



D.B.B. Khanjire Shikshan Sanstha's
NIGHT COLLEGE OF ARTS AND COMMERCE, ICHALKARANJI
Academic Calendar
Year 2021-22
Ist Term - 01st October 2021 to 24th January 2022.

Month	Week/Date	Events
October, 2022	1st Week 1 & 2 Jan, 2021 & 04/10/2021 to 09/10/2021	<ul style="list-style-type: none"> * Staff meetings for admission process. * Admission process commencement. * 2 Oct. - Mahatma Gandhi Birth Anniversary. * Staff meeting for academic planning.
	2nd Week 11/10/2021 to 16/10/2021	<ul style="list-style-type: none"> * Department meetings. * Submission of Teaching plan. * Gymkhana committee meetings. * 15 th Oct. - Dr. A.P.J. Abdul Kalam Birth Anniversary * IQAC meeting.
	3rd Week 18/10/2021 to 23/10/2021	<ul style="list-style-type: none"> * Registration of NSS volunteers. * Welcome function for B.A./ B.Com I Students. * Gymkhana committee's planning Report submission.
	4th Week 25/10/2021 to 30/10/2021	<ul style="list-style-type: none"> * Identification of slow & Advance learners. * Selection of the students for sports & cultural activities. * Placement cell programme. * Commerce Association function.
November, 2021	1st Week 01/11/2021 to 06/11/2021	<ul style="list-style-type: none"> * Student Council formation. * NSS Regular activity. * Mural Magazine publication. * Cultural activity.
	2nd Week 08/11/2021 to 13/11/2021	<ul style="list-style-type: none"> * NACC meeting with criterion heads. * NSS Regular activity. * Guest lectures.
	3rd Week 15/11/2021 to 20/11/2021	<ul style="list-style-type: none"> * Parent-teacher Association meeting. * Mural Magazine publication.
	4th Week 22/11/2021 to 27/11/2021 and 29th & 30th November, 2021	<ul style="list-style-type: none"> * 28th Nov. - Mahatma Phule death anniversary. * Covid-19 - Awareness programme (Vaccination drive) * A lecture programme on "Voters awareness - timely need." * Mass reading programme of the preamble of the Indian constitution.



December 2021	1st Week 01/12/2021 to 04/12/2021	* 6th Dec, 2021 - Dr. Babasaheb Ambedkar Birth anniversary. * Cultural activity. * Mural Magazine publication.
	2nd Week 06/12/2021 to 11/12/2021	* Alumni meeting. * A lecture programme on "World Mountain Day" - 11th Dec. * Class/Unit test - 1
	3rd Week 13/12/2021 to 18/12/2021	* NSS Regular activity.
	4th Week 20/12/2021 to 25/12/2021	* B.A./ B.Com III - Seminar. * 25th & 28th Dec, 2021 - Preparation of participation in "All India Inter University Tournaments."
	5th Week 27/11/2021 to 31/12/2021	* Mural Magazine publication. * Cultural activity. * B.A./ B.Com III - Students project work.
	1st Week 01 & 03/01/2022 to 08/01/2022	* 3rd Jan. - Birth Anniversary of Late Savitribai Phule. * 30th Jan. - "Marathi Day" programme. * NSS Regular activity. * One day workshop - 2nd Jan, 2022.
	2nd Week 10/01/2022 to 15/01/2022	* Feedback & Revision. * University exam commencement. * NAAC meeting with criterion heads. * Cultural activity.
	3rd Week 17/01/2022 to 22/01/2022 & 24/01/2022	* Syllabus completion Report submission. * HOD meetings. * National level Online Seminar (Marathi) * Organization & preparation of Interzonal Rowing & canoeing; Kayaking tournament.
	VACATION - 2nd March, 2022 to 30th June, 2022	
	1st Week 02/03/2022 to 05/03/2022	* 2nd March, 2022 - "Smriti Ujala programme" * 1st March, 2022 - "Marathi Rajbhasha Din" * Staff meeting. * HOD meetings.
March, 2022	2nd Week 07/03/2022 to 12/03/2022	* 8th March, 2022 "Women's Day Celebration" * Cultural programme.
	3rd Week 14/03/2022 to 19/03/2022	* Preparation of team building for participation in All India Inter University Tournament. * NSS Regular activity.



