

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

**Academic calendar 2020-2021**


<b>Month and Week</b>	<b>Administrative</b>	<b>Academic Teaching - Learning</b>	<b>Academic Evaluation</b>	<b>Co-curricular/ Library</b>	<b>Extra Curricular/N.S.S./ Cultural/Sports</b>
<b>First Term 7<sup>th</sup> August 2020 to 31<sup>st</sup> December 2020</b>					
<b>August</b>	Meeting of Hon. Principal with Faculty  Distribution of committee work to the faculty  Advt. & Admission process for FY/SY/TY.	Departmental meeting  Preparation of departmental and individual timetable  Preparation of WhatsApp Groups and Google Classrooms of the students  Commencement of Online lectures  Distribution of Syllabus  Conducting online lectures via Google meet and Zoom  Recording of video lectures and preparing online contents to upload on YouTube	Meeting of Examination Committee and Distribution of work  Annual Planning about college and university examinations  University Result Analysis	Survey of available books present in college library  Access of library books to the students and teachers  Preparation of list of books to be purchased in the academic year  Issue of Identity card and borrower's Card of library	Annual planning of NSS  Orientation program of the students  Plantation of trees in College Campus  Celebration of Independence Day  Participation in leadership training program


<p><b>September</b></p>	<p>Verification of Admission forms To prepare list of admitted students</p> <p>CDC Meeting</p> <p>Filling of GOI/PTC Scholarship Forms,</p> <p>Sorting of forms</p> <p>Meeting of Hon. Principal with staff for planning of Online examination of T.Y.B.Sc.</p> <p>Commencement of COVID help Centre</p> <p>CDC meeting</p>	<p>Preparation of online contents to upload on YouTube for preparing Knowledge Bank</p> <p>Provision of short term courses to the students</p> <p>Regular online teaching on Google meet and Zoom</p>	<p>Notification to the students for the Online examination</p> <p>Survey of the Students to face online mode of examination and troubleshooting</p> <p>Question Paper Setting of online theory examination</p> <p>Online University Practical Examination</p> <p>Online University theory examination</p>	<p>Up-gradation of e-Books and e-Journals</p> <p>Development of e-Contents and uploading on the College website under Knowledge Bank</p> <p>Regular issue of books and maintenance of record</p>	<p>Participation in SRD/NRD selection camp</p> <p>Celebration of Teacher's Day</p> <p>Commencement of Construction of New College Building</p> <p>NSS Publicity Week</p> <p>Celebration of Karamveer Jayanti</p> <p>Preparation of COVID-19 Song for Awareness program of Mumbai University, Mumbai</p>
<p><b>October</b></p>	<p>Maintenance of academic and departmental record</p> <p>Proposal of Short term course to UGC-NSQF</p> <p>Filling of GOI/PTC Scholarship Forms</p>	<p>Regular online teaching on Google meet and Zoom</p> <p>Preparation of Study material</p> <p>Distribution of study material</p>	<p>Uploading marks to the university examination portal</p> <p>Notification to the students for the Online Internal Unit Tests</p> <p>Conduction of online unit tests</p>	<p>Development of e-Contents and uploading on the College website under Knowledge Bank</p> <p>Regular issue of books and maintenance of record</p> <p>Inauguration of Competitive Examination guidance cell</p>	<p>Natural disaster management program</p> <p>Celebration of Mahatma Gandhi Jayanti</p> <p>Celebration of Birth Anniversary of Dr. A.P.J. Abdul Kalam</p>

