

Nashik Shikhan Prasarak Mandal
Late Bindu Ramrao Deshmukh Arts and Commerce Mahila Mahavidyalaya, Nashik Road
Institutional Academic Calendar : 2016-2017

Month & Week	Administrative	Academic Teaching -Learning	Academic Evaluation	Co-curricular	Extra Curricular/N.S.S./ Cultural/Sports	
June	I	First Term- 16th June to 24th October				
	II	First Term Opening Day 16th June, Principal Meeting with Staff IQAC meeting, BA & BCom distribution of prospectus Admission process on	Departmental meeting for Syllabus Distribution & commencement of Teaching Preparation of Time - Table.Subject Selection Counseling for students of FYBA and FYBCOM	Counseling regarding Revaluation and Rechecking University Result Analysis of FYBA and FYBCOM		
	III	Formation and Distribution of Committees and issuing Appointment letters Admission process	Subject Selection Counseling for students of FYBA and FYBCOM Teaching plans are prepared and submitted to IQAC			Annual Planning about activities of N.S.S./ Cultural/ Sports Celebration of International Yoga Day
	IV	Admission process of BA & BCom Universtiy Result Distribution of Commerce			Submission of Yearly Planning of all Committees	Submission of Yearly Planning of all Committees

Month & Week		Administrative	Academic Teaching -Learning	Academic Evaluation	Co-curricular	Extra Curricular/N.S.S./ Cultural/Sports
July	I	Advt. for Admission M.Com./ M.A. Verification of Admission form To prepare list of admitted student Appointment of Advisory Committee Members Celebrating Van Mahotsav (1st to 7th July)	Subject selection Counseling for students SYBA and SYBCOM	Counseling regarding Revaluation and Rechecking University Result Analysis of SYBA and SYBCOM Appointment of Advisory Committee Members	Appointment of Advisory Committee Members Wall Paper of Commerce	Counseling regarding Anti-Ragging Appointment of Advisory Committee Members
	II	Principal meeting with Chairman of all committee for annual planning Sending Research projects to		Counseling regarding Revaluation and Rechecking University Result Analysis of TYBA and TYBCOM	Principal Speech to all the students. Preparing Proposals for various activities Reading	Interviewing students and displaying list of selection-Earn & Learn Scheme
	III	Filling Scholarship Forms, Admission process for FY/SY/TY.			Wall Paper of Economics Visit to Government Divisional Liabrary	Filling the admission form for NSS Allotment of Work-Earn & Learn Scheme
	IV		Staff Academy	Counseling regarding Revaluation and Rechecking University Result Analysis of M.A and M.COM To display examinations Time - Table	Inauguration of various Forums Reading Project	Creating Awareness among students-Cultural-Organisation of Guru Purnima & Sports Activities Parisar Swachata

Month & Week		Administrative	Academic Teaching -Learning	Academic Evaluation	Co-curricular	Extra Curricular/N.S.S./ Cultural/Sports
August	I	PG Admission process	Provision of Short-term Courses for all Students.	Notice to all teachers about question paper setting for Term End Exam	Celebrating Lokmanya Tilak Jayanti Wall Paper of Marathi Reading Project	
	II	Planning about celebrations of 15th August Independence Day, Provision of LMC Meeting	Home Assignment for FY/SY/TY students	Departmental unit test for students.FY/SY/TY students 1st Periodical Test & submission of Mark list with result analysis	Reading Project Inauguration of Vanijya Mandal Establishing Students' E-group and initiating E-Bulletin/E-Discussion Inauguration of Psychology Mandal Meeting of the members of Advisory committee i)Annual Plan Awareness of Counseling Centre to students Election of student Council Reading Project	NSS Activity-Cleaning the College Tree Plantation campus.9th August Kranti Din Patriotic Song Competition on the occasion of Independence Day

