

SAMAJ SHIKSHAN MANDAL, VINZAR'S
AMRUTESHWAR ARTS, COMMERCE AND SCIENCE COLLEGE, VINZAR

At post – Vinzar, Tal. – Velha, Dist. – Pune. 412 213

NAAC Reaccreditation Grade – 'B'

National Assessment and Accreditation Council (NAAC)
Internal Quality Assurance Cell (IQAC)

ACADEMIC CALENDER FOR THE YEAR 2019-2020



Sr. No.	Month	Plan of Action to be Taken for the Academic Year 2019-2020		
		Teaching-Learning & Evaluation	Co-Curricular Activity	Administration Activity
01	June 2019	1. Admission Works	1. Preparing NSS & SDB Annual Plan	1. Admission works & enrolment
		2. Preparing Annual Teaching Plan	2. Welcome Function for Students	2. Result Distribution
		3. Preparing College Time-Table	3. Preparing A.R. Dept. Plan	3. Approval of College's Budget
		4. Result Analysis - Annual Exam.	4. Sport & Cultural Activities	4. Interview for CHB Post
		5. Lectures & Students Counseling	5. Preparing plan of PTA & AR Dept.	5. Staff Meeting: 1 Term opening
		6. Field work for admission	6. SGS – Proposal Sent to SPPU	6. 1 st Meeting of all Departments
02	July 2019	1. Orientation for all faculty Students	1. NSS's & SDB's Regular Activities	1. 1 st Meeting of CDC & IQAC
		2. Lectures & Remedial Coaching	2. Plan to Prepare: Students Council	2. Purchasing Equipment for Labs
		3. Practical Works: Schedule	3. Inauguration of Commerce Asso.	3. Preparing AQAR of Last Year
		4. PPT Presentation for Students	4. Sport & Cultural Activities	4. Plan of 2(F)12(B) for Commerce
		5. Library Works for Students	5. Inauguration of Science Forum	5. Collecting Information from UGC
03	August 2019	1. Lectures & Guest Lectures	1. NSS's & SDB's Regular Activities	1. Preparing Eligibility Plan
		2. Practical Works	2. Conducting Student council Elec.	2. Affiliation Works
		3. Tutorials given to the students	3. Planning of 'BPDK's Scholarship	3. Physical Verification of Library
		4. Group discussion	4. Sport & Cultural Activities	4. Submission of AQAR
		5. Curriculum related Videos	5. 'Avishkar' Research Activity	5. 1 st Staff Meeting of IQAC
04	September 2019	1. Lectures & Guest Lectures	1. NSS's & SDB's Regular Activities	1. 2 nd Meeting of CDC & IQAC
		2. Practical Works	2. Competitive Exam. Programme	2. Eligibility Submission to Univ.
		3. Periodic Test & Library Works	3. Meeting of PTA & Alumni	3. Affiliation Fee given to Univ.
		4. Arrange Seminars for Students	4. 'BPDK's Scholarship Programme	4. Making the Schedule of QIP
		5. Home Assignments	5. Programme of 'SGS' & 'CEC'	5. 2 nd meeting of all departments
05	October 2019	1. Lectures & Guest Lectures	1. NSS's & SDB's Regular Activities	1. Fulfilling T.E. Exam. Forms
		2. Practical Works	2. Report of 'BPDK's Scholarship	2. Purchasing library Materials
		3. Seminars of the Students	3. Students Health checkup Schedule	3. Eligibility with late fee
		4. Revision of Syllabus	4. Placement Counseling Schedule	4. Purchase Library Materials
		5. Review of Teaching Plan	5. Schedule of 'Avishkar' Research	5. Workload Sanction by JDHE
		6. Participation in OP/RC/FDP/STC	6. Talent Hunt Exam for all Dept.	6. Online submission of MIS
06	November 2019	1. Examination Works - TEE	1. Health Checkup Report - SPPU	1. Conducting Term End Exam.
		2. Diwali Vacation	2. Preparing Study Tour Plan	2. Conducting Re-Term End Exam
		3. CAP For Internal Assessment	3. Competitive Exam. Programme	3. Written report of eligibility
		4. Home Assignments	4. Planning for College Magazine	4. Staff Meeting: Term End
		5. Participation in OP/RC/FDP/STC	5. Participation: Research Competition	5. Purchasing Library Books
Sr.	Month	Plan of Action to be Taken for the Academic Year 2019-2020		

