

Mahatma Gandhi Vidyamandir's  
**Loknete Vyankatrao Hiray Arts, Science & Commerce College,**  
Panchavati, Nashik- 422003  
**Academic Calendar : 2021-2022**

**Term-I : 15/06/2021 To 20/10/2021**

**Term-II : 15/11/2021 To 25/05/2022**

Month	Week	Activities Planned by the College
	3 <sup>rd</sup> Week	<p>Commencement of academic year-2021-22  Institution Flag Hosting Ceremony  Weekly Meeting of the HODs with the Principal  General Meeting of the faculty members regarding :</p> <ul style="list-style-type: none"> <li>• Workload distribution</li> <li>• Planning of departmental activities</li> <li>• Research article publications</li> <li>• Departmental NAAC work distribution</li> <li>• Departmental files and records updation</li> </ul> <p>Dead stock verification ( 2021-2022)  Planning for purchasing chemicals, glassware, equipments, and instruments, books etc.  Prepared of Confidential Report (CR)  NAAC Work (3<sup>rd</sup> Cycle Preparations)  Preparation and submission of annual report of the department.  As per budget and department requirement, preparation of list for chemicals Materials, Apparatus/Instruments and books etc to be purchased.  SPPU Examination duties  NAAC Work (3<sup>rd</sup> Cycle Preparations) data template preparation &amp; submission  Meeting of IQAC</p>
June 2021	4 <sup>th</sup> Week	<p>Weekly Meeting of the HODs with the Principal  Annual Report Preparation  NAAC Work (3<sup>rd</sup> Cycle Preparations)  Teacher Profile updation on university portal  Follow up confirmation of Ph.D topic approval letters  Research student's guidance for Ph.D. scholarship SAARTHI  Celebration of Vachan din (19 Jun)  Guest lecture for Career Guidance and Placement  Celebration of International Yoga Day (21/06/2022) Inform students about online exam form submission  Planning the Annual Budget of Gymkhana Dept. &amp; Organizing coaching and training camp of various events.  Meeting of Library Advisory Committee will be held to discuss preparation of Annual Budget, Purchasing of books and journals.  Counseling to the students' for admission to UG classes.  Research Advisory Committee Meeting  Meeting of Gandhian Study Centre  Meeting of Anti Ragging Committee  Meeting of Grievance Redressal Cell  Meeting of Vishakha Samiti / Equal Opportunity Cell.  Meeting of Career &amp; Placement Cell  Library Advisory Meeting &amp; Issue of I Cards and Library cards to all faculty students  Submission of API 2020-21 to IQAC  Sports Advisory Committee meeting</p>

July 2021	1 <sup>st</sup> Week	<p>Admission process of FYBA/FYBCom/FYBSc classes            Departmental Time table preparation as per master timetable            Preparation of teaching plans for the first semester            Creation of E-content of UG and PG courses of the first semester            Update Teacher's Profile            1st July 2021 - Vasantnao Naik Jayanti            3rd July 2021 - Loknete Vyankatrao Hiray Punyatithi            Feedback from students on curriculum and SSS            Preparation of API forms for the A.Y. 2020-21.            Tree plantation program under Nature club            Preparation &amp; submission of deptmental action plan to IQAC NAAC Work            (3<sup>rd</sup> Cycle Preparations) data template preparation &amp; submission            Meeting for discussion on first term syllabus of various courses and work load distribution (UG).</p>
	2 <sup>nd</sup> Week	<p>Counseling for admission to F.Y.U.G.            Planning about organizing Seminars, Guest Lectures, Class test, Presentations, Home Assignments, etc.            Research Centre Activity            Participation and Presentation of Research Paper in National Conference            Celebration Gurupournima            Registration of UG and PG students to SWAYAM, NPTEL MOOCs courses            NAAC 3<sup>rd</sup> cycle Preparations            Planning of Submission of Student Welfare Schemes Proposal to SPPU-BSW</p>
	3 <sup>rd</sup> Week	<p>UG Lectures as per timetable            Criterion wise document/data submission to concern criteria conveners            Updating departmental records            Result analysis of UG &amp; PG classes and preparation of merit list</p>
	4 <sup>th</sup> Week	<p>UG Lectures as per timetable            NAAC 3<sup>rd</sup> cycle Preparations            23rd July 2020 - Lokmany Tilak Jayanti            Planning online mode Pi Approximation Day Celebration on 22nd July.            Guest lecture for Career Gudiance and Placement            Submission of Monthly Academic work's Report</p>
Aug. 2021	1 <sup>st</sup> Week	<p>UG Lectures as per timetable            Induction program for FY UG students            Planning of departmental activities            Departmental files and records updation            1st August 2020: Celebration of LokmanyaTilak Punyatithi and Annabhau sathe Jayanti.            Planning for Aapoorva Dattak Yojana            NAAC 3rd cycle Preparations            Preparation, improvement and submission of E-Content.            Planning about inauguration of Arts, Science &amp; Commerce Association            Social activities by NCC/NSS and departments (Blood Donation camp, tree plantation, Hemoglobin, Hypothalesimia, Ganeshutsov etc.)            Blood Donation Camp in association with Arpan blood bank            Webinar on Career Opportunities – Resource person will be an alumni of the Department.</p>
	2 <sup>nd</sup> Week	<p>UG Lectures as per timetable            Work related NAAC 3<sup>rd</sup> cycle Preparation            Research article publication            UG Admission Process- Counseling.</p>
		<p>Admission process for UG and P.G. classes            NAAC 3<sup>rd</sup> cycle Preparations (SSR)            UG Lectures as per timetable            Celebration of 15<sup>th</sup> Aug as Independence day by Flag hosting program</p>