Month & Week	Administrative	Academic Teaching -Learning	Academic Evaluation	Co-curricular	Extra Curricular/N.S.S./ Cultural/Sports	
AI	III	Sending Minor & Major Research Projects to UGC	Unit Test -II for BA & BCom	Career Guidance Screening cum discussion of a film based on Literary work Workshop on MPSC Competative exam Group discussions/Resource persons interaction on recent issues or incidents and inviting expert counselor as panelist	Celebration of Rakshabandhan Wall Paper of English	
	IV	Provision of LMC Meeting	To conduct seminar for slow and advanced learner students.	Unit Test for Slow & Advanced learner Submission of question papers of Reterm-end & Term-end exam	Inauguration of the Study Circle and tribute to Lokmanya Tilak Death Anniversary Wall Paper on Cooperative Movement in Maharashtra Screening of Movie Health Checkup Camp/Medical checkup camp for First Year Students Reading Project	Debate competition,

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September	I	Celebration of Teachers Day Filling Scholarship Forms,	Regular teaching, Staff Academy	Typing & proof checking of Question papers Accepting exam forms of Reterm-end Exam	. Visit to Banks Poster Exhibition Competition Earn & Learn Scheme	Celebration of College Foundation Day Lecture Series on Vivekanand Elocution Competition Lord Ganesh Festival Participation in University Level Drama Competition
	II		Movie Screening Group Discussion Competition	Collection & printing of First Semester/Term Reterm-end Exam of failed students Accepting Term-end exam forms	Reading Project Celebration of 14th Sept Hindi Divas. Personality Development Programme Wall Paper of Hindi Celebration of National Hindi Diwas Essay Writing Competition Poetry Reading Competition District Level Commerce Quiz Reading Project	Ganesh Idol Collection and Nirmalya Daan
	III	Distribution of Scholarship to the students.Send the copy of Enrolment to the University	Radio Presentation Competition	Distribution of internal exam. work to the committee & teachers Notice to all teacher about question papers setting for FY/SY second term Exam.	Second Batch of Certificate Course in Communication Skills in English Students Academy Of FYBA,SYBA & TYBA Commerce Week	Communicative English for F.Y.B.COM AND F.Y.B.A. Gandhi Week Celebration of NSS Day Programme on Prevention of

Month & Week		Administrative	Academic Teaching -Learning	Academic Evaluation	Co-curricular	Extra Curricular/N.S.S./ Cultural/Sports
	IV		Revision for FY/SY Students, Provision of Extra Lectures	Schedule of Practical Examination, Display Time Table of Oct. University Examination, IQAC Review Meeting	Reading Project Cyber Revolution and Changing Dimension's of Security Commerce week Study Notes Competition FYBA,SYBA & M.P.C.U.U.P.	NSS Day Celebration on 24th Sept.
October	I	Record of UGC Schemes	Movie Screening Group Discussion Competition	FY/SY First semester/ Re-term End, October University exam Start.	Earn & Learn Scheme	Celebration of Mahatma Gandhi Jayanti & Gandhi Saptah
	II	Planning about University Examinations, collect questions papers. Orientation Programme	Guest lectures and Practical lectures 2 Guest Lectures under QIP, BCUD, University of Pune Screening cum discussion of a film based on Literary work	FY/SY /TY First Term End Exam.	Preparation of Wall-Paper Participation of Counselors in Quarterly workshops Second meeting Reading Project	Field visit to Aadharashram, Ashok Stambh, Nashik
	III		7 Day Training on Counselling Course, Book Review Competition Students'Academy	Internal Assessment records of terminal Examination IQAC Review Meeting Term-end exam of Fresh students	Wall Paper of Sociology	Awareness programme on Female Foeticide
	IV	24th October First Term Closing Day (24th October to 20th November 2016)				
	I			PG Mid Term Exam		

