

Rayat Shikshan Sanstha's
Arts, Science & Commerce College, Mokhada, Dist. Palghar.

Academic calendar 2019-2020

Month and Week	Administrative	Academic Teaching - Learning	Academic Evaluation	Co-curricular/ Library	Extra Curricular/N.S.S./ Cultural/Sports
First Term 6th June 2019 to 24th October 2019					
June	<p>First term Opening Day 6th June,</p> <p>Principal Meeting with Staff</p> <p>Advt. & Admission process for FY/SY/TY.</p> <p>Distribution of committee work to the faculty</p> <p>Annual planning.</p> <p>Admission process for FY/SY/TY.</p> <p>CDC Meeting</p>	<p>Departmental meeting for syllabus distribution</p> <p>Preparation of departmental & Individual Time -Table.</p> <p>Preparation of Annual Teaching Plans</p> <p>Commencement of Regular Lectures and Practical</p>	<p>University Result Analysis</p> <p>Annual planning about College & University Examinations.</p> <p>Meeting of examination committee</p>	<p>Counseling of S.Y./T.Y. Students</p> <p>Survey of Books available in Library</p> <p>Preparation of Demand for books</p>	<p>Annual Planning about activity.</p> <p>To display notice to the student for admission to the activities.</p> <p>Filling the admission forms for NSS, Cultural & Sports Activity</p>
July	<p>Verification of Admission form To prepare list of admitted students</p> <p>Meeting of Hon. Principal with Chairman of all College Committees</p> <p>Filling of GOI/PTC Scholarship Forms,</p> <p>Sorting of forms to display enrolment list of all student.</p>	<p>Departmental meeting about distribution of projects, Seminar work to students</p> <p>Counseling of FY students.</p> <p>To display schedule of academic calendar on display board.</p>	<p>Preparation of time table for test.</p> <p>Work distribution</p> <p>Display Rules & Regulations about Examinations</p> <p>Examination form notification</p>	<p>To collect university examination question papers & prepare year wise sets</p> <p>Principal Speech to the F.Y. Students.</p> <p>Planning of College Beautification</p> <p>Access of library for students & Teachers</p>	<p>To display list of students</p> <p>Selection of students to participate in various activities.</p> <p>Inauguration of NSS</p> <p>Blood Donation Camp.</p>

<p>August</p>	<p>Welcome Function for FY students, Planning about celebrations of 15th August Independence Day, Provision of LMC Meeting Meeting of Building Committee for planning construction at college campus</p>	<p>Provision of Short-term Courses to all Students. Preparing list of Slow Learner and Advanced Learner Students Classroom activities Activities for the slow learner and advanced learner students</p>	<p>Notification of examination Collection and sorting of examination forms Examination enrolment Tests for students</p>	<p>To purchase revised books. Filling of competitive exam forms. Inauguration of Vidharthini Munch Inauguration of Mahila Vikas Manch, Health club</p>	<p>1st August Lokmanya Tilak Smruti Din and Annabhau Sathe Jayanti Celebration of 15th August Independence Day, Training for cultural & sports participants. NSS Activity- Cleaning the College campus.</p>
<p>September</p>	<p>Planning about celebration of Karmaveer Jayanti Distribution of GOI Scholarship to the students.</p>	<p>Regular Teaching Activities</p>	<p>Appointment of Examiners Notification of examination to the students Preparation of time table for theory and practical examination. Collection of internal/project mark list</p>	<p>To order Subjectwise journals and magazines Provision of Field works to the students Provision of Extra Lectures</p>	<p>Celebration of Teachers Day on 5th September Workshop of competitive exam Celebration of Sadbhawana Din NSS Day Celebration on 24th Sept.</p>
<p>October</p>	<p>Maintenance of academic and departmental record</p>	<p>Regular Teaching Learning Activities</p>	<p>Meeting of examination committee Regular university examination CAP- Assessment of answer books</p>	<p>Regular issue of books and maintenance of record</p>	<p>Celebration of Mahatma Gandhi Jayanti.</p>

November	Term End Meeting of Hon. Principal With Staff Maintenance of academic and departmental record	Regular teaching, maintain the records of First term Regular teaching, Departmental Alumni Meeting,	Collection of marklist ATKT examination and preparation of grade cards.	Arrangement of educational tours To purchase periodicals & journals	NSS camp Practice of Sports activities
Second Term 15th Nov. 2019 to 2nd May, 2020					
November	Maintenance of academic and departmental record	Short term courses lectures.	Meeting for the planning of second term college examination and University examination	Regular issue of books and maintenance of record	1st Dec. National AIDS Day by Science Association Practice of Sports activities
December	College Mock Peer Team visit to Departments. CDC meeting Christmas Holiday on 26 th Dec. to 1st Jan.	Regular teaching, Department records to IQAC Christmas Holiday on 26 th Dec. to 1st Jan	Preparation of Results Christmas Holiday on 26 th Dec. to 1st Jan	Field Visits & Guest Lectures Christmas Holiday on 26 th Dec. to 1st Jan	Competitive exam practice test Christmas Holiday on 26 th Dec. to 1st Jan
January	Planning about Annual Prize Distribution Submission of IIQA towards NAAC Planning about celebration of 26th Jan.	Regular teaching learning activities and maintenance of record	Display schedule of second term exam. Second semester exam, ATKT, Prelim, examination Second term exam work distribution to the faculty		Swami Vivekanand jayanti on 12th Jan. Mahatma Gandhi Smruti Din Annual prize distribution of sports, cultural & NSS
February	Administrative meeting with non-teaching staff for annual audit Distribution of exam. hall ticket to the students.	Regular teaching learning Process and maintenance of record	Display University Exam. Time -table to prepare Sr. & Jr. supervisor charts. Planning of Preliminary Examination Planning of Practical Examination	Regular issue of books and maintenance of record Sorting of newspapers List of reference books	Celebration of Ch. Shivaji Maharaj Jayanti on 19th Feb. National Science Day on 28th Feb. by Science Association

March	Planning about campus development Planning of March end records. Audit of the records Planning of SSR To Prepare utilisation certificates	Completion of Syllabus and maintaining record of lectures and practical.	Records of FY/SY/TY internal evaluation Home exam paper assessment To conduct additional/ATKT exam for slow learners University exam evaluation	Binding the files of activity with photograph related news displayed in newspapers	World Women Day on 8th march Maintenance of Record
April	To submit UC/SE to funding agencies. Submission of records of all activities to IQAC & AAA	University exam evaluation Submission of Records of all activity	Submission of Records of all activity	Submission of Records of all activity	Dr. Ambedkar Jayanti on 14th Apr. Submission of Records of all activity

Chairman,
IQAC

Principal
ASC College, Makhada