

Mahatma Gandhi Vidyamandir's  
**Loknete Vyankatrao Hiray Arts, Science & Commerce College,**  
Panchavati, Nashik- 422003  
**Academic Calendar: 2022-2023**

Month	Activities Planned
June 2022	<p>Commencement of academic year-2022-23</p> <p>Institution Flag Hosting Ceremony</p> <p>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>• University level paper checking</li> <li>• Supervision work</li> <li>• Departmental NAAC work distribution</li> <li>• Departmental files and records updation</li> </ul> <p>Dead stock verification ( 2021-2022)</p> <p>Planning for purchasing chemicals, glassware, equipments, and instruments, books etc.</p> <p>Prepared of Confidential Report (CR)</p> <p>NAAC Work (3<sup>rd</sup> Cycle Preparations)</p> <p>Preparation and submission of annual report of the department.</p> <p>As per budget and department requirement, preparation of list for chemicals Materials, Apparatus/Instruments and books etc to be purchased.</p> <p>Verification of Examination Forms of UG &amp; PG Classes</p> <p>Conduction of internal re-examination for absent students</p> <p>SPPU Examination duties</p> <p>NAAC Work (3<sup>rd</sup> Cycle Preparations) data template preparation &amp; submission</p> <p>Meeting of IQAC</p> <p>Weekly Meeting of the HODs with the Principal</p> <p>Annual Report Preparation</p> <p>NAAC Work (3<sup>rd</sup> Cycle Preparations)</p> <p>Teacher Profile updation on university portal</p> <p>Follow up confirmation of Ph.D topic approval letters</p> <p>Research student's guidance for Ph.D. scholarship SAARTHI</p> <p>Online/offline guidance to students regarding admission procedure and theory/practical courses</p> <p>Celebration of Vachan din (19 Jun)</p> <p>Guest lecture for Career Guidance and Placement</p> <p>Celebration of International Yoga Day (21/06/2022) Inform students about online exam form submission</p> <p>Planning the Annual Budget of Gymkhana Dept. &amp; Organizing coaching and training camp of various events.</p> <p>Meeting of Library Advisory Committee will be held to discuss preparation of Annual Budget, Purchasing of books and journals.</p> <p>Counseling to the students' for admission to FYBA/FYBCom//FYBSc</p> <p>Research Advisory Committee Meeting</p> <p>Meeting of Gandhian Study Centre</p> <p>Meeting of Anti Ragging Committee</p>

	<p>Meeting of Grience 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  Sports Adivsory Committee meeting.</p>
July 2022	<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 2019 - Vasanttrao Naik Jayanti  3rd July 2019 - Loknete Vyankatrao Hiray Punyatithi  Online internal and practical mark submission  Feedback from students on curriculum and SSS  Registration as Graduates senate for S.P.P.U. Election  Registration as HoD, Teachers for S.P.P.U. Electio  Preparation of API forms for the A.Y. 2021-22.  Tree plantation program under Nature club  Examination duties  Counselling UG/PG Students for Offline exam  Prepration&amp; submission of deptmental action plan to IQAC NAAC Work (3<sup>rd</sup> Cycle Preparations) data template preparation &amp; submission</p>
	<p>Counseling for admission to F.Y.U.G.  Planning about organizing Seminars, Guest Lectures, Class test, Presentations, Home Assignments, etc.  Research Centre Activity- Conduct Admission Process for Ph.D.  Participation and Presentation of Research Paper in National Conference  Submission of API 2021-22 to IQAC  Online marks submission of UG &amp; PG classes on university portal  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>
	<p>Criterion wise document/data submission to concern criteria conveners  Updating departmental records  Inform &amp; circulate univeristiy offline exam timetable to UG &amp; PG students  University Exam supervisions</p>
	<p>FYBA/FYBSC Lectures as per timetable  NAAC 3<sup>rd</sup> cycle Preparations  23rd July 2019 - Lokmany Tilak Jayanti  Planning online mode Pi Approximation Day Celebration on 22nd July.  Guest lecture for Career Gudiance and Placement  University Exam supervisions  Online marks submission of UG &amp; PG classes on university portal</p>
	<p>FYBA/FYBSC Lectures as per timetable  Induction program for FY UG students  Plannning of departmental activities  Departmental files and records updation  1st August 2019: Annabhau Sathe Jayanti  Planning for Aapoorva Dattak Yojana  NAAC 3rd cycle Preparations</p>

