  
NAGAPATTINAM – 611 001

## Internal Quality Assurance Cell (IQAC)

### Academic Calendar 2024-25

Month	Tentative Schedule	Academic Plan
<b>June</b>	First Week	<ul style="list-style-type: none"> <li>Curriculum Planning Committee meeting</li> </ul>
	Second week	<ul style="list-style-type: none"> <li>Board of Studies Meeting</li> <li>Workload &amp; Timetable Preparation</li> </ul>
	Third week	Commencement of Odd Semester – II & III UG and II PG
	Third week	<ul style="list-style-type: none"> <li>IIC- Institution's Innovation Council Meeting</li> <li>Planning and Evaluation Committee Meeting (PEC)</li> </ul>
	Fourth week	<ul style="list-style-type: none"> <li>College Committee meeting (CCM)</li> <li>Academic Council Meeting (AC)</li> <li>Release of College Magazine 2023-24</li> <li>Release of News Letter (March to May)</li> <li>Golden Jubilee year Preparatory works</li> </ul>
<b>July</b>	First week	<ul style="list-style-type: none"> <li>Commencement of First year Classes (I UG )</li> <li>Department-wise Review meeting by Principal</li> <li>Placement Pre-talk</li> </ul>
	Second Week	<ul style="list-style-type: none"> <li>Inauguration of Golden Jubilee Association</li> <li>NCC camp (CATC)</li> </ul>
	Third week	<ul style="list-style-type: none"> <li>Student Union Election</li> <li>Journal Club meeting / Speakers Forum</li> </ul>
	Fourth week	<ul style="list-style-type: none"> <li>Commencement of First year Classes (I PG )</li> <li>General Body Meeting</li> <li>Induction/Orientation for First year students</li> <li>IQAC meeting</li> <li>R&amp;D Cell meeting</li> <li>Students Mentor System (SMS) meeting</li> </ul>
	31.07.2024	Last day for fee remittance
<b>August</b>	First Week	<ul style="list-style-type: none"> <li>Department-wise Review meeting by Principal</li> <li>Seminar / Workshop/ Association Meetings</li> <li>Placement Pre-talk</li> </ul>
	Second Week	<ul style="list-style-type: none"> <li>Part V - Anti- Ragging Awareness week &amp; YRC- Geneva Convention Day</li> </ul>
	Third Week	<ul style="list-style-type: none"> <li>ICC (Internal Compliance Committee) Meeting</li> <li>Journal Club meeting / Speakers Forum</li> <li>Quiz Club/ Competitive Examination Coaching</li> </ul>

	Fourth Week	<ul style="list-style-type: none"> <li>• Faculty Development Programme by IQAC</li> <li>• R&amp;D Cell meeting</li> <li>• Mid semester Examination(All UG &amp; II PG)</li> <li>• Arrear Examinations (II,IV,VI Semesters)</li> </ul>
	31.08.2024	Last day for fee remittance for I UG & PG
<b>September</b>	First Week	<ul style="list-style-type: none"> <li>• Department-wise Review meeting by Principal</li> <li>• Seminar / Workshop/ Association Meetings</li> <li>• Placement Pre-talk</li> </ul>
	Third Week	<ul style="list-style-type: none"> <li>• Journal Club meeting / Speakers Forum</li> </ul>
	Fourth Week	<ul style="list-style-type: none"> <li>• IQAC meeting (AQAR 2023-24 review)</li> <li>• R&amp;D Cell meeting</li> <li>• Last date for receipt of filled in Exam application form without fine</li> <li>• Release of News letter (June to August)</li> </ul>
<b>October</b>	First Week	<ul style="list-style-type: none"> <li>• Department-wise Review meeting by Principal</li> <li>• Internal Academic Audit</li> </ul>
	Second Week	<ul style="list-style-type: none"> <li>• Pre-Registration for NIRF</li> <li>• ICSSR/TNSCST/TANSCHE proposals submission</li> </ul>
	Third week	<ul style="list-style-type: none"> <li>• Journal Club meeting / Speakers Forum</li> <li>• Quiz Club/ Competitive Examination Coaching</li> <li>• Faculty Development Programme by IQAC</li> </ul>
	Fourth Week	<ul style="list-style-type: none"> <li>• IQAC meeting(AQAR 2023-24 review)</li> <li>• R&amp;D Cell meeting</li> <li>• Students Mentor System (SMS) meeting</li> <li>• Student Satisfaction survey</li> </ul>
<b>November</b>	First week	Model Examinations
	Second week	Practical Examinations
	Third Week	<ul style="list-style-type: none"> <li>• Internship Training Programme for II Year UG students/ II PG Students</li> </ul>
		Commencement of Odd Semester Autonomous Theory Examinations
	Fourth Week	<ul style="list-style-type: none"> <li>• Certificate Course for 1<sup>st</sup> Year Students</li> <li>• IQAC meeting(AQAR 2023-24 review)</li> </ul>
<b>November</b>		Last working day
<b>December</b>	First week	Commencement of Even Semester classes
		Announcement of Results
	Second Week	<ul style="list-style-type: none"> <li>• Seminar / Workshop/ Association meeting</li> </ul>
Third week	<ul style="list-style-type: none"> <li>• AQAR (2023-24) Submission</li> <li>• Journal Club meeting / Speakers Forum</li> </ul>	