		<p>Submission of Weekly Teaching Report  Research article/book/copyright etc publication  Organization of blood donation camp  Upgradation of Ph.D. vacant seats  20th August 2020 - Sadbhavna Din</p>
	4 <sup>th</sup> Week	<p>UG Lectures as per timetable  M.Sc. Admission Process- Counseling.  Updating SOP.  Outreach activity  Planning for Assistance by NCC Cadets for 'Ganeshotsav'.  Guest lecture for Career Guidance and Placement  Preparation of Certificate courses time table and plan to conduct online mode.  Soft Skill Development Programme Meeting</p>
	5 <sup>th</sup> Week	<p>NAAC 3rd cycle Preparations (SSR)  Community Connect activity.  Meeting of the faculty members regarding : <ul style="list-style-type: none"> <li>• Workload distribution</li> <li>• Planning of theory &amp; practical lectures</li> <li>• C.H.B Interview for Assistant professor</li> <li>• Avishkar Preparation for SPPU Avishkar Competition</li> <li>• Preparation of Course File for A.Y. 2021-22</li> </ul> Planning for online mode Preparation for 'National Sports Day' Celebration (29th Aug.)  31st August 2020 Matrutva Din &amp; Ahilyabai Holkar Punyatithi  Admission process for UG and P.G. classes  Submission of monthly departmental work report</p>
Sept. 2021	1 <sup>st</sup> Week	<p>Teaching as per Time-Table for UG and PG classes  Planning to arrange Induction Programme for UG &amp; PG Students  Covid 19 Education Remedial Initiatives Bridge Study Initiatives  Planning for Remedial Classes to be started for weak and slow learners.  Planning to organize various extension activities  Celebration of 5<sup>th</sup> Sept as Teacher's Day  Departmental and College NAAC Work  Admission process for UG and P.G. classes  Lectures by Eminent Academicians  Research Advisory Committee Meeting  Slow learner and Advance learners Identification form F.Y.B.SC  Admission process for UG and P.G. classes</p>
	2 <sup>nd</sup> Week	<p>Teaching as per timetable for UG and PG classes  To arrange Induction Programme for UG Students  Counselling session for admission for Certificate courses  Teaching as per Time-Table for UG &amp; PG classes  Motivate faculty members in various seminar/conference  To arrange Ph.D course work  Written test for PG students  Meeting of Gandhian Study Centre  Induction program for PG students  Planning for Celebration of International Literacy Day  Lecture to be organized on credit system for PG Part I students  Plan to conduct workshop on Research Methodology by the departments.  Counselling session for admission for Certificate/Add on/Diploma courses</p>
	3 <sup>rd</sup> Week	<p>Teaching as per timetable for UG and PG classes  Distribution of Projects for UG.  Discussion of syllabus of PG courses. Workload distribution for PG Courses &amp; Time table framing</p>