<p>Aug. 2022</p>	<p>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          FY/SY/TY BA/BSc/Bcom&amp; MA I/II last semester University Exam (21-22) supervisions          Webinar on Career Opportunities – Resource person will be an alumni of the Department.          Online marks submission of UG &amp; PG classes on university portal          Celebration of LokmanyaTilak Punyatithi and Annabhau sathe Jayanti.</p>
	<p>FYBA/FYBSC Lectures as per timetable          FY/SY/TY BA/BSc/Bcom&amp; MA I/II last semester University Exam (21-22) supervisions          Univeristy level paper checking (FY/SY BA/BSc 21-22)          Work related NAAC 3<sup>rd</sup> cycle Preparation          Research article publication          Result analysis of UG &amp; PG classes and preparation of merit list</p>
	<p>NAAC 3<sup>rd</sup> cycle Preparations (SSR)          FYBA/FYBSC Lectures as per timetable          Assessment of Answer sheets of Internal Examination          CAP for UG &amp; PG course          Celebration of 15<sup>th</sup> Aug as Independence day by Flag hosting program          Submission of Weekly Teaching Report          FY/SY/TY BA/BSc/Bcom&amp; MA I/II last semester University Exam (21-22) supervisions          Univeristy level paper checking (FY/SY BA/BSc 21-22)          Research article/book/copyright etc publication          Organization of blood donation camp          Upgradation of Ph.D. vacant seats          20th August 2019 - Sadbhavna Din</p>
	<p>FYBA/FYBSC Lectures as per timetable          FY/SY/TY BA/BSc/Bcom&amp; MA I/II last semester University Exam (21-22) supervision          Univeristy level paper checking (FY/SY BA/BSc 21-22)          Conduct Home Assignments          CAP for UG &amp; PG course          M.Sc. Admission Process- Counseling.          Updating SOP.          Outreach activity          Planning for Assistance by NCC Cadets for 'Ganeshotsav'.          Guest lecture for Career Gudiance and Placement          Preparation of Certificate courses time table and plan to conduct online mode.          Soft Skill Development Programme Meeting</p>
	<p>NAAC 3rd cycle Preparations (SSR)          Univeristy level paper checking (FY/SY BA/BSc 21-22)          Community Connect activity.          Meeting of the faculty members regarding :          Workload distribution          Planning of theory &amp; practical lectures          Assessment of F.Y and S.Y university Examination</p>

	<p>C.H.B Interview for Assistant professor  Avishkar Preparation for SPPU Avishkar Competition  Preparation of Course File for A.Y. 2022-23  Submission of monthly departmental work report  Planning for online mode Preparation for 'National Sports Day' Celebration (29th Aug.)  31st August 2019 Matrutva Din &amp; Ahilyabai Holkar Punyatithi</p>
Sept. 2022	<p>Teaching as per Time-Table for UG classes  Meeting for discussion on first term syllabus of various courses and work load distribution (UG).  Planning to arrange Induction Programme for UG &amp; PG Students  Planning for Remedial Classes to be started for weak and slow learners.  Palnning to organize various extension activites  Planning for Organization of NEP 2020 Webinar  Celebration of 5<sup>th</sup> Sept as Teacher's Day  Departmental and College NAAC Work  Provisional admission of SYBSc, TYBSc and MSc students  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>
	<p>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  Seminar &amp; webinar on NEP-2020  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/Diplama courses</p>
	<p>Teaching as per timetable  Distribution of Projects for UG.  Discussion of syllabus of PG courses. Workload distribution for PG Courses &amp; Time table framing  Students participation in various activities (Aviskar)  To collaborate with Rehabilitation Centre, mental health institutes  To update all departmental records as per the NAAC newguidelines in soft &amp; hard copies  Seminar &amp; webinar on NEP-2020  Bridge course as per guidenline 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</p>
	<p>Teaching as per timetable  Credit &amp; Semester System (CSS) &amp; Counseling for all PG students</p>

	<p>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 participatin at Inercollegiate tournaments.  Submission of Anti Ragging Report of SPPU-BSW</p>
	<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  Submission of monthly departmental work report  Arrange Guest Lectures for UG/ PG students.  Distribution of topics of projects for T.Y. U.G. &amp; PG students.</p>
<p>Oct. 2022</p>	<p>Teaching as per Time-table  Covid 19 Education Remedial Initiatives Bridge Study Initiatives  Celebration of 2<sup>nd</sup> Oct as Gandhi Jayanti and Lal Bhahadur Shastri Jayanti  Celebration of 70th Foundation Day of MGV 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  Visit to college library to search / collection of online available books, journals etc  Alumni meet  National Integration Camp by NCC  Poor Students Fund Book Issuing by Library.</p>
	<p>Teaching as per Time-table  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 &amp; Feedback  15 Oct. Celebration of Vachan Prerana din</p>
	<p>Teaching as per Time-table  Covid 19 Education Remedial Initiatives Bridge Study Initiatives  Celebration of mental health week and to arrange theme based poster presentation  Competitionon the occasion of World Mental Health Day celebration (Extension</p>