	4th Week 21/03/2022 to 26/03/2022	<ul style="list-style-type: none"> * NSS special camp - (24th to 30th March) * One-day Lead college workshop (History) * One-day Lead college workshop (Marathi) * Earth hour programme - Rotract Club * IQAC meetings.
	5th Week 28/03/2022 to 31/03/2022	<ul style="list-style-type: none"> * Annual sports. * Mural Magazine publication.
April, 2022	1st Week 01,02 & 04/04/2022 to 09/04/2022	<ul style="list-style-type: none"> * 10th April - Death Anniversary of Late smt. Sarojinital Khanjire. * Preparation of 5th AQAR submission.
	2nd Week 11/04/2022 to 16/04/2022	<ul style="list-style-type: none"> * 14th April - Birth Anniversary of Dr. Babasaheb Ambedkar. * Review of teaching - learning process. * Study tour of various departments.
	3rd Week 18/04/2022 to 23/04/2022	<ul style="list-style-type: none"> * NSS Regular activity. * Mural Magazine publication.
	4th Week 25/04/2022 to 30/04/2022	<ul style="list-style-type: none"> * Rotract club activity. * Mahila mandal activity. * Soretis club activity.
May, 2022	1st Week 02/05/2022 to 07/05/2022	<ul style="list-style-type: none"> * Class test/ Unit test - II * Commerce Department - A lecture programme.
	2nd Week 09/05/2022 to 14/05/2022	<ul style="list-style-type: none"> * Farewell function for B.Com II * Rotract club activity.
	3rd Week 16/05/2022 to 21/05/2022	<ul style="list-style-type: none"> * Farewell function for B.A. III * NSS Regular activity.
	4th Week 23/05/2022 to 28/05/2022 and 30th & 31st May, 2022	<ul style="list-style-type: none"> * Marathi Department students visit to Sahitya Sammelan. * A workshop for physical education.
June, 2022	1st Week 01/06/2022 to 04/06/2022	<ul style="list-style-type: none"> * Preparation of participation in "Khelo India National Tournaments" (June, 2022)
	2nd Week 06/06/2022 to 11/06/2022	<ul style="list-style-type: none"> * Annual Prize distribution function. * World Environment Day programme (6th June)
	3rd Week 13/06/2022 to 18/06/2022	<ul style="list-style-type: none"> * Criterion wise meeting * Revision & Feedback.
	4th Week 20/06/2022 to 25/06/2022	<ul style="list-style-type: none"> * 21st June - "Yoga Day" * 26th June - Rajarshri Chhatrapati Shahu Birth Anniversary * Submission of syllabus complition. * HOD meetings. * Submission of reports of various gymkhana committees.
	5th Week 27/06/2022 to 30/06/2022	<ul style="list-style-type: none"> * Staff meeting.

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IQAC - Coordinator,
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Principal,
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18/324, INDUSTRIAL ESTATE, ICHALKARANJI



ADMINISTRATIVE EXECUTION CALENDAR Academic Year 2021 -2022

August 2021

- ▶ To submit caste wise / category wise statistical information of admitted student's to the university
- ▶ To seek NOC from university to recruit CHB staff
- ▶ Preparation for winter examination session
- ▶ To arrange parents meeting
- ▶ To complete General Register
- ▶ Budget provision for the year
- ▶ Celebration of Independence Day
- ▶ To arrange First Term meeting

September 2021

- ▶ To prepare for university examination
- ▶ To prepare for affiliation
- ▶ Fixation of Non – teaching staff posts based on the current students strength as on 1st Oct 2021
- ▶ To obtain NOC by Hon. JD, (Higher Education), to fill up the vacant posts
- ▶ To provide reservation details to special cell Shivaji Uni.Kolhapur
- ▶ Submission of Students Eligibility proposal to the university



October 2021

- ▶ Approval to teacher
- ▶ Scholarship (Notice, Mentorship Allotment)
- ▶ Submission of six monthly budgets programme to the government
- ▶ To compile the admission forms and TC
- ▶ Submission of statistical information to the government

November 2021

- ▶ To conduct Exam forms for the summer examination
- ▶ To prepare Annual Budget plan for the next year
- ▶ Preparation of the results of Oct./ Nov. Exam. of Sr. & Jr. College
- ▶ To fill up the forms of backlog students
- ▶ To issue Bus Concession Certificate

December 2021

- ▶ To fill up PG university examination forms
- ▶ To submit scholarship / EBC fees information
- ▶ To collection of the staff property illustration & salary declaration
- ▶ To fill up online information of AISHE & MIS
- ▶ To provide reservation details to Special Cell Shivaji Uni. Kolhapur

January 2022

- ▶ To prepare for Jr. College practical examination
- ▶ To organize annual gathering
- ▶ To prepare for Jr. College examination
- ▶ To submit internal marks to the university
- ▶ To conduct quality enrichment activities
- ▶ To Submit examination expenditure report to the university
- ▶ To organize N. S. S. Camp



February 2022

- ▶ Settlement of Scholarship / EBC
- ▶ Preparation for university examination
- ▶ To submit internal marks to the university
- ▶ To prepare Lead college activities audit

March 2022

- ▶ Utilization Certificate
- ▶ Annual audit
- ▶ To conduct 11th standard examination and declaration of result
- ▶ To disburse dead stock
- ▶ To provide reservation details to Special Cell, Shivaji Uni. Kolhapur

April 2022

- ▶ Planning for the next academic year
- ▶ To submit income tax annual return (Form no.16)
- ▶ Maintenance of college infrastructure
- ▶ Arrangement of Term end meeting, collection of various departmental reports, syllabus completion reports etc.

May 2022

- ▶ Distribution of marks memos
- ▶ Admission procedure
- ▶ Annual audit report
- ▶ To disburse dead stock
- ▶ Daily reporting of admissions to the government / Head Institution
- ▶ Formation of various Gymkhana committees
- ▶ Provision of T.C. / important documents as per student's demand



June 2022

- ▶ Submission of accounts to A.G. claiming grants
- ▶ Information about the employee to be retired in the academic year
- ▶ Submission of university examination expenditure report
- ▶ Accepting various Scholarship/EBC applications.
- ▶ Issuing bus concession certificate to the students
- ▶ To provide reservation details to Special Cell, Shivaji University
Kolhapur Admission committees, IQAC Committees.

July 2022

- ▶ To submit Annual report to the university
- ▶ To submit N.S.S. audit report to Shivaji University, Kolhapur

Forward to,
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