	<p>Students participation in various activities (Aviskar)          To collaborate with Rehabilitation Centre, mental health institutes          To update all departmental records as per the NAAC new guidelines in soft &amp; hard copies          Seminar &amp; webinar on NEP-2020          Bridge course as per guideline of SPPU, Pune          Inauguration of Science Association          Motivate students to prepare research project          Covid 19 Education Remedial Initiatives Bridge Study Initiatives          Meeting of N.S.S. Programme Officer &amp; prepare plan for N.S.S. activities.          Planning Cadets Enrollment &amp; Annual Training Camp for NCC          planning for Inauguration of Science, Commerce &amp; Social Science Association          Celebration of mental health week and to arrange theme based poster presentation          Competition on the occasion of World Mental Health Day celebration (Extension Activity)          Counselling Activities with Collaborations centers</p>
4 <sup>th</sup> Week	<p>Teaching as per timetable for UG and PG classes          Credit &amp; Semester System (CSS) &amp; Counseling for all PG students          NAAC 3<sup>rd</sup> cycle Preparations          Earn &amp; Learn Work Distribution UG &amp; PG          To prepare and submit criterion wise data templates          To encourage the faculty members to write and publish a book from National/International level publishers          Lectures by Eminent Academicians          Research Paper Publication by faculty          Induction Programme for PG class          Covid 19 Education Remedial Initiatives Bridge Study Initiatives          Outreach activity          Soft skill lecture series          Planning about Admission to Earn &amp; Learn          Conducting introductory lecture on Sports and Fitness for girls students to enhance their participation at Inercollegiate tournaments.          Submission of Anti Ragging Report of SPPU-BSW          Organization of lectures on soft skills</p>
5 <sup>th</sup> Week	<p>Teaching as per timetable          To prepare e-content (PPT's, PDF &amp; Audio &amp; Video Lectures) for UG and PG classes and post on Youtube channel and other platform.          NAAC 3<sup>rd</sup> cycle Preparations          Planning to arrange the Ph.D course work          Result analysis of UG and PG classes          Arrange Guest Lectures for UG/ PG students.          Distribution of topics of projects for T.Y. U.G. &amp; PG students.          Submission of monthly departmental work report</p>
1 <sup>st</sup> Week	<p>Teaching as per timetable for UG and PG classes          Celebration of 2<sup>nd</sup> Oct 2020 as Gandhi Jayanti and Lal Bahadur Shastri Jayanti          Celebration of 70th Foundation Day of MGVI Institution.          Research Guidance To PG &amp; UG Students          Planning to organize parent meet          Admission for Add-On/Certificate courses          Students' and faculty feedback on curriculum.          Arrange lecture /activities for slow learners          Orientation Program for P.G students          Topic Selection for project work TYUG &amp; SYPG students          Visit to college library to search / collection of online available books, journals etc          Alumni meet          National Integration Camp by NCC</p>

