R. S. Mundle Dharampeth Arts & Commerce College, Nagpur
Academic Calender/Annual Plan
2019-2020
Annual Plan to be followed by all the Departments

Name of the Department : ....

Sr. No.	Month	Proposed Activities	Details	Remarks
1.	June & July 2019	1) Admission process/committee should have a list of students excelling in extra-curricular activities 2) Teaching Plan & Monthly Diary 3) Regular Teaching, Evaluation & Counseling 4) Bridge Course 5) Formation of Students Association/Peer team members/ expert committee 6) PPT Presentation /paper presentation/any other student activity 7) 21-June-International Yoga Day 8) 11 July-World Population Day-July(Prog on Gender Empowerment, Demographic dividend, Revering the Old People) 9) Guru Punima-July 10) Last working day of month-Departmental Review (Meeting with Principal & IQAC) 11) Preparation of e-magazine		
2.	Aug 2019	1) Regular Teaching & Evaluation & Counseling 2) Group Discussion 3) Guest lecture 4) Certificate Course 5) Unit Test I ,report analysis and remedial/student mentoring 6) PPT Presentation/students activities 7) Founders' Day, Freshers' Day 8) Vinayakrao Phatak Memorial Blood Donation Day-8 August 9) Independence Day 10) Sanskrit Day 11) Last working day of month-Departmental Review (Meeting with Principal & IQAC) 12) Preparation of e-magazine		
3.	Sept	1) Regular Teaching Evaluation Counseling 2) Inter Deptt Activity/Seminar on IPR		

	2019	3) Community Development activity 4) Career Guidance/Need based 5) Guest lecture 6) Environmental projects should be implemented in the college. Details should be furnished. 7) National linkage with Local, National and International bodies 8) PPT Presentation / any other student centric activity 9) Teacher's Day-5 Sept 10) Campus Cleanliness Campaign-17 Sept 11) NSS Day-24 Sept 12) Dnyaneshwari Pathan 13) Last working day of month-Departmental Review (Meeting with Principal & IQAC) 13) Preparation of e-magazine		
4.	Oct 2019	1) Regular Teaching Evaluation & Counseling 2) Parents – Teacher Meeting 3) Half Yearly Review Presentation(Review Committee, Peer team/ Expert Committee- Subject experts) 4) Midterm Exam/Test Exam, Feedback, analysis 5) Last working day of month-Departmental Review (Meeting with Principal & IQAC) 6) Sadbhavna Day- 31 Oct 7) Preparation of e-magazine		
5.	November 2019	1) Viva/Orals/Test Exams/Project Submissions/practical Exams 2) 26 November Constitution Day 3) Remedial Course 4) Preparation of e-magazine		
6.	Dec 2019	1) Symposia/ Workshop/Seminars) 2) Unit test –II 3) Educational visits & Environmental Visit 4) First Semester/Third semester Exam 5) 6- Mahaparinirvan Din 6) 8 December-Geeta Jayanti 7) 10-December –Human Rights Day 8) 25 December-Good Governance Day 9) Vedh Intercollegiate Fest & FETE 10) Last working day of month-Departmental Review (Meeting with Principal & IQAC) 11) Preparation of e-magazine		

7.	Jan 2020	1) Regular Teaching Evaluation & Counseling 2) Manoramabai Mundle Vyakhyan 3) Savitribai Phule Jayanti-3 January/Gender Empowerment programme 4) 12-Jan –International Youth Day & Entrepreneurial Development Promotion 5) 25-January-Voters' Day 6) 26 January-Republic Day 7) Last working day of month-Departmental Review (Meeting with Principal & IQAC) 8) Preparation of e-magazine		
8.	Feb 2020	1) Regular Teaching Evaluation & Counselling 2) Industrial Visit 3) Industry –Academia Interface 4) Last working day of month-Departmental Review (Meeting with Principal & IQAC) 5) Preparation of e-magazine		
9.	March 2020	1)Preliminary Exam 2)Viva/Orals/Test Exams/Project Submissions/practical Exams 3)Book Review 4) 8 March-International Women's Day 5) Last working day of month-Departmental Review (Meeting with Principal & IQAC) 6)Preparation of e-magazine		
10	April 2020	1)Workshop -Professional Development 2)14 April-Dr.Ambedkar Jayanti 3)Release of Pradnya Sanket International Journal 4)Release of Code of Conduct Handbook 5)Submission of Annual Report along with documents and photographs 6)Academic/Administrative Audit, Future Planning Preparation of e-magazine		

Note for all faculty

1) Research Paper presentation in Peer Reviewed National / International Journals / Conferences 4) Mentoring register – Name, Nature of academic, career related issues/ date

3) Details of Ph. D, / M.Phil, MBA etc supervision   3) Alumni Register – Name, faculty details, Current occupation, details of further education opting

4) Linkages with other local, National, International bodies/MoUs   6) Parents-Teacher Meeting Register

5) Details of Seminars, Workshops, Conferences Conducted by the Deptt

Result Analysis :

Class	Intake	Avg result (Subject wise)	Distinction (Details)	RTMNU result	Benchmarking (Comparison)	
					Self (Actual with targeted)	With other colleges

Details of the faculty :

Sr. no.	Name of the faculty	Qualification
1		
2		
3		
4		
5		
6		

Following Files should be prepared

1) Time table

2) Admission Register (As per standard format)

3) Alumni register

4) Parent teacher meeting details

5) Faculty details (Name, Qualifications, full time or contributory etc)

6)   List of events with documents and photographs

7)   Details of outstanding achievements made during the year by students

8)   Details of awards / achievements by the faculty

9)   Details of Ph. D / M.Phil /MBA supervision : Name of research student, topic details, date of registration etc.

10)   Details of publications if any

11)   Details of students securing more than 60% marks,

12)   Placement Register.

13)   MoUs