	Fourth Week	<ul style="list-style-type: none"> <li>• Faculty Development Programme by IQAC</li> <li>• R&amp;D Cell meeting</li> <li>• Last date for receipt of even semester Term fees</li> <li>• Release of News Letter (September to November)</li> </ul>
<b>January</b>	First week	<ul style="list-style-type: none"> <li>• Department-wise Review meeting by Principal</li> <li>• NIRF data submission</li> <li>• Purchase Committee meeting</li> <li>• Admission Committee meeting</li> </ul>
	Second Week	<ul style="list-style-type: none"> <li>• Career Guidance and Placement cell – Campus Drive</li> </ul>
	Third Week	<ul style="list-style-type: none"> <li>• Last date for the receipt of filled in application for UG, PG exam fees without penalty</li> </ul>
		<ul style="list-style-type: none"> <li>• Journal Club meeting / Speakers’ Forum</li> <li>• TAHDCO banking/ SSC coaching – Competitive Coaching centre</li> </ul>
	Fourth Week	<ul style="list-style-type: none"> <li>• IQAC meeting &amp; Faculty Development Programme</li> <li>• R&amp;D Cell meeting</li> <li>• Students Mentor System (SMS) meeting</li> <li>• Last date for the receipt of filled in application form and Examination fee with penalty</li> </ul>
<b>February</b>	First Week	<ul style="list-style-type: none"> <li>• Department-wise Review meeting by Principal</li> <li>• Women Centered/ Youth Development programme</li> <li>• Data submission to AISHE</li> <li>• Placement cell – Campus Drive</li> <li>• Quiz Club/ Competitive Examination Coaching</li> <li>• Admission Committee meeting</li> </ul>
	Second Week	<ul style="list-style-type: none"> <li>• Commencement of Mid Semester Examination</li> </ul>
	Third week	<ul style="list-style-type: none"> <li>• Journal Club meeting / Speakers’ Forum</li> <li>• ICC (Internal Compliance Committee) Meeting</li> </ul>
	Fourth Week	<ul style="list-style-type: none"> <li>• R&amp;D Cell meeting</li> <li>• Faculty Development Programme by IQAC</li> <li>• Arrear Examinations (I,III, V Semesters)</li> </ul>
<b>March</b>	First Week	<ul style="list-style-type: none"> <li>• Department-wise Review meeting by Principal</li> <li>• Admission Committee meeting</li> <li>• Magazine preparation</li> <li>• Preparation of Annual report</li> <li>• Internal Academic Audit</li> <li>• DST- CURIE submission</li> <li>• DST –FIST submission</li> </ul>
	08.03.2025	International Women’s Day Celebration
	Second Week	<ul style="list-style-type: none"> <li>• Alumni Meeting</li> <li>• Parents- Teachers Meeting</li> </ul>

	Third week	<ul style="list-style-type: none"> <li>• External Academic Audit</li> <li>• College &amp; Convocation Day</li> <li>• Stock Verification</li> <li>• Practical Examinations</li> </ul>
		<ul style="list-style-type: none"> <li>• Journal Club meeting / Speakers' Forum</li> <li>• Quiz Club/ Competitive Examination Coaching Programme</li> </ul>
	Fourth Week	<ul style="list-style-type: none"> <li>• IQAC meeting</li> <li>• R&amp;D Cell meeting</li> <li>• Student Satisfaction Survey (Feedback)</li> <li>• UG/PG Project submission</li> <li>• Release of News Letter (December to February)</li> </ul>
<b>April</b>	First Week	<ul style="list-style-type: none"> <li>• Admission Committee meeting</li> <li>• Commencement of Model Examination</li> </ul>
	Second week	<ul style="list-style-type: none"> <li>• UG/PG Viva Voce</li> </ul>
		<ul style="list-style-type: none"> <li>• Submission of Academic activity report to Magazine</li> <li>• Submission of Department activities report to IQAC</li> <li>• Submission of Publications, R&amp;D report to R&amp;D Cell</li> <li>• Submission of IQAC report to Principal</li> <li>• Submission of R&amp;D Report to Principal</li> <li>• Last Working Day</li> </ul>
Third week	Even Semester Autonomous Examination	
<b>May</b>	First week	Announcement of Results
	Fourth week	Supplementary Examination for Final year Students



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IQAC Coordinator



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Chairman- IQAC  
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