Oct. 2021		Poor Students Fund Book Issuing by Library.
	2 <sup>nd</sup> Week	Teaching as per timetable for UG and PG classes Covid 19 Education Remedial Initiatives Bridge Study Initiatives Research Guidance To PG /UG (T.Y.BSc)Students Planning to organize Alumni meet To conduct online soft skill development certificate course Planning of mental health day program Organize state-level conference Alumni Association meeting & Feedback 15 Oct. Celebration of Vachan Prerana din
	3 <sup>rd</sup> Week	<b>Diwali vacation (pertaining to SPPU policy &amp; circular) -</b> NAAC 3 <sup>rd</sup> cycle Preparation
	4 <sup>th</sup> Week	<b>Diwali vacation (pertaining to SPPU policy &amp; circular)</b> NAAC 3 <sup>rd</sup> cycle Preparation
	5 <sup>th</sup> Week	<b>Diwali vacation (pertaining to SPPU policy &amp; circular) -</b> NAAC 3 <sup>rd</sup> cycle Preparation
Nov. 2021	1 <sup>st</sup> Week	<b>Diwali vacation (pertaining to SPPU policy &amp; circular) -</b> NAAC 3 <sup>rd</sup> cycle Preparation Follow up of NAAC by IQAC. IPR & NET/SET workshops by department Parent-Teacher Association meeting & Feedback 6th November 2022- Celebration of KarmaveerBhousahe Hiray punyatithi
	2 <sup>nd</sup> Week	<b>Diwali vacation (pertaining to SPPU policy &amp; circular) -</b> NAAC 3 <sup>rd</sup> cycle Preparation IPR & NET/SET workshops by departments Follow up of NAAC by IQAC. Organize lecture on soft skills
	3 <sup>rd</sup> Week	Teaching as per timetable for UG and PG classes Internal Assessment of PG Students. To arrange Lecture Series on Research Methodology forUG/PG students Research Paper Publication by faculty Meeting of the faculty members regarding:Research centre activity for Ph.D students Counselling activity by the department (Extension Activity) Organizing the Guest Lectures for PG Students Outreach activity Parent-Teacher Association meeting & Feedback Distribution of competitive examination books to students sitting in the competition examination.
	4 <sup>th</sup> Week	Teaching as per timetable for UG and PG classes Question Paper setting for Internal Examination of UG Classes To take review of Syllabus completion of the sem I Planning of university level final practical exam Discussion about conducting internal assessment of UG classes Review on Project work of UG & PG student and arrangement of seminars. Field visits/Study tours/Industrial visits of UG/PG Students Submission of monthly departmental work report
	1 <sup>st</sup> Week	Teaching as per timetable for UG and PG classes Internal Examination & evaluation Planning of university level final practical exam NAAC 3 <sup>rd</sup> cycle Preparations Conduct new 1 credit course in blended form for UG & PG students on Basic Counseling Skills Planning of field visits/Study tours/Industrial visits

Dec. 2021		<p>Planning about conducting the Study Tour of UG/PG Students</p> <p>Organizing the Guest Lectures for PG Students</p> <p>Planning to organize Webinars/Seminars/Workshop/Conference</p> <p>planning for Visit to Adivashi Ashram School for practical demonstrations to 8th 9th and 10th students.</p>
	2 <sup>nd</sup> Week	<p>Teaching as per timetable for UG and PG classes</p> <p>1st Dec. Celebration of world AIDS Day</p> <p>Internal Examination &amp; evaluation</p> <p>NAAC 3rd cycle Preparations</p> <p>Celebration of Human rights Day</p> <p>Meeting for discussion on completion of syllabus of various courses of first term</p> <p>For UG &amp; PG students, Online / offline home assignment / Test/tutorial/ quiz competition examination.</p> <p>Planning for organized for seminar/ conference state/national / International</p> <p>Library Work for PG Students.</p> <p>On line guest lectures with the help of MOU partner</p> <p>Soft skill lecture series</p> <p>Organize NET/SET/GATE Examination guidance</p>
	3 <sup>rd</sup> Week	<p>Term End Examination of F.Y.,S.Y., and T.Y. B.com.( as per guidelines of Institutions )</p> <p>Probable Semester/Term End Examination (To be declared by SPPU/as per SPPU examination time table)</p> <p>Assignment Submission for UG Classes</p> <p>Teaching/revision as per Time-table</p> <p>Syllabus completion report for Ist Term &amp; Revision of Syllabus</p> <p>To organize National Webinars</p> <p>NAAC 3rd cycle Preparation</p> <p>Conduct new 1 credit course in blended form for UG &amp; PG students on Basic Counseling Skills</p> <p>Field visits/Study tours/Industrial visits of UG/PG Students</p>
	4 <sup>th</sup> Week	<p>Teaching as per Time-Table</p> <p>Teaching/revision as per Time-table</p> <p>Assignment Submission for PG Classes</p> <p>Internal Assessment of UG/PG classes</p> <p>Study Tour/Industrial /Field visit for UG&amp;PG Students</p> <p>Semester/Term End External Examination by SPPU, Pune</p> <p>NAAC 3rd cycle Preparation</p>
	5 <sup>th</sup> Week	<p>Preparation of second term Time-Table for both UG &amp; PG classes</p> <p>Teaching/revision as per Time-table</p> <p>Ph.D. admission process as per University policy</p> <p>To encourage students to participate in LVH Inno fest &amp; other research related competitions</p> <p>Semester/Term End External Examination by SPPU, Pune</p> <p>Discussion on Feedback of Students about Online/ offline teaching and resolve the Problems if any.</p> <p>Meeting of the faculty members for discussion and distribution of second term work load (UG).</p> <p>Submission of monthly work report of departmentals</p>
Jan. 2022	1 <sup>st</sup> Week	<p>Teaching as per Time-table</p> <p>Weekly department meeting</p> <p>To organize a lectures of eminent personalities for UG/PG students.</p> <p>Industrial visit / Educational tour for UG/PG students.</p> <p>Organization of International/National Conferences/Workshops/Seminars/Webinars by departments</p>
	2 <sup>nd</sup> Week	<p>Teaching as per Time-table</p> <p>Organization of workshops/hands on training workshops for UG/PG classes.</p> <p>Motivating UG &amp; PG students for preparing research papers (Extension Activity)&amp; Case</p>