Month & Week		Administrative	Academic Teaching -Learning	Academic Evaluation	Co-curricular	Extra Curricular/N.S.S./ Cultural/Sports
November	II	20th Nov. Second Term opening day, planning of Second term, Principal meeting with Staff	Regular teaching, maintain the records of First term	Planning about second term	Earn & Learn Scheme Reading Project	NSS camp Ten days Soft Skill Development Programme
	III		Constitution Awareness Week Abhirup Sansad (Inter-Collegiate Mock Parliament Competition) Subject to the sanction from Board of Students welfare, University of Pune Regular teaching	Execution of Term End Exam	Library meeting regarding purchase of Books & Journals alongwith subscription Reading Project	Pune Univesity Suggest Programme Cultural activity, sports practices Constitution Establishment Day
	IV	PG Result distribution	Home assignment FY students. Short term courses	Regular Teaching	Reading Project	1st Dec. National AIDS Day by Science Fourth batch of communicative English for F.Y.B.COM AND F.Y.B.A Association
December	I	Ambedkar Smruti Din.	Regular teaching, Staff Academy	Notice to all teacher about question papers setting for FY/SY second term Exam. Submission of Mark list & result analysis of Term-end exam	Avishkar Analysis of Data Earn & Learn Scheme Wall Paper of Political Science Reading Project	
	II			Entry of Term-end exam mark list in the CD	Third & Fourth Batch of Certificate Course in	
	III					

Month & Week		Administrative	Academic Teaching -Learning	Academic Evaluation	Co-curricular	Extra Curricular/N.S.S./ Cultural/Sports
	IV		Screening of Movie and discussion Sports activity week	IQAC Review Meeting regarding AQAR, BA & Bcom CAP Schedule	Reading Project Celebration of Consumer Day	Annual Sports College Annual Gathering Celebration of Womens' Day
January	I	Swami Vivekanand Jayanti on 12th Jan. University UG Exam Form Fillup and Submission	Lecture Series collaboration with pune University		Wall Paper of Computer Science Earn & Learn Scheme Lecture series Reading	Sports Mahotsav of NSPM Savitribai Phule Jayanti on 3rd Jan. Youth week Trekking Camp
	II	Planning about Annual Prize Distribution	Commerce Quiz, Accounts Quiz.		Various competitions Lecture series under QIP, University of Pune District level online Accounting quiz	Personality Development Workshop Nirbhya Kanya Abhiyan Swami Vivekanda's Jayanti
	III	Celebration of 26th Jan. planning of cultural programme in college printing,	Regular teaching	Second term exam work distribution to the faculty	Wall Magazine Workshop on Thoughts of Vivekananda and personality Development	Mahatma Gandhi Smruti Din Disaster Management Workshop
	IV		Staff Academy Weaker Section Guidance Scheme	Meeting for Annual prize distribution of sports, cultural & NSS IQAC Review Meeting	Wall Paper of Library Science Reading Project	Annual prize distribution of Sports,cultural & NSS Preparing Report Mock parliament Competition
	I	Meeting with Exam Committee ,suggestion to the Supervisor	2 Guest Lectures under QIP, BCUD, University of Pune Practical lectures.	Display University Exam. Time -table to prepare Sr. & Jr. supervisor charts.	Reading Project	Display Photograph of all activity conducted by all committee on the board

Month & Week		Administrative	Academic Teaching -Learning	Academic Evaluation	Co-curricular	Extra Curricular/N.S.S./ Cultural/Sports
February	II	Celebration of Ch. Shivaji Maharaj Jayanti on 19th	Unit Test II		Wall Paper of Environment Essay Competition Special Guidance Scheme District Level On line Accounting quiz Reading Project	To maintain record of activities. State Level English Paper Presentation Competition
	III	Administrative meeting with non-teaching staff for Final printout University PG Exam Form Fillup and Submission	Preliminary exam papers assessment, display results Weaker Section Lecture Advace Learner Guidance	Preliminary exam papers assessment, display results on notice boards. Practical Exam Annual prize distribution of sports, cultural Unit test for SY/TY 2nd Periodical test & submission of Mark list with result analysis	Reading Project English Paper Presentation Competition Reading Project	Celebration of Shivjayanti Ustav National Science Day on 28th Feb Competitive Examination Guidance Workshop
	IV	Distribution of exam. hall ticket to the students.	Academic Teaching -Learning	To conduct University/ Practical Exam Written Exam IQAC Review Meeting	Remedial Course for 1st Year Students Reading Project Celebration of Marathi Bhasha Din	
	I		Students'Academy	Practical/ Oral Exam of Sports Project & Practical Exam of FYBA & FYBCom	Reading Project	

