

Academic calendar 2018-19

Rayat Shikshan Sanstha's

Arts, Science & Commerce, College, Mokhada, Palghar

Academic Calendar : 2018- 19

Month & Week	Administrative	Academic Teaching -Learning	Academic Evaluation	Co-curricular/ Library	Extra Curricular/N.S.S./ Cultural/Sports	
JUN E	I	First Term 18 th June 2018 to 5 th November 2018				
	II					
	III	First term Opening Day 18th June, Principal Meeting with Staff, Advt. & Admission process for FY/SY/TY.	Departmental meeting for syllabus distribution	University Result Analysis	Counselling of S.Y./T.Y. Students	Annual Planning about activity.
	IV	Distribution of committee work to the faculty, Annual planning. Admission process for FY/SY/TY.	Preparation of departmental & Individual Time -Table. Preparation of Annual Teaching Plans. To start teaching of SY/TY classes	Annual planning about College & University Examinations. Meeting of examination committee	Checking of total books available in library. Preparation of Demand for books	To display notice to the student for joining the activity. Filling the admission form for NSS, Cultural & Sports Activity
JUL Y	I	Verification of Admission form To prepare list of admitted student	Departmental meeting about distribution of projects, Seminar work to students Regular teaching, Practicals	Preparation of time table for test.	To collect university examination question papers & prepare year wise sets	To display list of students for the corrections.
	II	Principal meeting with Chairman of all committee for annual planning	Counselling of FY students.	Work distribution	Principal Speech to the F.Y. Students.	Selection of participated students in various activities.
	III	Filling of GOI/PTC Scholarship Forms, Sorting of forms.	Sending Research projects to the funding agencies.	Display Rules & Regulations about Examinations	Planning of College Beautification	Inaugurations of NSS
	IV	To display enrolment list of all student. Notice for corrections.	To display schedule of academic calendar on display board.	Examination form notification	Access of library for students & Teachers	Blood Donation Camp. To Send entry form for various Activity.
AUG UST	I	Welcome Function for FY students, 1st August Lokmanya Tilak Smruti Din, Annabhau Sathe Jayanti	Provision of Short-term Courses for all Students.	Notification of examination	To purchase revised books. Filling of competitive exam forms.	Training for cultural & sports participants.
	II	Planning about celebrations of 15 th August Independence Day, Provision of LMC Meeting	List preparation & Guidelines for Slow & Advanced learner students.	Collection and sorting of examination forms	Planning of College infrastructure	NSS Activity-Cleaning the College campus. 9th August Kranti Din
	III	celebration of 15 th August Independence Day, To fulfil requirements of UGC Scheme. Inauguration of Mahila Vikas Manch,	Classroom activities	Examination enrolment	Inauguration of Vidharthini Munch	To send students for zonal/ Inter zonal competitions.
	IV	Health club, Planning of Building Committee Celebration of Teachers Day on 5th Sept.	To conduct seminar for slow and advanced learner students.	Tests for students	Visit of Doctors to the Health Club for check up.	NSS activity
SEP TEM BER	I		Regular teaching activities	Appointment of examiners	To order subject wise Journals & magazine.	Workshop for competitive exam.