		<p>Studies</p> <p>Organize National Level Conference on Research Methodology</p> <p>Participation and Presentation of Research Paper in National Conference</p> <p>Internal Assessment of UG/PG classes</p> <p>Organization of International conference 12th January 2022 celebration of Swami Vivekananda Jayanti.</p>
	3 <sup>rd</sup> Week	<p>Teaching as per Time-table</p> <p>Study Tour/Industrial /Field visit for UG&amp;PG Students</p> <p>Internal Evaluation &amp; Preparation of Marksheets as per Bloom's Taxonomy.</p> <p>Conducted International Webinar(Extension Activity)</p> <p>Assessment of certificate course &amp; certificate distribution</p> <p>Assignment/ Seminar Topic Distribution for PG Classes</p>
	4 <sup>th</sup> Week	<p>Teaching as per Time-table</p> <p>Assignment &amp; Internal Assessment of UG/PG Students.</p> <p>Celebration of Republic Day (26th January)</p> <p>NAAC 3rd cycle work</p> <p>Study/Educational Visits. (Extension Activity)</p> <p>Demonstration of chemistry experiments to 8th, 9th and 10th std students of nearby schools</p>
	5 <sup>th</sup> Week	<p>Teaching as per Time-table</p> <p>Motivating students to participate in Aavishkar and other research competitions (Extension Activity)</p> <p>Submission of monthly work report of departmental</p> <p>Submission of Monthly Academic work's Report</p>
Feb. 2022	1 <sup>st</sup> Week	<p>Teaching as per Time-table (UG &amp; PG)</p> <p>Weekly department meeting</p> <p>NAAC work</p> <p>Organize Best Student Competition by departments</p> <p>To organize International Webinar on Mindfulness</p> <p>'KBH' National level Debate Competition by LVH College</p> <p>Cultural and prize distribution ceremony</p>
	2 <sup>nd</sup> Week	<p>Teaching as per Time-table(UG &amp; PG)</p> <p>Guest Lecture on Research Methodology</p> <p>Organize NET/SET/GATE Examination guidance</p> <p>Counselling activity by the department (Extension Activity)</p>
	3 <sup>rd</sup> Week	<p>Teaching as per Time-table (UG &amp; PG)</p> <p>Motivate students to conduct interdisciplinary research project and publish research articles in reputed journals</p> <p>Organize Best chemistry Student Competition</p> <p>19th Feb. celebration of Chhatrapati Shivaji maharajjayanti.</p> <p>Internal Assessment of UG/PG classes</p>
	4 <sup>th</sup> Week	<p>Teaching as per Time-table (UG &amp; PG)</p> <p>Celebration of National Science Day 28th Feb- Article writing /Poster and Paper presentation competition</p> <p>Study/Educational Visits. (Extension Activity)</p> <p>28 Feb.2023 celebration of national science day, arrange a Poster Presentation competition for UG/PG student.</p> <p>Internal Assessment of UG/PG classes</p> <p>NAAC work</p> <p>Submission of monthly work report of departmentals</p>
Mar. 2022	1 <sup>st</sup> Week	<p>Teaching as per Time-table (UG &amp; PG)</p> <p>Review of syllabus completed at UG level</p> <p>Collection of PG Students Assignment</p> <p>Seminars/group discussion activity for PG students</p> <p>Meeting of the faculty members regarding following issues:</p> <ul style="list-style-type: none"> <li>To take review of the syllabus completion of UG &amp; PG Classes</li> </ul>

