



**R. S. Mundle Dharampeth Arts & Commerce College, Nagpur**  
**Academic Calender/Annual Plan**  
**2022-2023**

Annual Plan to be followed by all the Departments

Sr. No.	Month	Proposed Activities
1.	June & July 2022	<ol style="list-style-type: none"> <li>1. R.T.M.Nagpur University Examinations</li> <li>2. Admission process/committee should have a list of students excelling in extra-curricular activities</li> <li>3. Teaching Plan</li> <li>4. 21-June-International Yoga Day</li> <li>5. 13- July -Gurupurnima –Marathi Department</li> <li>6. 26 July –Kargil Diwas</li> <li>7. July Last week-health Awareness Programme-IQAC</li> <li>8. July –Faculty Development Programme for Teaching and</li> <li>9. July- Non-teaching staff- Ms.Sonali Tambuskar</li> <li>10. Last working day of month-Departmental Review (Meeting with Principal &amp; IQAC)</li> <li>11. Planning of Preparation of e-magazine</li> </ol>
2.	Aug 2022	<ol style="list-style-type: none"> <li>1) University Examinations</li> <li>2) 3 August Founders' Day- Tree Plantation</li> <li>3) 8-August-Vinayakrao Phatak Memorial Blood Donation Day-NSS</li> <li>4) 15-Independence Day</li> <li>5) First Week of August- Workshop- Music Department in collaboration with South Central Cultural Zone</li> <li>6) Sanskrit Day</li> <li>7) 16, 17 August- National Conference (History Dept. collaboration with ICHR)</li> <li>8) Certificate courses in HRD, Communication skills. Soft skills-For Semester –II students (English Department)</li> <li>9) Dnyaneshwari Pathan (Marathi dept)</li> <li>10) 26 August Woman equality day (Gender sensitization Dr. Mithila Wakhare)</li> <li>11) Last Week of August-International Conference-Music Department</li> <li>12) Last working day of month-Departmental Review (Meeting with Principal &amp; IQAC)</li> <li>13) Preparation of e-magazine</li> </ol>
3.	Sept 2022	<ol style="list-style-type: none"> <li>1. 5 September- Teachers day (Cultural Dept)</li> <li>2. September- Rotract Installation Day</li> <li>3. September- Student Induction week &amp; Freshers' Day</li> </ol>

  
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		4. September- IQAC meeting 5. September- Bridge course 6. September-Certificate Course in ICT for Semester –I Students 7. September- Nutrition week (Home Economics) 8. September – Seminar (IPR)-Dr.M.Sardeshpande 9. September- Sambhashan Varg,(Sanskrit) 10. September- Inauguration of SELA(English) 11. September- Tree plantation Day (NSS) 12. 16-September-16 Cleanliness drive (NSS and NCC) 13. Community Development Activity- Dr.Satish Chaple & Dr.G.Wankhede 14. 5 September-Teachers' Day- Cultural Department 15. Preparation of e- magazine 16. Parents-Teacher Meet 17. Seminar on Research Methodology- Sociology Department 18. 24-September-NSS Day 19. Submission of SSR 20. Last working day of month-Departmental Review (Meeting with Principal & IQAC)
4.	Oct 2022	1) October – Workshop on ED (Voc) 2) October- Unit Test 3) 15 October Vaachan Prerana Divas 4) October- Sangeet Rajani (Kojagiri Celebration Music) 5) Regular Online Teaching, Evaluation & Counseling 6) Formation of Students' Study Circle 7) Collaborative Teaching-Learning Programme for B.A Students-English Department-Dr.M.Sardeshpande 8) Last working day of month-Departmental Review (Meeting with Principal & IQAC) 9) Sadbhavna Day- 31 Oct- Dr.S.Paranipe (Marathi Department) 10) Alumni Programme(Dr.Vishakha Joshi) 11) Preparation of e-magazine
5.	Novemb er 2022	1) Regular Online Teaching, Evaluation & Counselling 2) 5 November- Inter collegiate Mono acting /Skit competition 3) 14 November –activities for children in Kachchipura slums (Wankhede Sir) 4) November- Seminar /Conference by Commerce Dept-Dr.S.Manekar 5) November- Activity for college students by Sports Dept 6) November- Workshop on Food Preservation (Home Economics) 7) November- Faculty Exchange (Philosophy Dept) 8) Webinar- Gender Sensitization- Mithila Wakhre

