

**Nashik Shikshan Prasarak Mandal's
Arts and Commerce College, Igatpuri.
Institutional Academic Calendar : 2022-23**



Month & Week	Administrative	Academic Teaching -Learning	Academic Evaluation	Co-curricular/ Library	Extra Curricular/N.S.S./ Cultural/Sports/ Env
First Term- 16th July to 31 October					
I	First Term Opening Day 16th July, Principal Meeting with Staff	Departmental meeting for Syllabus Distribution	univesity Exam practical /Viva Bcom B.A	Hall ticket Distubution	Admission process for B.A/B.COM
II			univesity Exam mar/April 2022		
III					
I	Welcome Function for FY students, 1st August Lokmanya Tilak Smruti	Lecture	univesity Exam mar/April 2022	Prayer & Meditation in College on every day	

July

II	To conduct the meeting of staff on Every Thursday and Submit the report by HoD to NAAC Dept. on Every Saturday	Sports competition	university Exam mar/April 2022	New Syllabus Book purchase/ Approvals Preparing Proposals for various activities Earn & Learn Scheme	Inauguration of Vangmay Mandal
III	Staff Secretary-Get together programme for staff twice in a year		Annual planning about College & University Examinations	Checking of total books available in library.	To display notice to the student for joining the activity.
IV	Staff Secretary-Collect the problems of staff and solve them through Principal	Preparation of Annual Teaching Plans. To start teaching of F. Y. classes Department Meeting: Annual Planning, work distribution and Teaching Plan Counselling of FY students for optional subjects	university Exam mar/April 2022		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	Celebrations of Teachers Day on 5th Sep	Essay competition	Notice to all teachers about question paper setting for FY/SY First	sports District level Competitive Examination workshop	

September

II		As per Circular of UGC , Screening Marathi Drama,	Periodical Test(Unit Test)(BA/B.Com) Test & submission of Mark list with result analysis	Inauguration of vanijya mandal Meeting of the members of Advisory committee i)Annual Plan Awareness of Counseling Centre to students	NSS Activity-Cleaning the College Tree Plantation campus. 9th August Kranti Din
III	To Send proposals of UGC Scheme.	Unit Test -II for TY FYBA students movie screening			Health Check up of the students

IV	Provision of CDC Meeting	sports	Unit Test for Slow & Advanced learner Submission of question papers of Reterm-end & Term-end exam	Publication of Wallpaper	
I	Celebration of Teachers Day on 5th Sept	Preparation and submission of Time -Table. Sports - Training & Practice Camp of Table Tennis. Training & Practice Camp of Chess, Participation in Inter Collegiate sports competition.	Typing & proof checking of Question papers Accepting exam forms of Reterm-end Exam	Earn & Learn Scheme	Lecture Series
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 Reterm-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)	

III	Distribution of Scholarship to the students. Send the copy of Enrolment to the University		Distribution of internal exam. work to the committee & teachers Eco-Guidance for weaker & for Advance learner	f	NSS Day- A Guest Lecture I on the Importance of NSS
IV		Sports competition	Schedule of Practical Examination, Display Time Table of Oct. University		NSS Day Celebration on 24th Sept.
I	Record of UGC Schemes Provision of CDC Meeting	Guest lecture	FY/SY First semester/term Internal Exam Start, October TY University exam Start.	Earn & Learn Scheme	Celebration of Mahatma Gandhi Jayanti.
II	Planning about University Examinations, collect questions papers. Orientation Programme Analysis of student regarding filling scholarship form	Practical lectures Sports Training & practice	University Examination(BA/B.Com) Re-mid Sem Exam/Mid sem Examination CAP for BA/B.Com	Staff Secretary- Meditation programme for staff	Health Check up of the students celebration of birsa munda jayanti sanvidhan divas celebration

III	Communicating students for filling up the forms and acceptance of form clerk login & forward to Principal IQAC Meeting		Internal Examination (FY BA/B.Com)	Soft Skill Programme	Celebrating Reading Inspiration Day
IV			Diwali Vacation		
			(31th Dec First Term Closing Day) Second Term 20th Dec to 30th May 2023		
I			Academic Holiday		
II	26Dec. Second Term opening day, planning of Second term, Principal meeting with Staff	Regular teaching, maintain the records of First term	Internal Examination (SY and TY BA/B.Com)	Mahaparinirvan Din Of Dr. Babasaheb Ambedkar Purohit Ekankika	Inauguration of Vangmay Mandal Jagatik Divyang Din
III	Meeting with Unfair means committee	Scholarship Workshop	Display time table of second term home assignment, test, tutorials	participation in vad-vivad spardha	Pune Univesity Suggest Programme Cultural activity, sports practices kai.va.shri.ekankika spardha inauguration

December

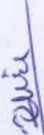
January

IV	CDC Meeting	Home assignment III for FY students. Short term courses Exam. Hastalikhit Writing (including Alumni Participation)	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	Swami Vivekanand jayanti on 12th Jan.	Regular teaching, Movie Screening 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	Staff Secretary-Lecturer series for staff	NSS Special Winter CAMP Spardha Pariksha Margdarshan (Aajivan adhyayan)
II		Commerce Quiz Online Accounting Quiz Poster presentation competition Live Advertising presentation	Entry of Term-end exam mark list in the CD	Industrial Visit Third & Fourth Batch of Certificate Course in	Analysis of Data Placement Cell-Workshop on Small scale Industries
III	Planning about celebration of 26th Jan. planning of	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	Meeting with Exam Committee ,suggestion to the Supervisor	Practical lectures.	Convocation programme(for degree holder student Display	sbmission of online marks	meeting of Alumni

II	Celebration of Ch. Shivaji Maharaj Jayanti on 19th		practical Examination(B.Co m-I/II/III) Oral Exam of English, Marathi & Hindi	Essay competition	To maintain record of activities.
III		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 activities	Stress management session for teaching & non teaching staff by psychology department	
IV	Distribution of exam. hall ticket to the students.	University exam supervision	To conduct University & Home examination Practical Exam Written Exam IQAC Review		
I	Planning about campus development	Records of FY/SY/TY internal evaluation	University Examination (FYBA/B.Com)		World Women Day on 8th March
II	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

Mar	III			To conduct additional/ATKT exam for slow University Exam learners		Preparing Annual Report Vishakha Commiitti
	IV	To Prepare utilisation certificates.	University exam supervision	University exam supervision IQAC Review Meeting		
	I		University exam evaluation	Remid Sem/Mid Sem Exam University exam evaluation		
April	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	Meeting of the members of Advisory committee Review	Dr. Ambedkar Jayanti on 14th Apr.
	III	Submission of Annual plans of depts and committees	University exam supervision			
	IV	Preparation and submission of Annual Calender	University exam supervision			
	May - Result declaration(FYBA/B.Com)					
	University Exam					




PRINCIPAL
 Nashik Shiksha Prasarak Mandal's
 Arts & Commerce Mahavidyalaya


IQAC Co-ordinator
 Arts and Commerce Mahavidyalaya
 Igatpuri, Dist. Nashik