

Nashik Shikshan Prasarak Mandal's
Late Bindu Ramrao Deshmukh Arts and Commerce Mahila Mahavidyalaya, Nashik Road
Institutional Academic Calendar : 2019-2020

Month & Week	Administrative	Academic Teaching - Learning	Academic Evaluation	Co-curricular/ Library	Extra Curricular/N.S.S./ Cultural/Sports/ Env
First Term- 16th June to 24th October					
I	First Term Opening Day 16th June, Principal Meeting with Staff, Advt. for Admission M.Com./ M.A.	Departmental meeting for Syllabus Distribution Swayam Courses- implement for UG, PG & teacher	University Result Analysis	Prayer & Meditation in College on every day Principal Speech to the F. Y. S. Y./T. Y. Competitive Exam Centre-Admissions Process of Students	Result declaration by university & Online CET by YCMOU Filling the Anti-Ragging forms.
II	Orientation for Filling Sc/St/OBC Scholarship Forms	Sending Research projects to the BCUD/funding agencies Bridge Course in Accounting (FYBCom). Sports-Introduction of various games facilities available in	University Result Analysis	Competitive Exam Centre- Sunday regularly Morning 8 to 12 arrange the lecture.	Admission process approved through study centre Inauguration of NSS Formation of New Committee of Vachan
III	To display enrolment list of all student. Notice for corrections.	Time table display To display schedule of students seminar on notice board.	Home Assignment -I for FY/SY/TY students	First Batch of Certificate Course in Communication Skills in English	Inauguration of Vachan Prakaalp Visit to Bhagur- V. D. Savarkar's Residence Visit to Government Library
IV	Verification of Admission Verification of Admission form To prepare list of admitted student Planning of lecture series Appointment of Advisory Committee Members	Bridge course-Accountancy Research proposal of Minor & Major by teacher if teachers has prepared & submitted to us.	Departmental unit test for students. Appointment of Advisory Committee Members	Interview of Merit Holders Publication of Wallpaper Srujan Collection Of Articles	Flower making workshop To display list of students for the corrections. SDB- Selection of Earn and Learn Students & Implement activities Inaugural of Vishakha Committed


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July


II	To conduct the meeting of staff on Every Thursday and Submit the report by HoD to NAAC Dept. on Every Saturday	Paper Presentation Competition Bridge course Rank holders interview program for student Commerce-Course in Fundamental Mathematics	Interview of Merit Holders	New Syllabus Book purchase/ Approvals Preparing Proposals for various activities Earn & Learn Scheme Publication of Wallpaper	Registration of Alumni Best out of Waste Competition Combine meeting with students about committees role.
III	Staff Secretary-Get together programme for staff twice in a year	Preparation and submission of Time -Table. Sports - Training & Practice Camp of Table Tennis. Training & Practice Camp of Chess, Participation in Inter Collegiate sports competition.	Annual planning about College & University Examinations	Checking of total books available in library. Admission of CPCT	To display notice to the student for joining the activity.
IV	Admission process for FY/SY/TY. NOC for pass out student. Staff Secretary-Collect the problems of staff and solve them through Principal	Preparation of Annual Teaching Plans. To start teaching of F.Y. SY/TY classes Department Meeting: Annual Planning, work distribution and Teaching Plan Counselling of FY students for optional subjects	To display examinations Time - Table	Participation of Counselors in Quarterly workshops	Filling the admission form for NSS, Cultural & Sports Activity Discussion on Various Social Issues - Vishaka Committee students to maintain to discipline, providing solutions and discussion of complaints with Principal and Committee
I	Welcome Function for FY students, 1st August Lokmanya Tilak Smriti	Provision of Short-term Courses for all Students. Eco-Poster presentation competition Essay competition	Notice to all teachers about question paper setting for FY/SY First	Publication of Wallpaper District level Competitive Examination workshop	Wall Paper Competition Contact session on every Sunday

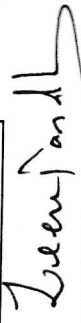

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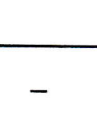
August

