



# VELLALAR COLLEGE FOR WOMEN (Autonomous)

**"COLLEGE WITH POTENTIAL FOR EXCELLENCE"**

(Re-accredited with 'A' Grade by NAAC, Bengaluru & Affiliated to Bharathiar University, Coimbatore)

**Thindal, Erode - 638 012. Tamil Nadu**

e-mail : principalvcw@gmail.com ♦ website : vcw.ac.in ♦ ☎ 0424 - 2244101 M : 99767 - 51115



**Dr. S.K. JAYANTHI**, M.Sc., PGDCA., M.Phil., Ph.D.,

Principal

## 2.3.4 Preparation and adherence of Academic Calendar and Teaching plans by the institution

### Planning in Preparation of Academic Calendar

- Series of meetings prior to finalize activities to be recorded in the Academic Calendar
- Discussion with the members of the Staff Council, IQAC, the Controller of Examinations and the Calendar Committee

### Inclusive Academic Calendar

- Details of the inception of the institution, members of the faculty and the supporting staff
- Academic and other Committees and Clubs,
- UG and PG Programmes offered
- Certificate, Diploma and Advanced Diploma Courses
- Institutional Social Responsibility Initiatives & Centers for Academic Excellence
- Admission Process, Regulations and Guidelines, Fee Structure & Scholarships
- Library & other facilities
- Working days with Day order
- Schedule of CIA Tests and Model Examination
- Celebrations and events, closing of the college for holidays & semester breaks
- Payment of semester fees, schedule for Add-on courses and Certificate courses
- Counseling hours (mentoring schedule) and Commencement of End Semester Examinations

### Justification:

The complete functioning of the HEI is scheduled in the Academic Calendar and issued to all the faculty and students in the beginning of Academic Year and staunchly adhered to the same. The soft copy of the Academic calendar is posted in the college website. The link for the soft copy of a sample Academic Calendar is <https://www.vcw.ac.in/wp-content/uploads/2021/07/Academic-Calendar-2019-2020.pdf>. Hence, it is requested to consider awarding enhanced score.



  
**PRINCIPAL**  
**VELLALAR COLLEGE FOR WOMEN**  
**(AUTONOMOUS)**  
**ERODE - 12.**