Month & Week		Administrative	Academic Teaching -Learning	Academic Evaluation	Co-curricular	Extra Curricular/N.S.S./ Cultural/Sports
March	II	BCUD, SWO & NSS Annual Audit by University	Filling the records of annual activity conducted by the dept.	Practical Exam of SYBcom Environment Project & Practical Exam of SYBCom & SYBA		Celebrating Women's Day Publication of SRUJAN & SWAYAMSIDDHA Annual Prize Distribution Day
	III	University exam supervision	University & Home Exam papers assessment	Practical/ Oral Exam of TYBcom Environment Theory Exam of SYBA & SYBcom University exam begins		
	IV		University exam supervision	University Exam Evaluation		
April	I	Convocation ceremony	University exam evaluation	University exam evaluation CAP Schedule		Dr. Ambedkar Jayanti on 14th April
	II	Submission of Marks to University Exam Department	University exam supervision	University Exam	Meeting of the members of Advisory committee Review	Submission of Records of all activity
	III	Submission of Marks to University Exam Department	University exam supervision	University Exam		
	IV		University exam supervision	University Exam		
May	Conclusion of Second Term on 1st May 2017					
	I	Submission of Marks to University Exam Department M.A/M.Com	University exam PG supervision			
	II		University exam PG supervision			
	III		University exam PG supervision			
	IV		University exam PGsupervision			

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Late Bindu Ramrao Deshmukh Arts and Commerce Mahila Mahavidyalaya, Nashik Road
Ins tu onal Academic Calendar : 2017-2018

Month & Week	Administrative	Academic Teaching -Learning	Academic Evaluation	Co-curricular	Extra Curricular/N.S.S./ Cultural/Sports	
June	I	First Term- 16th June to 15th October				
	II	First Term Opening Day 16th June, Principal Meeting with Staff IQAC meeting, BA & BCom distribution of prospectus Admission process on	Departmental meeting for Syllabus Distribution & commencement of Teaching Preparation of Time - Table.Subject Selection Counseling for students of FYBA and FYBCOM	Counseling regarding Revaluation and Rechecking University Result Analysis of FYBA and FYBCOM		
	III	Formation and Distribution of Committees and issuing Appointment letters Admission process	Subject Selection Counseling for students of FYBA and FYBCOM Teaching plans are prepared and submitted to IQAC			Annual Planning about activities of N.S.S./ Cultural/ Sports Celebration of International Yoga Day
	IV	Admission process of BA & BCom Universtiy Result Distribution of Commerce	Preparation of Academic calender		Submission of Yearly Planning of all Committees	Submission of Yearly Planning of all Committees
	I	Admission M.Com./ M.A. Subject verification of Admission form To prepare list of admitted student Appointment of Advisory Committee Members Celebrating Van Mahotsav (1st to 7th July)	Subject selection Counseling for students SYBA and SYBCOM	Counseling regarding Revaluation and Rechecking University Result Analysis of SYBA and SYBCOM Appointment of Advisory Committee Members	Appointment of Advisory Committee Members Wall Paper of Publiction	Counseling regarding Anti-Ragging Appointment of Advisory Committee Members

July	II	Principal meeting with Chairman of all committee for finalisation of annual planning Sending Research projects to the BCUD/funding agencies.		Counseling regarding Revaluation and Rechecking University Result Analysis of TYBA and TYBCOM	Principal Speech to all the students.	Interviewing students and displaying list of selection-Earn & Learn Scheme
	III	Filling Scholarship Forms, Admission process for FY/SY/TY.		Start PG teaching	Wall Paper of Publication Visit to Government Divisional Liabrary	Filling the admission form for NSS Allotment of Work-Earn & Learn Scheme
	IV		Staff Academy	Counseling regarding Revaluation and Rechecking University Result Analysis of M.A and M.COM To display examinations Time - Table	Inauguration of various Forums and Reading Project	Creating Awareness among students-Cultural-Organisation of Guru Purnima & Sports Activities Parisar Swachata
	I		Provision of Short-term Courses for all Students.	Notice to all teachers about question paper setting for Re-Term Exam	Celebrating Lokmanya Tilak Jayanti Wall Paper of Publication	
	II	Planning about celebrations of 15th August Independence Day, Provision of LMC Meeting	Home Assignment for FY/SY/TY students	Departmental unit test for students.FY/SY/TY students 1st Periodical Test & submission of Mark list with result analysis	Reading Project Inauguration of Vanijya Mandal Establishing Students' E-group and initiating E-Bulletin/E-Discussion Inauguration of Psychology Mandal Meeting of the members of Advisory committee	NSS Activity-Cleaning the College Tree Plantation campus.9th August Kranti Din Patriotic Song Competition on the occasion of Independence Day