II	<p>Planning about celebrations of 15th August Independence Day, Provision of CDC Meeting</p>	<p>As per Circular of UGC, HRDC proposal for funding will be submitted Guest lecture of Sociology Akashwani Centre, Newspaper Publication Office, Screening Marathi Drama, Slogan Competition, Workshop on Understanding Story</p>	<p>Periodical Test(BA/B.Com/MA/M.Com) Test & submission of Mark list with result analysis</p>	<p>Inauguration of vanijya mandal Establishing Students' E-Bulletin/E-Discussion Meeting of the members of Advisory committee i)Annual Plan Awareness of Counseling Centre to students Election of student Council</p>	<p>NSS Activity-Cleaning the College Tree Plantation campus. 9th August Kranti Din</p>
III	<p>To Send proposals of UGC Scheme.</p>	<p>Unit Test -II for TY students move screening of FYBA Making Indian Constitution. Students Academy Commerce-Basic English for Business Communication</p>	<p>screening cum discussion of a film based on Literary work Workshop on MPSC Competative exam Group discussions/ Resource persons</p>	<p>Rakshabandhan Navin karyakarini Meeting with the Members of Extra Mural Committee Staff Academy-Three days workshop for Teachers regarding quality education by NSPM & BSM</p>	<p>Training Programme for Self Protection & Defense Lezim Katthak Dance Training Programme Employability Skills Training Programme Health Check up of the students</p>
IV	<p>Provision of CDC Meeting</p>	<p>State level Seminar of Marathi & Psychology Commerce-One Day Workshop on Research Methodology for PGKabaddi Training & practice camp. Sports-Yoga training & practice camp &Project guidance and allocation of sports games to FYBA</p>	<p>Unit Test for Slow & Advanced learner Submission of question papers of Reterm-end & Term-end exam</p>	<p>Publication of Wallpaper</p>	<p>Debate competition, competition,Exchange of books from Government Library and distribution among students Workshop on Writing Book Review A meeting of Vivek Vahini will be conducted every 15 days. Visit to Aadharashram</p>


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September

I	Celebration of Teachers Day on 5th Sept Vrudhi software	Students Academy	Typing & proof checking of Question papers Accepting exam forms of Re-term-end Exam	. Visit to Banks Poster Exhibition Competition Application of Military psychology Earn & Learn Scheme	Lecture Series on Vivekanand Elocution Competition Data collection
II	Planning about celebrations of 22nd Sept	Internal Evaluation of FY/SY Students Guest lecture of Sociology Sports - Training & practice camp of Basket Ball. Guest lecture on sports related topic	First Semester/Term Re-term-end Exam of failed students Accepting Term-end exam forms	Celebration of 14th Hindi Divas. Dr. Babasaheb Jaykar Lecture Series (consecutive 3 days to be decided in consultation with the Principal)	Ganesh Idol Collection and Nirmalya Daan Entrepreneurship development programme
III	Distribution of Scholarship to the students. Send the copy of Enrolment to the University	Guest lectures of Politics Students Academy Elocution Competition, Advertisement Presentation Competition, Interview Practise, Guest Lecture- Approaches to Interdisciplinary Studies Commerce-Certificate Course in Professional English	Distribution of internal exam. work to the committee & teachers Eco-Guidance for weaker & for Advance learner	Second Batch of Certificate Course in Communication Skills in English Students Academy Of FYBA, SYBA & TYBA Publication of Wallpaper Health Programme for staff	Second batch of communicative English for F.Y.B.COM AND F.Y.B.A. Din Celebration By NSS, Essay Competition. SDB-National Consumer Day Gandhi Week NSS Day- A Guest Lecture I on the Importance of NSS A Programme giving message Prevention of Female Feticide NSS Day Celebration on 24th Sept.
IV	Record of UGC Schemes	One Day workshop of Sociology	Schedule of Practical Examination, Display Time Table of Oct. University	Cyber Revolution and Changing Dimension's of Security Commerce week Study Notes Competition FYBA, SYBA & TYBA Earn & Learn Scheme	Celebration of Mahatma Gandhi Jayanti.
I		Guest lecture of Sociology	FY/SY First semester/term Internal Exam Start, October TY University exam Start.		Celebration of Mahatma Gandhi Jayanti.  PRINCIPAL N.S.P.M's Late Bindu Ramrao Deshmukh Arts & Commerce Mahila Mahavidyalaya Jail Road, Nashik Road-422101