  
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		9) Certificate Courses –Guidance for Competitive Exam-Dr.S.Manekar-for Semester-VI students 10) 26 November Constitution Day- Dr.Vivek Diwan 11) Environmental related programme-(Workshop on Making Clay Idols-Murti) Mrs. Varsha Jape, 12) Preparation of e-magazine
6.	Dec 2022	1) December 1= AIDS awareness day, (Rotary) 2) December 3- International Day of disabled persons (Rotary Dr. Sahare) 3) December 6- Dr. Ambedkar Mahaparinirvana Divas (Dr.M.Nagrale) 4) December-Faculty Exchange (Dr. Manekar Commerce) 5) December- NSS camp 6) December- Industrial visit (Voc) 7) December-Environmental Visit ( Arts & Commerce) 8) December First term exam 9) Prerana magazine ( Dr. Varsha Jape) 10) Pradnya Sanket –Dr.Manjushree Sardeshpande) 11) Quiz- Lalit Kane & Dr Nikam (English Dept) 12) 8 December-Geeta Jayanti- Dr.Mangesh Pathak 13) 10-December –Human Rights Day- Dr.Diwan 14) 25 December-Good Governance Day – Dr.Satish Chaple 15) Vedh Intercollegiate Fest & FETE- Dr. Satish Chaple 16) Last working day of month-Departmental Review (Meeting with Principal & IQAC) 17) Preliminary Exam-1 December 18) Preparation of e-magazine
7.	Jan 2023	1) Regular Teaching Evaluation & Counseling 2) January -3 Savitribai Fule Jayanti- Women Empowerment ProgrammeDr.M.Wakhare & Dr.Paranjape 3) January-12 Yuva Din (History Department) 4) January- Vidyadhar Shukla memorial Debate/ PPT (English Dept) 5) January 26- Republic Day celebrations and avishkar exhibition 6) January- Group Dance and solo Dance competition 7) January- IQAC meeting 8) 1 jan-15 Jan –Marathi Bhasha Samvardhan 9) January= Academic audit 10) 12-Jan –International Youth Day & Entrepreneurial Development Promotion –Mr. Govind Bhatta 11) 25-January-Voters' Day- Dr.Vivek Diwan 12) 26 January-Republic Day

  
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8.	Feb 2023	1. Regular Teaching Evaluation & Counselling 2. First Week February. Group Discussion on Management Concepts ( BBA, Dr. Labhe) 3. 27 February- Marathi Bhasha Din 4. Industrial Visit-Dr.Manekar & Dr.Sahare 5. Industry -Academia Interface-Shri. Govind Bhatta & Shri Ajinkya Deshpande 6. Career Guidance-Shri.Ajinkya Deshpande 7. Assessment & Evaluation 8. Last working day of month-Departmental Review (Meeting with Principal & IQAC) 9. Preparation of e-magazine-Dr.Manju Dubey
9.	March 2023	1) Regular Teaching Learning & Evaluation 2) Webinar 3) Book Review 4) Release of Purna Magazine 5) 8 March-International Women's Day- Dr.M.Sardeshpande 6) Assessment & Evaluation 7) Parents -Teachers Meeting 8) Last working day of month-Departmental Review (Meeting with Principal & IQAC) 9) Preparation of e-magazine
10	April 2023	1)Preliminary Exam 2)Viva/Orals/Test Exams/Project Submissions/Practical Exams 3)Workshop -Professional Development 4)14 April-Dr.Ambedkar Jayanti 5)Submission of Annual Report along with documents and photographs Preliminary Exam 7)Academic/Administrative Audit, Future Planning Preparation of e-magazine

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**Note for all faculty**

- 1) Research Paper presentation in Peer Reviewed National / International Journals / Conferences
- 2) Mentoring register – Name, Nature of academic, career related issues/ date
- 3) Details of Ph. D, / M.Phil, MBA etc supervision
- 4) Alumni Register – Name, faculty details, Current occupation, details of further education opting
- 5) Linkages with other local, National, International bodies/MoUs
- 6) Parents-Teacher Meeting Register
- 7) Details of Seminars, Workshops, Conferences Conducted by the Deptt

**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