	II	Planning about celebrations of 22nd Sept. Karmaveer Jayanti Meeting	Internal Evaluation of Students	Notification of following examination		Programme of Karmaveer Jayanti Saptah.
	III	Distribution of GOI Scholarship to the students. Send the copy of Enrolment to the University	Provision of Field works.	Preparation of time table for theory and practical examination.	Provision of extra time of library opening.	Sadbhavana Din Celebration By NSS, Essay Competition.
	IV	Scholarship and other University related work	Revision for FY/SY Students, Provision of Extra Lecturer	Collection of internal/project mark list	Planning for Night Study in Library,	NSS Day Celebration on 24th Sept.
OCT OBE R	I	Record of UGC Schemes	To setting question papers.	Meeting of examination committee	To collect university examinations questions papers & prepare a set term wise	Celebration of Mahatma Gandhi Jayanti.
	II	Planning about University Examinations, collect questions papers.	To maintain Departmental records for NAAC, to prepare Departmental presentation	Regular university examination	Class wise activities	Activities
	III	Building Committee Meeting for development of Infrastructure	FY/SY Internal Assignments	CAP- Assessment of answer books	Class wise activities	Activities
Nove mber	II	26 th Nov. Second Term opening day, planning of Second term, Principal meeting with Staff	Regular teaching, maintain the records of First term	Collection of marklist	Arrangement of educational tours	NSS camp
	III	Meeting with Unfair means committee, Mahatma Phule Smruti Din on 28th Nov.	Regular teaching, Departmental Alumni Meeting,	ATKT examination and preparation of grade cards.	To purchase periodicals & journals	Cultural activity, sports practices
Month & Week		Administrative	Academic Teaching -Learning	Academic Evaluation	Co-curricular/ Library	Extra Curricular/N.S.S./Cultural/Sports
NOV EMBER	I	Second Term 26 th Nov. 2018 to 4 th May, 2019				
	III IV	Beautification of college campus. Colouring of college building, 6th Dec. Dr. Babasaheb Ambedkar Smruti Din.	Short term courses lectures.	Additional examination	A Programme of Ex-students meet.	1st Dec. National AIDS Day by Science Association
DEC EMBER	I	College Mock Peer Team visit to Departments. CDC meeting	Regular teaching, Department records to IQAC	Preparation of Results	Field Visits & Guest Lectures	Competitive exam practice test
	III	Christmas Holiday on 26 th Dec. to 1st Jan.	Christmas Holiday on 26 th Dec. to 1st Jan	Christmas Holiday on 26 th Dec. to 1st Jan	Christmas Holiday on 26 th Dec. to 1st Jan	Christmas Holiday on 26 th Dec. to 1st Jan
JAN UAR Y	I	Swami Vivekanand jayanti on 12th Jan.	Regular teaching, second term home exam questions paper setting.	Display schedule of second term exam.	Listing of purchased books during the year.	Record of NSS activity submitted to the University.
	II	Planning about Annual Prize Distribution, invitation to Chief Guest.	Home assignment IV for FY students. unit test for SY/TY	Second semester exam, ATKT, Prelim, examination	Display list of prize winner students.	Display list of prize winner students.

	III	Submission of IIQA towards NAAC Planning about celebration of 26th Jan. planning of cultural programme in college,	Regular teaching, to prepare question bank for departments	Second term exam work distribution to the faculty	programme of night study	Planning of prize distribution. Mahatma Gandhi Smruti Din	
	IV	Annual prize distribution of sports, cultural activities & NSS	Annual prize distribution of sports, cultural activities & NSS	Annual prize distribution of sports, cultural & NSS	Annual prize distribution of sports, cultural & NSS	Annual prize distribution of sports, cultural & NSS	
FEB RUA RY	I	Meeting with Exam Committee , suggestion to the supervisor	Preliminary exams for TY student	Display University Exam. Time -table to prepare Sr. & Jr. supervisor charts.	Records of use of internet library by students.	Display Photograph of all activity conducted by all committee on the board	
	II	Celebration of Ch. Shivaji Maharaj Jayanti on 19th Feb.	Planning of Preliminary Examination for TY Students	Counselling and career Guidance of XIIth students Planning of Preliminary Examination		To maintain record of activities.	
	III	Administrative meeting with non-teaching staff for annual audit	Preliminary exam papers assessment, display results	Practical Examination schedule	Sorting of newspapers	National Science Day on 28th Feb. by Science Association	
	IV	Distribution of exam. hall ticket to the students.	Practical exam preparation	Additional internal examination	List of reference books	World Women Day on 8th march	
MAR CH	I	Planning about campus development	Records of FY/SY/TY internal evaluation	Records of FY/SY/TY internal evaluation	To prepare a set of University & college Exam questions papers	Binding the files of activity with photograph related news displayed in newspapers	
	II	Planning of March end records. Audit the records	Filling the records of annual activity conducted by the dept.	Home exam paper assessment			
	III	Planning of SSR	University & Home Exam papers assessment	To conduct additional/ATKT exam for slow learners			
	IV	To Prepare utilisation certificates.	University exam supervision	University exam supervision			
APR IL	I	To submit UC/SE to funding agencies	University exam evaluation	University exam evaluation		Dr. Ambedkar Jayanti on 14th Apr.	
	II	Submission of records of all activities to IQAC & AAA		Records of all activity	Submission of Records of all activity	Submission of Records of all activity	
	III IV	Examination and IQAC work					
May	I	Second Term end meeting on 4 th May, 2019.					
		Dr. A.B.Mamlayya				Principal	
		IQAC Coordinator				Dr. J.G.Jadhav	


Coordinator
 Internal Quality Assurance Cell
 Arts Science and Commerce College
 Mokhada, Dist Palghar




PRINCIPAL
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