August	III	Sending Minor & Major Research Projects to UGC	Unit Test -II for BA & BCom	Movie Screening	Celebration of Rakshabandhan Wall Paper of Publication	Meeting of the members of Advisory committee of Student Development Board
	IV	Provision of CDC Meeting	To conduct seminar for slow and advanced learner students.	1st Periodical Test & submission of Mark list Guidance for Slow & Advanced learner Submission of question papers of Reterm-end & Term-end exam	Inauguration of the Competative Exam centre and tribute to Lokmanya Tilak Death Anniversary Wall Paper Publication Screening of Movie Health Checkup Camp/Medical checkup camp for Fy Student Reading Project	Debate competition, Lord Ganesh Festival
	I	Celebration of Teachers Day Filling Scholarship Forms,	Regular teaching, Staff Academy	Typing & proof checking of Question papers Accepting exam forms of Reterm Exam	. Visit to Banks Various Competition Earn & Learn Scheme	Celebration of College Foundation Day Participation in University Level Drama Competition Ganesh Idol Collection and Nirmalya Daan

September	II		Movie Screening Group Discussion	Collection & printing of First Semester/Term Reterm-end Exam of failed students Accepting Term-end exam forms	Reading Project Celebration of 14th Sept Hindi Divas. Personality Development Programme Wall Paper of Hindi Celebration of National Hindi Diwas Essay Writing Competition	
	III	Distribution of Scholarship to the students.Send the copy of Enrolment to the University	Radio Annoucement Competition	Distribution of internal exam. work to the committee & teachers Notice to all teacher about question papers setting for FY/SY Term End Exam.	Students Academy of FYBA,SYBA & TYBA Commerce Week	Gandhi Week Celebration of NSS Day Programme on Prevention of
	IV		Revision for FY/SY Students, Provision of Extra Lectures	Schedule of Practical Examination, Display Time Table of Oct. University Examination, IQAC Review Meeting FY/SY First semester/ Re-term Exam	Cyber Security Commerce week activities Wall Paper Publication	NSS Day Celebration on 24th Sept.
October	I		Movie Screening Group Discussion	, October University exam Start.	Earn & Learn Scheme	Celebration of Mahatma Gandhi Jayanti &Week
	II	Planning about University Examinations, collect questions papers. Orientation Programme	Guest lectures and Practical lectures 2 Guest Lectures under QIP, BCUD, University of Pune Screening cum discussion of a film based on Literary work	BA & Bcom CAP Schedule	Preparation of Wall-Paper Participation of Counselors in Quarterly workshops Second meeting Reading Project	Field visit to Aadharashram, Ashok Stambh, Nashik

C	III		7 Day Training on Counselling Course, Book Review Competition Students'Academy	Internal Assessment records of terminal Examination IQAC Review Meeting Term-end exam of Fresh students	Wall Paper of Sociology	Awareness programme on Female Foeticide
		16th October First Term Closing Day(16th October to 11th November 2017)				
November	I					
November	II	20th Nov. Second Term opening day, planning of Second term, Principal meeting with Staff	Regular teaching, maintain the records of First term	Planning about second term FY/SY /TY First Term End Exam. Start	Earn &Learn Scheme Reading Project	NSS camp Ten days Soft Skill Development Programme
	III		Celebration of Constitution Day Abhirup Sansad (Inter-Collegiate Mock Parliament Competition)	FY/SY /TY First Term End Exam.	Library meeting regarding purchase of Books & Journals alongwith subcription Reading Project	Pune Univesity Suggest Programme Cultural activity, sports practices Constitution Establishment Day
November	IV	PG Result distribution	Second Term Regular Teaching start Home assignment FY students.	Regular Teaching		
	I	Ambedkar Smruti Din.	Staff Academy		Avishkar University level Competition Wall Paper Publication	Meeting of the members of Advisory committee of NSS National AIDS Day

