

## Academic calendar 2018-19

Rayat Shikshan Sanstha's						
Abasaheb Marathe Arts & New Commerce, Science College, Rajapur.						
Institutional Academic Calendar : 2018- 19						
Month & Week	Administrative	Academic Teaching -Learning	Academic Evaluation	Co-curricular/ Library	Extra Curricular/N.S.S./ Cultural/Sports	
<b>JUN E</b>	I	First Term 18 <sup>th</sup> June 2018 to 5 <sup>th</sup> November 2018				
	III	First term Opening Day 18th June, Principal Meeting with Staff, Advt. for Admission FY/SY/TY	Departmental meeting for syllabus distribution	University Result Analysis	Counselling of S.Y./T.Y. Students	Annual Planning about activity.
		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.	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>JUL Y</b>	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	Free Internet access library for students & Teachers	Blood Donation Camp. To Send entry form for various Activity.
<b>AUG UST</b>	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 <sup>th</sup> 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	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, Planning of Building Committee	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>SEP TEMBER</b>	I	Celebration of Teachers Day on 5th Sept.	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	Celebration of 14th Hindi Divas.	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.	Ozone Day Celebration ,NSS Day Celebration on 24th Sept.
<b>OCT OBE R</b>	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
<b>Novem ber</b>	II	26 <sup>th</sup> 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, MS-CIT admission process, 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
<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>NOV EMB ER</b>	I	<b>Second Term 26<sup>th</sup> Nov. 2018 to 4<sup>th</sup> May, 2019</b>				
	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
<b>DEC EMB ER</b>	I	College Mock Peer Team visit to departments. CDC meeting	Regular teaching, Department records to IQAC	Preparation of Results	NAAC records File submission Preparation of SSR	Competitive exam test for disha project.
	III	Christmas Holiday on 26 <sup>th</sup> Dec. to 1st Jan.	Christmas Holiday on 26 <sup>th</sup> Dec. to 1st Jan	Christmas Holiday on 26 <sup>th</sup> Dec. to 1st Jan	Christmas Holiday on 26 <sup>th</sup> Dec. to 1st Jan	Christmas Holiday on 26 <sup>th</sup> Dec. to 1st Jan
<b>JAN UAR Y</b>	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 IQA 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
<b>FEB RUA RY</b>	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
<b>MAR CH</b>	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	Submission of SSR towards NAAC ,	University & Home Exam papers assessment	To conduct additional/ATKT exam for slow learners		
	IV	To Prepare utilisation certificates.	University exam supervision	University exam supervision		
<b>APR IL</b>	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		Records of all activity	Submission of Records of all activity	Submission of Records of all activity
	III IV	<b>Examination and IQAC work</b>				
<b>May</b>	1	<b>Second Term end meeting on 4<sup>th</sup> May, 2019.</b>				
		<b>Dr. Shakil D.Shaikh</b>				<b>Principal</b>
		<b>IQAC Coordinator</b>				<b>Dr. P. G. Pawar</b>