<p><b>November</b></p>	<p>Meeting of Hon. Principal with individual Staff member for taking overview of Online lectures and Syllabus Completion</p> <p>Meeting of Hon. Principal with individual Staff member for taking overview of Online lectures and Syllabus Completion</p> <p>Diwali Vacation from 12<sup>th</sup> November 2020 to 18<sup>th</sup> November 2020</p>	<p>Regular online teaching on Google meet and Zoom</p> <p>Preparation of curriculum and time table of Online Short term course</p> <p>Diwali Vacation from 12<sup>th</sup> November 2020 to 18<sup>th</sup> November 2020</p>	<p>Conduction of online unit tests</p> <p>Notification to the students for the Online University and College examination</p> <p>Paper setting of Online repeater and regular examination</p> <p>Diwali Vacation from 12<sup>th</sup> November 2020 to 18<sup>th</sup> November 2020</p>	<p>Competitive exam Guidance to the Students</p> <p>Diwali Vacation from 12<sup>th</sup> November 2020 to 18<sup>th</sup> November 2020</p>	<p>Organization of Webinar of Entrepreneurship development</p> <p>Diwali Vacation from 12<sup>th</sup> November 2020 to 18<sup>th</sup> November 2020</p>
<p><b>December</b></p>	<p>Filling up the exam forms of the students</p> <p>Filling of GOI/PTC Scholarship Forms</p> <p>Internal Audit</p>	<p>Maintaining record of attendance and Academic diary</p>	<p>Online Practical examination</p> <p>Online Theory examination</p>	<p>Survey of periodicals and magazines available</p> <p>Renewal of Magazines and periodicals</p> <p>Distribution of e-books among students to inculcate reading passion</p>	<p>AIDS Awareness Week</p> <p>Participation in Elocution competition</p> <p>Organization of Guest lecture on Minority Day</p>

Month and Week	Administrative	Academic Teaching - Learning	Academic Evaluation	Co-curricular/ Library	Extra Curricular/N.S.S./ Cultural/Sports
<b>Second Term 1<sup>st</sup> January 2021 to 31<sup>st</sup> May 2021</b>					
<b>January</b>	<p>Meeting of Hon. Principal with Staff</p> <p>Maintenance of academic and departmental record</p>	<p>Departmental meeting Preparation of departmental and individual timetable</p> <p>Commencement of Online/ Offline lectures</p> <p>Distribution of Syllabus</p> <p>Conducting online lectures via Google meet and Zoom OR Offline lectures in Classroom</p> <p>Recording of video lectures and preparing online contents to upload on YouTube</p>	<p>University Result Analysis</p> <p>Meeting of Examination Committee and Distribution of work</p> <p>Planning about college and university examinations</p> <p>Notification to the students for the Online/Offline Internal Unit Test</p>	<p>Guest lecture under the competitive guidance centre</p> <p>Maintaining records and updating e-books of the library</p> <p>Distribution of e-books among the students</p>	<p>Planning of Celebration of Republic Day</p> <p>Celebration of Republic Day</p> <p>Wallpaper exhibition</p> <p>Guest Lecture organized by Science association</p>
<b>February</b>	<p>Meeting of AAA</p> <p>Data compilation and Maintenance of record</p> <p>Preparation of AQAR</p>	<p>Provision of Online/Offline short term course to the students</p> <p>Conduction of Online/Offline Short Term Course</p> <p>Regular online teaching on Google meet and Zoom/ offline in classroom</p>	<p>Conduction of Online/Offline unit tests</p>	<p>Competitive exam Guidance to the Students</p> <p>Regular issue of books and maintenance of record</p>	<p>Celebration of Chatrapati Shivaji Maharaj Jayanti</p> <p>Celebration of National Science Day</p> <p>Maintenance of record</p>

<b>March</b>	Meeting of IQAC Data compilation and Maintenance of record Preparation of AQAR	Preparation of Study material Distribution of study material Regular online teaching on Google meet and Zoom/ offline in classroom	Conduction of Online/Offline unit tests Online/Offline Short Term Course Examinations	Competitive exam Guidance to the Students Regular issue of books and maintenance of record	Data compilation and Audit Submission of NSS
<b>April</b>	Data compilation and Maintenance of record Filling up Exam forms of the students	Regular online teaching on Google meet and Zoom/ offline in classroom Regular online/offline conduction of Short Term Course	Planning of Online Semester Examination Notification to the students for the Online University and College examination Paper setting of Online repeater and regular examination Online Practical examination	Competitive exam Guidance to the Students Regular issue of books and maintenance of record	Celebration of Dr. Babasaheb Ambedkar Jayanti
<b>May</b>	Filling up Exam forms of the students Preparation of AQAR Submission of AQAR	Maintaining record of attendance and Academic diary	Online Practical examination Online Theory examination	Maintaining record, data compilation and submission of all data to IQAC	Celebration of Maharashtra Din Maintaining record, data compilation and submission of all data to IQAC

  
Chairman,  
Academic Calendar

  
Chairman,  
IQAC



  
Principal  
ASC PRINCIPAL Mokhada  
Arts Science and Commerce Co  
Mokhada, Dist. Palghar