

SANT GADGE BABA AMRAVATI UNIVERSITY AMRAVATI
MUNGASAJI MAHARAJ MAHAVIDYALAYA DARWHA

ACADEMIC CALENDER

2023-24

Sr. No.	Month	Working Days	Work Management
1.	July	<p style="text-align: center;">28</p> <p>1) First Semester: 3rd July to 7th November (Total 104 Days)</p> <p>2) Teaching Days: 15th July to 7th November (Total 90 Days)</p> <p>3) Initiative Process: 11th July to 14th July 2023</p>	<ol style="list-style-type: none"> 1) Organizing the opening meeting of Staff Council and IQAC 2) Each committee should hold an opening meeting of its members and discuss the work to be done in the current session and take the approval of Principal about the matters decided in the meeting 3) Admission Committee should determine the minimum admissions policy for each subject while conducting the admission process. Fulfilling the admissions as per rules of admission committee. Submitting its full report to the Admissions Committee. (Copies of admission lists) 4) Determining definite decision regarding admission of unruly students 5) Initiative Process: (Class teacher should conduct the Induction programme from 11th to 14th July for the freshly admitted students of all departments) 6) Preparing proposals for seminars, conferences and submitting them to the concerned department in time 7) Each department should run the Certificate Courses at college level (One in each semester by designing the syllabus) 8) Preparing short and long research proposals and submitting them to the concerned department within the time limit 9) Premises Cleanliness Committee, Electrical Committee, Furniture Committee should look after for the complete management of beginning of the session 10) Preparation of time table and approval of Principal. Commencement of classes whose admissions were done. 11) Tree Plantation activities should be organized by Department of Agriculture and Horticulture 12) Conducting College Development Committee meeting 13) Faculty Heads should submit the working report to the Principal at the end of the month 14) At the end of each month, every teacher should get his Daily Diary verified by the Principal 15) Submission of monthly working report of various committees by the committee members
2.	August	<p style="text-align: center;">24</p>	<ol style="list-style-type: none"> 1) To continue the admission process according to the number of seats allotted to each class and subject 2) To implement the admission process of National Service Scheme (NSS). To form a unit of 150 students by the end of the month and get approval from the Principal 3) Sanitation of premises by the volunteers of NSS 4) Preparing short and long research proposals and submitting them to the concerned department within the time limit 5) Sports department should start team practices 6) Celebrating Independence Day 7) Explanation of the goal policy to be implemented by the sports and sports department in the current session to the Principal

			<ol style="list-style-type: none"> 8) Formation of Alumni Association and Parents Association and organization of the first meeting 9) Every subject teacher should submit the university results of his subject to the Principal (Disclosure of measures taken to improve results if results are unsatisfactory) 10) Examination Department should submit the University Examination Results of Arts, Commerce, Science to the Principal. The department should compare our college results with the results of nearby colleges and submit reports accordingly 11) Cultural Department should start the practice for the University Youth Festival by selecting a team of artists students 12) Sending proposals for acquiring game zones. Remittance of team fee to the University 13) Remittance of team fees to the University by the Cultural Department 14) Faculty Heads should submit the working report to the Principal at the end of the month 15) At the end of each month, every teacher should get his Daily Diary verified by the Principal 16) Submission of monthly working report of various committees by the committee members
3.	September	23	<ol style="list-style-type: none"> 1) Conducting Guest Lectures by establishing Study Circles for each subject 2) Participation of the department in interdisciplinary programs. Submission of the report regarding the maintenance of planted tree to the Principal 3) Celebrating the Birth Anniversaries and Death Anniversaries in this month in association with NSS and Cultural Department 4) Organization of orientation programmes/workshops/Skill Development Programmes which will reinforce the employment 5) Conduction of sessional test and submission of the report to the Principal within 15 days 6) Every committee to complete its work 7) Organization of guest lectures on NSS Day 8) The female professor of each faculty should hold a meeting of the girl students and point out their problems and submit them to the concerned committee through the Principal 9) Formation of Student Union as per the goal policy of the Government 10) Taking teams to University Youth Festivals 11) Sending of sports teams 12) Preparing zone received from university. 13) Organizing one-day camp of NSS at the camp site and surveying the village 14) Implementation of any major activity by NSS 15) Faculty Heads should submit the working report to the Principal at the end of the month 16) At the end of each month, every teacher should get his Daily Diary verified by the Principal 17) Submission of monthly working report of various committees by the committee members
4.	October	24	<ol style="list-style-type: none"> 1) Conduction of sessional test and submission of the report to the Principal within 15 days 2) Preparing for university examinations

