



Samaj Shikshan Mandal

Amruteshwar Arts, Commerce and Science College, Vinzar

At. Post. Vinzar, Tal. Velhe, Dist. Pune 412213

NAAC Reaccredited with B Grade (3rd Cycle)

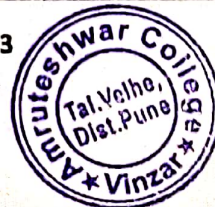
AAC/107/2023

Internal Quality Assurance Cell (IQAC)

23/06/2023

Academic Calendar for the Year 2023-24

Sr No	Month	Plan of Action to be taken for the academic year 2023-24		
		Teaching-Learning and Evaluation	Co-curricular activity	Administrative activity
1	June-2023	1. Admission Work	1. Preparation of NSS & SDB annual plan	1. Result distribution
		2. Preparation of annual Teaching Plan	2. Preparation of PTA and AR of Departments	2. Approval of College Budget.
		3. Preparation of College Time Table		3. Interview for CHB post
				4. Staff meeting 1 st term opening.
				5.1 st departmental meetings.
2	July-2023	1. Result analysis	1. Fresher's Party.	1. Admission work and enrollments
		2. Student orientation program	2. Selection of NSS and SDB.	2.1 st meeting of IQAC and CDC.
		3. Lectures and practical's	3. Sports activity screening.	3. Lab and Library requisition and procurement.
		4. PPT presentations.		4. Preparation of AQAR of last Year
3	Aug-2023	1. Lectures and Practical's	1. NSS and SDB regular activity	1. Eligibility work.
		2. Tutorials and Home assignments	2. Sports and cultural activity participation guidance	2. Affiliation work.
		3. Experiential and Participative learning (GD and Seminars)	3. Avishkar Research competition preparation	3. Scholarships forms
4	Sept-2023	1. Lectures and Guest lectures	1. NSS and SDB regular activity	1. 2 nd meeting of IQAC and CDC.
		2. Practical's	2. BPKD scholarship program.	2. 2 nd departmental meetings.





		3. Home assignments and students seminars	3. Competitive exam guidance.	1. Eligibility with fees.
5	Oct-2023	1. Lectures and Guest lectures	1. NSS and SDB regular activity	2. Workload sanction by JDHE.
		2. Practical's	2. Students health checkup camp	3. Preparation and Online submission of MIS.
		3. Internal Assessment	3. Placement counseling program	
6	Nov-2023	1. SPPU Examination and CAP assessments.	1. Study tour planning	1. Staff meeting: Term End
		2. Practical/Oral Examinations	2. College magazine data collection and preparation	2. Purchase of stationary and office material.
		3. Participation in RC/OC/STC etc	3. Participation in research competition	
		4. Diwali Vacations		
7	Dec-2023	1. Resume of 2 nd term	1. NSS and SDB regular activity	1. 3 rd meeting of IQAC and CDC.
		2. Lectures and Practical's	2. NSS special camp winter	2. 3 rd departmental meetings.
		3. Result analysis 1 st term.	3. PTA and Alumni Meet	3. MOUs and activity
			4. Extramural and Extension activity	
8	Jan-2024	1. Lectures and Practical's	1. NSS and SDB regular activity	1. Online submission of AI Survey.
		2. Tutorials and Home assignments	2. Sports and cultural activity and Participations.	2. Conduction of SSS
		3. Experiential and Participative learning (GD and Seminars)	3. Study tours and field visits.	3. College website updation
		4. PPT presentations	4. Organization/ Participation in conference/seminars etc.	4. 2 nd IQAC meeting
9	Feb-2024	1. Lectures and Guest lectures	1. NSS and SDB regular activity	1. Filling up Feedback forms
		2. Practical's	2. Inter-collegiate sports competition	2. Requisition and procurement of exam material
		3. Home assignments and students seminars	3. Cultural and Annual Day	
10	Mar-2024	1. Lectures and Guest lectures	1. Farewell party	1. 4 th meeting of IQAC and CDC.







		2. Practical's	2. Audits of NSS, SDB, QIP and SGS (SPPU audits)	2. 4 th departmental meetings.
		3. Internal Assessment		3. Data Collection For College prospectus 2023-24.
11	Apr-2024	1. SPPU Examination and CAP assessments.	1. Review of PTA and Alumni meet	1. IQAC meeting
		2. Practical/Oral Examinations	2. Submission of annual report	2. CDC report submission to SPPU.
		3. Participation in RC/OC/STC etc	3. Submission of API and CAS proposals	3. Printing college magazine.
			4. ATR of all departments	4. Staff meeting 2 nd term end.
12	May-2024	1. SPPU Examination and CAP assessments.	1. Printing of college journals	1. Printing college prospectus 2023-24
		2. Participation in RC/OC/STC etc	2. Summer camp if any	2. Physical verification of Library
				3. Stock taking report
				4. Follow up of College website and VRUDDI software's
				5. Pre-admission work, 6. CHB Advertisement

All Departments of College: QIP, WGC, RTI, ARD, NSS, SDB, SGS, SGC, CDC, ARC, PTA, PC, DC, BPDK, Exam department, sports department and other departments.

QIP: Quality Improvement Program	WGC: Women Grievance Redressed cell	RTI: Right to Information
ARD: Academic Research Dept	NSS: National Service Scheme	SDB: Student Development Board
SGS: Special Guidance Scheme	CDC: College Development Committee	ARC: Anti-Ragging Cell
SGC: Student Grievance Cell	PTA: Parent Teacher Association	PC: Purchase Committee
DC: Discipline Committee	BPDK: Borge-Phadke-Dongre-Kadam Scholarship	


I.Q.A.C.
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Principal
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