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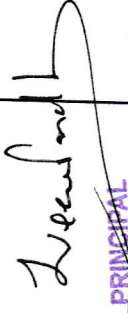
October

II	Planning about University Examinations, collect questions papers. Orientation Programme Analysis of student regarding filling scholarship form	Guest lectures and Practical lectures Project Writing Visit to Old Age Home Commerce-Lecture Series & Field visit Athletics Training & practice camp of Shot Put.	University Examination(BA/B.Com) Re-mid Sem Exam/Mid sem Examination(MA/M.Com) CAP for BA/B.Com	Publication of Wall-Paper Yashwantrao Chavan Lecture Series (consecutive 3 days to be decided in consultation with the Principal Staff Secretary-Meditation programme for staff	First meeting of Alumni & PTA Field visit to Aadharashram, Ashok Stambh, Nashik Check up of the students Guest Lecture on Women Empowerment Guidance & counseling on Health, Medical and other important aspects Purchase of required Books
III	Communicating students for filling up the forms and acceptance of form clerk login & forward to Principal	Visit to Nashik Municipal Corporation	Term-end exam of Fresh students Internal Assessment records of termend Examination	Publication of Wallpaper	District Industry Centre (DIC) Guidance Programme for Entrepreneurship Celebrating Reading Inspiration Day
IV					

(24th October First Term Closing Day) Second Term 20th Nov to 30th April 2020

November

Diwali Vacation					
II	14th Nov. Second Term opening day, planning of Second term, Principal meeting with Staff	Regular teaching, maintain the records of First term	University Examination(MA/M.Com) Term End Examination(BA/B.Com)	Staff Academy-Educational tour and Soft skills & Hard skills programme for Non teaching staff	MBA-Assignment evaluation by study centre NSS Camp
III	Meeting with Unfair means committee	Constitution Awareness Week Abhirup Sansad (Inter-Collegiate Mock Parliament Competition) Subject to the sanction from Board of Students welfare, University of Pune Regular teaching Yoga Training Camp.	Display time table of second term home assignment, test, tutorials State level seminar Avishkar	To purchase periodicals & journals	Pune Univesity Suggest Programme Cultural activity, sports practices


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	December				
IV		Home assignment III for FY students. Short term courses Exam. Hastalikhit Writing (including Alumni Participation) Guest lecture of Sociology	Unit test II for SY/TY students IQAC Review Meeting	Purchase review- Library	Constitutional day celebration Communicative English for F.Y.B.COM AND F.Y.B.A Association
I		Regular teaching, Movie Screening Certificate Course in Journalism National Conference (English, Hindi, Marathi) Project checking of First year students	Notice to all teacher about question papers setting for FY/SY second term Exam. Submission of Mark list & result analysis of Term-end exam	Srujan - Quotation Collection Publication of Wallpaper Staff Secretary-Lecturer series for staff	Competitive exam test for disha project. Field Visit Special batch of Maitra
II		Commerce Quiz Online Accounting Quiz Poster presentation competition Live Advertising presentation	Entry of Term-end exam mark list in the CD	Industrial Visit	Analysis of Data Placement Cell-Workshop on Small scale Industries
III					
IV		Sports gathering Commerce- One day workshop on press News writing	IQAC Review Meeting	Publication of Wallpaper	Inauguration of Annual Sports, Mahila Mukti Din, Savitribai Phule jayanti
I	Swami Vivekanand jayanti on 12th Jan.	Lecture Series collaboration with Pune University Students Academy Marathi-Conference for Students Guest Lecture	Display schedule of second term exam.	Earn & Learn Scheme Lecture series Purchase review SA-Research programme for minor & major project	Vivekanda's thought and India's World Status Youth week SDB-Acting Workshop, Nirbhaya Virgo campaign Disaster Management Workshop Mock Parliament Competition


