

## Academic Calendar 2020-2021

Rayat Shikshan Sanstha's						
Abasaheb Marathe Arts & New Commerce, Science College, Rajapur.						
Institutional Academic Calendar : 2020-21						
Month & Week	Administrative	Academic Teaching -Learning	Academic Evaluation	Co-curricular/ Library	Extra Curricular/N.S.S./ Cultural/Sports	
<b>AUGUST</b>	<b>First Term ( 7<sup>th</sup> August 2020 to 31<sup>st</sup> December 2020)</b>					
II	First term Opening Day 7 <sup>th</sup> August Principal Meeting with Staff, Advt. for Admission FY/SY/TY Planning about celebrations of 15 <sup>th</sup> August Independence Day	Departmental meeting for syllabus distribution	University Result Analysis	Counselling of S.Y./T.Y. Students Plantation in campus	Annual Planning about activity. 9th August Kranti Din	
III	Principal Meeting with Teaching and Non teaching Staff Distribution of committee work to the faculty Annual planning.	Preparation of departmental & Individual Time -Table.	Annual planning about College & University Examinations.	Checking of total books available in library.	To display notice to the student for joining the activity.	
IV	Admission process for FY/SY/TY. CDC Meeting	Preparation of Annual Teaching Plans. To start teaching of SY/TY classes	Meeting of examination committee	Preparation of Demand for books	Filling the admission form for NSS, Cultural & Sports Activity	
<b>SEPTEMBER</b>	I	Verification of Admission form To prepare list of admitted student Celebration of Teachers Day on 5th Sept. Welcome Function for FY students	Departmental meeting about distribution of projects, Seminar work to students Regular teaching, Practicals	Examination Work distribution	Principal Speech to the F.Y. Students for discussing Code of Conduct	To display list of students for the corrections. Competitive Examination College Form Filling
II	Parent Meeting	Counselling of FY students.	Preparation of time table for test	To collect university examination question papers & prepare year wise sets	Selection of participated students in various activities.	
III	Filling of GOI/PTC Scholarship Forms, Sorting of forms. Planning about celebrations of 22nd Sept. Karmaveer Jayanti Meeting	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	Free Internet access library for students & Teachers	To Send entry form for various Activity. Ozone Day Celebration NSS Day Celebration on 24th Sept.	
<b>OCTOBER</b>	I	Anti Ragging Committee Meeting	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. Celebration of Mahatma Gandhi Jayanti.
II	CDC 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.	

	III	To fulfil requirements of UGC Scheme.	Classroom activities	Examination enrolment	Inauguration of Vidharthini Munch	To send students for zonal/interzonal competitions.	
	IV	Inauguration of Mahila Vikas Manch, Health club,	To conduct seminar for slow and advanced learner students.	Tests for students	Visit of Doctors to the Health Club for check up.	Debate competition, kabddi competition, NSS activity	
	<b>November</b>	I	Mango Garden Committee Meeting	Regular teaching activities	Appointment of examiners	To order subject wise Journals & magazine.	Workshop for competitive exam.
		II	Scholarship and other University related work	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,	
	IV	Mahatma Phule Smruti Din on 28th Nov.	Revision for FY/SY Students, Provision of Extra Lecturer	Collection of internal/project mark list	Planning for Night Study in Library,	Essay Competition	
	<b>DECEMBER</b>	I	Record of UGC Schemes 6th Dec. Dr. Babasaheb Ambedkar Smruti Din.	Setting question papers.	Meeting of examination committee	To collect university examinations questions papers & prepare a set term wise	1st Dec. National AIDS Day by Science Association
		II	UGC Committee Meeting		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	
	IV	Meeting with Unfair means committee, Ist Term End Meeting	Regular teaching, maintain the records of First term	Collection of mark list	To purchase periodicals & journals	Competitive exam lecture	
<b>Month &amp; 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>Second Term ( 1<sup>st</sup> January 2021 to 31<sup>st</sup> May 2021)</b>							
<b>JANUARY</b>	I	Principal meeting with Staff	Regular teaching, Departmental Meeting	Preparation of grade cards.	A Programme of Ex-students meet	.Health Check Up Camp Savitribai Phule B. A.	
	II	Swami Vivekanand jayanti on 12th Jan.	Short term courses lectures. commence	Additional examination		sports practices	
	III	CDC meeting Planning about celebration of 26th Jan	Regular teaching	Preparation of Results	Parent Meet	Cultural activity	
	IV	Campus Beautification Committee Meeting	Regular teaching			Mahatma Gandhi Smruti Din	
<b>FEBRUARY</b>	I	Ladies Welfare Committee Meeting	Regular teaching, second term home exam questions paper setting.	Display schedule of second term exam.	Listing of purchased books during the year.	Competitive exam lecture	

	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	.Celebration of Ch. Shivaji Maharaj Jayanti on 19th Feb.	Regular teaching, To prepare question bank for departments	Second term exam work distribution to the faculty	programme of night study	Sports Competition
	IV	Planning of cultural programme in college,		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
<b>MARCH</b>	I	Sexual Harassment Committee Meeting	Annual prize distribution of sports, cultural activities & NSS			
	II	Meeting with Exam Committee , suggestion to the supervisor	Preliminary exams for TY student	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	Planning of Preliminary Examination for TY Students	Practical Examination schedule	Sorting of newspapers	National Science Day on 28th Feb. by Science Association
	IV	CDC Meeting	Preliminary exam papers assessment, display results Practical exam preparation	Additional internal examination	List of reference books	International Women Day on 8th march
<b>APRIL</b>	I	Distribution of exam. hall ticket to the students.	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		Dr. Ambedkar Jayanti on 14th Apr.
	III	Submission of AQAR	University & Home Exam papers assessment	To conduct additional/ATKT exam for slow learners		Planning of prize distribution
	IV		University exam supervision	University exam supervision		Annual prize distribution of sports, cultural & NSS
<b>May</b>	I	To Prepare utilisation certificates	University exam evaluation	University exam evaluation		Record of NSS activity submitted to the University
	II	Submission of records of all activities to IQAC		Records of all activity	Submission of records of all activity	Submission of Records of all activity
	III	Examination and Submission of records of all activities to IQAC				
	IV	<b>Examination and IQAC work Second Term end meeting on 31<sup>st</sup> May 2021</b>				
		<b>Dr. Shakil D. Shaikh</b> <b>IQAC Coordinator</b>				<b>Principal</b> <b>Dr. P. G. Pawar</b>