No.		Teaching-Learning & Evaluation	Co-Curricular Activity	Administration Activity
07	December 2019	1. Lectures & Guest Lectures	1. NSS Winter Camp	1. Result Declaration: T.E Exam.
		2. Practical Works & Lectures on EAS	2. NSS & SDB's Activities	2. 3 rd Meeting of CDC & IQAC
		3. Result analysis of Term End Exam	3. PTA & Alumni Meet	3. Staff Meeting 2 nd Term opening
		4. Library Works & PPT for Students	4. Extra Mural & Extension Prog.	4. 3 rd Meeting all Departments
		5. Participation in OP/RC/FDP/STC	5. Sport & Cultural Activities	5. Preparing Schedule of MoUs
08	January 2020	1. Lectures & Lectures on EAS	1. NSS's & SDB's Regular Activities	1. Fulfilling Examination Forms
		2. Practical Works	2. Sport & Cultural Activities	2. Online submission : A.I.Survey
		3. Tutorials given to the students	3. Study Tour of various Subjects	3. Conducting SSS
		4. Seminars of the Students	4. Programme of 'SGS' & 'SGS'	4. Updating College Website
		5. Home Assignments	5. Conducting Seminars of all Dept.	5. 2 nd Staff Meeting of IQAC
09	February 2020	1. Lectures & Lectures on EAS	1. NSS's & SDB's Regular Activities	1. IQAC Meeting with Non-Teaching
		2. Practical Works	2. Inter Classes Tournament	2. Purchase Library Books
		3. Periodic Test & Library Works	3. Sport & Cultural Activities	3. Review of Computer Lab
		4. Group discussion	4. Programme of 'SGS' & 'SGS'	4. Fulfilling all Feedback forms
		5. Review of Teaching Plan	5. Follow-up Schedule of 'ASPIRE'	5. Demands of Exam Materials
10	March 2020	1. University Exam. of all courses	1. Send of Programme for Students	1. 4 th Meeting of CDC & IQAC
		2. Practical Oral Examination	2. Sport & Cultural Activities	2. Collecting data for Prospectus
		3. Internal Marks Submission	3. Physical Education Examination	3. AAA, Green & Other Audits
		4. Project & Exam. of EAS	4. Audit of NSS, SDB, QIP & SGS	4. 4 th Meeting all Departments
		5. Revision of Syllabus	5. Data collection for College Mag.	5. Conducting University Exam.
11	April 2020	1. University Exam. All courses	1. Review of PTA & Alumni	1. Conducting University Exam.
		2. Practical Examination	2. Submission of Report of all Dept.	2. IQAC meeting with Staff
		3. Central Assessment Programme	3. Review of Placement Counseling	3. Printing the College Magazine
		4. Internal Marks Submission	4. ATR of All Departments	4. Staff Meeting of 2 nd Term End
		5. Participation in OP/RC/FDP/STC	5. Schedule of CAS for all Faculties	5. CDC & IQAC Report Sent SPPU
12	May 2020	1. Summer Vacation	1. NSS's & SDB's Regular Activities	1. Printing of College Prospectus
		2. University remaining Exam.	2. Sport & Cultural Activities	2. Physical Verification: Library
		3. CAP of SPPU, Pune	3. Follow-up Schedule of 'ASPIRE'	3. Action Taken Report of Office
		4. Examination Duties at college	4. Review of Skill Development Pro.	4. Printing all College Stationary
		5. Participation in OP/RC/FDP/STC	5. Printing all Practical journals	5. Follow-up the College Website
		6. MRP & Research Works	6. Preparing the college Budget	6. Advisement Given for CHB Post

All Departments of College : QIP, WGC, RTI, ARD, NSS, SDB, CDC, SGS, SGC, ARC, PTA, PC, DC, ECE, Exam Dept. & Other Departments

QIP : Quality Improvement Programme,

WGC: Women's Grievance Cell,

RTI : Right to Information,

ARD: Academic Research Department,

NSS : National Service Scheme,

SDB: Students Development Board,

CDC: College Development Committee

MoU: Memorandum of Understanding

SSS: Students Satisfactory Survey

EAS : Environment Awareness Studies

SGS : Special Guidance Scheme

SGC: Students Grievance Cell

ATR : Action Taken Reports

BPKD: 'Borge-Phadke-Dongre-Kadam's Scholarship

ARC: Anti Raging Cell

PTA: Parent-Teacher Association

PC: Purchase Committee

DC: Discipline Committee

CEC: Competitive Exam Cell

Date : 15 June, 2019

Place : Vinzar, Velha (Pune)

Co-ordinator, IQAC
(Prof. Vijay B. Kadam)

Principal & Chairperson of IQAC
(Dr. Sanjeev S. Late)



Head
I.Q.A.C.
Amruteshwar Arts, Commerce
& Science College, Vinzar,
Tal. Velha, Dist. Pune.

Principal
Amruteshwar Arts, Commerce
& Science College, Vinzar,
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