		<ul style="list-style-type: none"> <li>• Planning of extra periods if needed.</li> <li>• Seminar and presentation of PG Students (An in-semester assessment)</li> </ul>
	2 <sup>nd</sup> Week	<p>Counselling activity by the department (Extension Activity)</p> <p>Celebration of Women's Day</p> <p>10th March Celebration of Savitribai phule smrutidin (punyatithi).</p> <p>Feedback Collection from Students, Teachers, Parents, Alumni</p>
	3 <sup>rd</sup> Week	<p>Teaching as per Time-table (UG &amp; PG)</p> <p>UG/PG practical guidance</p> <p>Case study work by PG students</p> <p>Internal assesment</p>
	4 <sup>th</sup> Week	<p>Teaching as per Time-table (UG &amp; PG)</p> <p>Practical exam of UG class</p> <p>Submission of monthly departmental work report</p> <p>Alumni Meet and Participation of Alumni in the development of Department</p> <p>Feedback Collection from Students, Teachers, Parents, Alumni</p>
	5 <sup>th</sup> Week	<p>Teaching as per Time-table (UG &amp; PG)</p> <p>Assignment Submission for UG Classes</p> <p>Counselling activity by the department (Extension Activity)</p>
April 2022	1 <sup>st</sup> Week	<p>Teaching as per Time-table (UG &amp; PG)</p> <p>Certification of Practical journals and Project reports of PG classes.</p> <p>Review of syllabus completed at PG level</p> <p>Weekly department meeting</p> <p>Review on Project work of UG/PG Student and arrange seminar.</p> <p>Certification of UG practical journals.</p> <p>Practical Exam PG classes</p> <p>Internal assessment of UG/PG classes</p> <p>Celebration of Dr. Ambedkar Jayanti</p>
	2 <sup>nd</sup> Week	<p>Teaching as per Time-table (UG &amp; PG)</p> <p>Journal certification &amp; project essertation submission</p> <p>Preparation of Practical exam of PG classes</p> <p>Internal Assessment of UG/PG students</p> <p>14th April Celebration of Dr. Babasaheb Ambedkar jayanti.</p>
	3 <sup>rd</sup> Week	<p>UniversityExam related Work, UoP</p> <p>Revision of Syllabus</p> <p>Prepare the Second term syllabus completion report (UG/ PG).</p> <p>Practical exams of UG students as per university schedule</p> <p>Certification of Practical journals and Project reports of PG classes.</p> <p>Conduct practical examinations of S.Y./T.Y.B.Sc. Class as per university schedule.</p> <p>Practical exams of PG students as per university schedule</p>
	4 <sup>th</sup> Week	<p>Practical exams of UG students as per university schedule</p> <p>Teaching as per Time-table for PG classes</p>
	5 <sup>th</sup> Week	<p>Preparation on Annual report, AQAR and Academic Audit of the department</p> <p>Record and maintain the list of live and dead stock.</p> <p>University examination work UG/PG as per allotment</p> <p>Update Teacher's Profile</p> <p>Self-Appraisal, API and confidential report Submission by Teachers</p>
May 2022	1 <sup>st</sup> Week	<p>Celebration of Maharashtra Day (Flag Hosting)/Workers Day</p> <p>University Exam related Work, UoP</p> <p>University examination work UG/PG as per allotment</p> <p>Planning for Organization of NEP- 2020 Webinar</p> <p>Seminar &amp; webinar on NEP-2020</p> <p>Submission of Syllabus Completion Report</p> <p>Submission of Self-Appraisal</p> <p>Submission of Annual Report</p> <p>Organize placement drive</p>



	Students' and faculty feedback on curriculum.
2 <sup>nd</sup> Week	Exam related Work, SPPU, Pune University Examination (Semester/Annual)
3 <sup>rd</sup> Week	University Examination work and Evaluation of answer Papers (UG/PG).
4 <sup>th</sup> Week	Summer vacation
5 <sup>th</sup> Week	Summer vacation



**Dr. B.S. Jagdale**  
**Principal**

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