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January

II	Planning about Annual Prize Distribution, invitation to Chief Guest. Prospectus ,admission form outlay, photograph and information collection	Commerce Quiz, Accounts Quiz. Industrial Visit of Sociology Participation in NSPM's Annual sports competition.	Fill Examination form of student(BA, B.Com/MA/M.Com) Periodical Test	Srujan-Collection of Annual Reports, Achievements & Photos Publication of Wallpaper	Environment Visit MBA- Project guidance Placement Cell-MHRD's Apprentice Programme / Industry Training Camp
III	Planning about celebration of 26th Jan. planning of cultural programme in college printing,	Regular teaching, to prepare question bank for departments Commerce-One Day Workshop on Project Report Writing Sports-Checking of Final project of First year.	Second term exam work distribution to the faculty	Workshop on Thoughts of Vivekananda and personality Development	Planning of prize distribution. Mahatma Gandhi Smruti Din SDB- Personality Development Workshop Rabindranath Tagore Competition & 8) Trekking Camp
IV	Annual prize distribution of sports, cultural activities & NSS	Students Academy Banking course Visit to Industry Commerce-Certificate course in Share Marketing	Meeting for Annual prize distribution of sports, cultural & NSS IQAC Review Meeting	Publication of Wallpaper Dnyan Vidnyan Vachan Chalwal Sant Gadge Baba Lecture Series for Senior Citizens	Annual prize distribution of Sports, Cultural & NSS Preparing Report Placement camp for the students
I	Meeting with Exam Committee ,suggestion to the Supervisor	Visit of Sociology Practical lectures. Marathi Din Programme Annual Prize Distribution Practical Test & Project Viva of First Year students.	Convocation programme(for degree holder student Display	Evaluation of CPCT Projects and sbmission of online marks	Second meeting of Alumni & PTA
II	Celebration of Ch. Shivaji Maharaj Jayanti on 19th	Practical lectures. Students Academy	practical Examination(B.Co m-I/II/III) Oral Exam of English, Marathi & Hindi	Essay competition Special Guidance Scheme District Level On line Accounting quiz	To maintain record of activities. MBA- Distribution of study material


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February

Administrative meeting with non-teaching staff for Final printout	Preliminary exam papers assessment, display results Live Budget	Preliminary exam papers assessment, display results on notice boards. Practical Exam Annual prize distribution of sports, cultural	English Paper Presentation Competition Publication of Wallpaper SA-Stress management for teaching & non teaching staff
Distribution of exam. hall ticket to the students.	University exam supervision	To conduct University & Home examination Practical Exam Written Exam IQAC Review	Publication of Wallpaper Srujan - Proof Reading/Checking

March


Planning about campus development	Records of FY/SY/TY internal evaluation	University Examination (FYBA/B.Com)	World Women Day on 8th March
Planning of March end records. Audit the records	Filling the records of annual activity conducted by the dept.	University Examination (SYBA/TYBA/ SYB.Com/ TYB.Com)	Prepare Annual Placement Report
	University Papers assessment Eco-Budget presentation competition	To conduct additional/ATKT exam for slow University Exam learners	Preparing Annual Report Vishaka
To Prepare utilisation certificates.	University exam supervision	University exam supervision IQAC Review Meeting	Srujan Publication
			Publication of Swayamsiddha



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April	I	To submit Utilization Certificate to funding agencies	University exam evaluation	Remid Sem/Mid Sem Exam(MA/M.Com) University exam evaluation	Meeting of the members of Advisory committee Review	Dr. Ambedkar Jayanti on 14th Apr.
	II	Submission of records of all activities to IQAC	University exam supervision	Records of all activity Quality Inspection Drive IQAC Advisory Committee Meeting CAP Schedule	Submission of Records of all activity Publication of Swayamsiddha	
	III	Submission of Annual plans of depts and committees	University exam supervision	CAP for FYBA/B.Com Project Viva	MBA-Assignment evaluation by study centre & Online marks send to University	
	IV	Preparation and submission of Annual Calender	University exam supervision	University Examination(MA/M.Com)		
May - Result declaration(FYBA/B.Com)						


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