			<ol style="list-style-type: none"> 3) Branch Heads should submit the syllabus completion report to the Principal before the start of Diwali Vacation 4) Completion of work by each committee 5) At the end of the month, every teacher should get his diary certified by the Principal. 6) Submission of monthly working report of various committees by the committee members
5.	November	03 <ol style="list-style-type: none"> 1) 8 November to 27 November Diwali Holiday (20 Days) 2) 8th November to 30th November 2023 (University Exams of Odd Semesters) 3) Commencement of Second Semester 28th November to 27th April 2024 (Total 121 Days) 	<ol style="list-style-type: none"> 1) 8 November to 27 November Diwali Vacatuons 2) 28 November 2023 to 27 April 2024 Second Session Commencement of second session 3) Working of NAAC 4) Conducting staff development programmes 5) Carrying out activities related to quality enhancement 6) Completion of work by each committee 7) At the end of each month, every teacher should get his Daily Diary verified by the Principal 8) Submission of educational audit 9) Submission of monthly report of the committee's activities by the committee members 10) Conducting meeting of College Development Committee 11) Evaluation of university examination internal assessment examination, practical examination as well as AEC and GOEC examination and filling the score sheets on the university portal 12) Conducting university examination
6.	December	24	<ol style="list-style-type: none"> 1) Working of NAAC 2) Conducting staff development programs. 3) Carrying out activities related to quality enhancement. 4) Completion of work by each committee. 5) Submitting educational audit. 6) To carry out supervision and evaluation work 7) Conducting the University Practical Examination and Internal Evaluation according to the rules and sending it to the university within the stipulated time limit with the approval of the Principal 8) Cultural Department and NSS should conduct activities on the occasion of Babasaheb Ambedkar Mahaparinirvana Day 9) NSS should celebrate the Gadge Baba's death anniversary by organizing series of activities throughout the week 10) Submission of monthly working report of the committee by the committee members
7.	January	26 <ol style="list-style-type: none"> 1) Non-teaching Days: 1st January to 4th January 2024 2) 1st January to 4th January 2024: Organization of NSS Camp 3) Teaching Days: 	<ol style="list-style-type: none"> 1) Commencement of second academic session 2) To hold a meeting of each committee to review the work of the first session and discuss the planning of the work for the second session 3) The female professor of each faculty should hold a meeting of the girl students and point out their problems and submit them to the concerned committee through the Principal 4) Celebrating the birth anniversary of Sahakar Maharshi Balasaheb Ghuikhedkar, the Founder President of Vidya Prasarak Mandal 5) Organizing conferences and seminars 6) Every committee should complete its work 7) Organizing NSS Camp at adopted village

		5 th January to 27 th April 2024 (Total 90 Days)	8) Celebrating Republic Day 9) At the end of each month, every teacher should get his Daily Diary verified by the Principal 10) Submission of monthly working report of the committee by the committee members
8.	February	24	1) Celebrating the Birth Anniversaries and Death Anniversaries in this month in association with NSS and Cultural Department 2) Each committee should complete its work 3) Faculty Heads should submit course completion report to the Principal at the end of the month 4) Taking the FeedBacks of all stakeholders in the last week 5) Celebration of National Science Day by Science Faculty (February 28) 6) At the end of each month, every teacher should get his Daily Diary verified by the Principal 7) Submission of monthly working report of the committee by the committee members
9.	March	23	1) Conducting sessional tests, seminars and group discussions 2) Each committee should complete its work 3) Faculty Heads should submit course completion report to the Principal at the end of the month 4) At the end of each month, every teacher should get his Daily Diary verified by the Principal 5) Submission of monthly working report of the committee by the committee members
10.	April	23 1) University Examination of Even Semester: 29 th April to 10 June 2024 and Second Semester Vacations (Total 43 Days) 2) Commencement of Next Academic Session: 11 th June 2024	1) Celebrating the Birth Anniversaries and Death Anniversaries in this month in association with NSS and Cultural Department 2) Participation of the department in the correction/creation of the university level curriculum (Regarding the Board of Studies as such or by organizing workshops related to the curriculum or by writing a request letter to the University for the required corrections) 3) Faculty Heads should submit course completion report to the Principal at the end of the month 4) At the end of each month, every teacher should get his Daily Diary verified by the Principal 5) Submission of monthly working report of the committee by the committee members 6) Examination department should submit the review report about the syllabus completion of each subject to the Principal and planning the practice test accordingly 7) Conduction of sessional test and submission of the report to the Principal within 15 days 8) To conduct the Internal Evaluation Examination, University Practical Examination, AEC and GOEC Examination as per rules and to send the mark sheet to the University with the approval of the Principal within the time limit. To fill the score sheets on the university portal 9) Organization of meeting of Staff Council and IQAC 10) Admission committee and all other committees should submit their report of the current session and the planning of the upcoming session 11) Each subject teacher should submit his/her daily dairy, roll calls (with no. of lectures delivered and students attendance percentage) to the

Principal by 30th April 2024

- 12) Each subject teacher should submit his/her Annual Report of last session (23-24) as well as Annual Planning for the next year (24-25) to the Principal by 30th April 2024
- 13) Each committee should assist to prepare the AQAR with the help of the data they maintained
- 14) Preparation of AQAR of the current session (2023-24)
- 15) Each teacher should complete their appraisals of current session and should approve it from the CAS committee with the required proofs before the end of the session
- 16) Each teacher should make their Academic Record ready for the Academic Audit
- 17) Staff verification of NSS and other departments should be done and the report should be approved by the Principal
- 18) Submission of monthly working report of the committee by the committee members
- 19) Organizing the meeting of College Development Committee

Committee Members:

Prof. Dr. P. D. Bageshwar

Prof. Dr. Santosh Chatur

Prof. Dr. Khushal Dhawale

Prof. Dhanshree Kothekar