December	II			Submission of Mark list & result analysis of Term-end exam Entry of Semester mark list in the CD	Screening cum discussion of a Feature/Documentary film based on Literary work/Language ii) Mid Team Plan Competition on Mock Parliament Nirbhaykanya abhiyan and Trackking Camp	
	III				Softskill training programme Industrial Training from Mahendra Nandi School	NSS Special Camp
	IV		Screening of Movie and discussion Sports activity week	IQAC Review Meeting regarding AQAR,	Reading Project Celebration of Consumer Day	Annual Sports College Annual Gathering Celebration of Womens' Day
	I	. University UG Exam Form Fillup and Submission	Lecture Series collaboration with pune University		Wall Paper of Computer Science Earn & Learn Scheme Lecture series Reading	Sports Mahotsav of NSPM Savitribai Phule Jayanti Trekking Camp
January	II	Planning of Annual Prize Distribution dates	Commerce Quiz, Accounts Quiz.	Workshop on MPSC Competative exam	Various competitions Lecture series under QIP, University of Pune District level Competition	Personality Development Workshop Nirbhya Kanya Abhiyan Swami Vivekanda's Jayanti 2nd Jan Youth week
	III	planning of cultural programme in college	Regular teaching	Second term exam work distribution to the faculty	Wall Magazine personality Development Reading Project	Celebration of 26th Jan. Disaster Management Workshop

January	IV		Staff Academy	Meeting for Annual prize distribution of sports, cultural & NSS IQAC Review Meeting	Wall Paper Publication	Mock parliament Competition Mahatma Gandhi Smruti Din
February	I	Meeting with Exam Committee ,suggestion to the Supervisor	Guest Lectrure of Practicals. Field visit and Bank visits for Practical			Conduct of various workshop and Guest Lectures under SDO
	II				Wall Paper Publication Essay Competition Special Guidance Scheme	To maintain record of activities. State Level English Paper Presentation Competition Celebration of Ch. Shivaji Maharaj Jayanti
	III	Administrative meeting with non-teaching staff University PG Exam Form Fill up and Submission	Weaker Section Lecture Advace Learner Guidance	Unit test for SY/TY 2nd Periodical test & submission of Mark list with result analysis	English Paper Presentation Competition	Celebration of Shivjayanti Ustav
	IV	Distribution of exam. hall ticket to the students.	Academic Teaching -Learning	IQAC Review Meeting	Remedial Course for 1st Year Students Celebration of Marathi Bhasha Din	
March	I		Students'Academy	Practical/ Oral Exam of Sports Project & Practical Exam of FYBA & FYBCom Display University Exam. University/ Practical Exam	Reading Project	

March	II	BCUD, SWO & NSS Annual Audit by University	Filling the records of annual activity conducted by the dept.	Practical Exam of Environment Project and Written exam Practical Exam of SYBCom Preparation Sr. & Jr. supervisor charts.		Celebrating Women's Day Publication of SRUJAN & SWAYAMSIDDHA Annual Prize Distribution Day
	III	University exam supervision	University & Home Exam papers assessment	Practical/ Oral Exam of TYBcom Environment Theory Exam of SYBA & SYBcom University exam begins		
	IV	Planning of Convocation ceremony	University exam supervision			Convocation Ceremany
April	I		University exam evaluation	University exam evaluation CAP Schedule		Celebration of Dr. Ambedkar Jayanti
	II	Submission of Marks to University Exam Department	University exam supervision	University Exam PG Mid Semester Exam	Meeting of the members of Advisory committee Review	Submission of Records of all activity
	III	Submission of Marks to University Exam Department	University exam supervision	University Exam		
	IV		University exam supervision	University Exam		
May	Conclusion of Second Term on 1st May 2017					
	I	Submission of Marks to University Exam Department M.A/M.Com	University exam PG supervision			
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