	<p>Activity)</p> <p>Teaching as per timetable</p> <p>Counselling Activities with Collaborations centers</p> <p>IPR &amp; NET/SET workshops by departments</p> <p>Follow up of NAAC by IQAC.</p> <p>Organize lecture on soft skills</p> <p>Parent-Teacher Association meeting &amp; Feedback</p> <p>Question Paper setting for Internal Examination of UG Classes</p> <hr/> <p>Teaching as per Time-table</p> <p>Internal Assessment of PG Students.</p> <p>To arrange Lecture Series on Research Methodology forUG/PG students</p> <p>Research Paper Publication by faculty</p> <p>Meeting of the faculty members regarding:Research centre activity for Ph.D students</p> <p>Counselling activity by the department (Extension Activity)</p> <p>Organizing the Guest Lectures for PG Students</p> <p>Topic Selection for project work TYUG &amp; SYPG students</p> <p>Outreach activity</p> <p>Soft skill lecture series</p> <p>Distribution of competitive examination books to students sitting in the competition examination.</p> <hr/> <p>Teaching as per timetable</p> <p>To take review of Syllabus completion of the Sem I</p> <p>Planning of university level final practical exam</p> <p>Discussion about conducting internal assessment of UG classes</p> <p>Submission of monthly departmental work report</p> <p>Review on Project work of T.Y.B.Sc. Studentand arrange seminar.</p>
Nov. 2022	<p>Teaching as per Time-table</p> <p>Internal Examination &amp; evaluation</p> <p>Planning of university level final practical exam</p> <p>NAAC 3rd cycle Preparations</p> <p>Conduct new 1 credit course in blended form for UG &amp; PG students on Basic Counseling Skills</p> <p>Planning of field visits/Study tours/Industrial visits</p> <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> <hr/> <p>Teaching as per Time-table</p> <p>Internal Examination &amp; evaluation</p> <p>NAAC 3rd cycle Preparations</p> <p>6th November 2022 celebration of Karmaveer Bhausaha Hiray punyatithi</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> <hr/> <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 erm &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>Organize NET/SET/GATE Examination guidance</p>
	<p>Field visits/Study tours/Industrial visits of UG/PG Students</p> <p>Teaching as per Time-Table</p> <p>Teaching/revision as per Time-table</p> <p>NAAC 3<sup>rd</sup> cycle Preparation</p>
	<p><b>Diwali vacation (pertaining to SPPU policy &amp; circular) - 08/12/2022</b></p> <p>NAAC 3<sup>rd</sup> cycle Preparation</p> <p>1st Dec. Celebration of world AIDS Day</p>
	<p><b>Diwali vacation (pertaining to SPPU policy &amp; circular) -20/11/2022</b></p> <p><b>Celebration of Human rights Day</b></p>
	<p><b>Diwali vacation (pertaining to SPPU policy &amp; circular) -20/11/2022</b></p> <p>NAAC 3<sup>rd</sup> cycle Preparation</p>
	<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 3<sup>rd</sup> cycle Preparation</p>
Dec. 2022	<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 Innofest &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 departmental</p>
	<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>
Jan. 2023	<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 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  Organization of International conference 12<sup>th</sup> January 2022 celebration of Swami Vivekananda Jayanti.</p>
	<p>Teaching as per Time-table  Study Tour/Industrial /Field visit for UG&amp;PG Students  Internal Evaluation &amp; Preparation of Marksheets as per Bloom's Taxonomy.  Conducted International Webinar (Extension Activity)  Assessment of certificate course &amp; certificate distribution  Assignment/ Seminar Topic Distribution for PG Classes</p>
	<p>Teaching as per Time-table  Assignment &amp; Internal Assessment of UG/PG Students.  Celebration of Republic Day (26th January)  NAAC 3<sup>rd</sup> cycle work  Study/Educational Visits. (Extension Activity)  Demonstration of chemistry experiments to 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> std students of nearby schools</p>
	<p>Teaching as per Time-table  Motivating students to participate in Aavishkar and other research competitions (Extension Activity)  Submission of monthly work report of departmental  Submission of Monthly Academic work's Report</p>
Feb. 2023	<p>Teaching as per Time-table (UG &amp; PG)  Weekly department meeting  NAAC work  Organize Best Student Competition by departments  To organize International Webinar on Mindfulness  'KBH' National level Debate Competition by LVH College  Cultural and prize distribution ceremony</p>
	<p>Teaching as per Time-table (UG &amp; PG)  Guest Lecture on Research Methodology  Organize NET/SET/GATE Examination guidance  Counselling activity by the department (Extension Activity)</p>
	<p>Teaching as per Time-table (UG &amp; PG)  Motivate students to conduct interdisciplinary research project and publish research articles in reputed journals  Organize Best Chemistry Student Competition  19<sup>th</sup> Feb. celebration of Chhatrapati Shivaji maharajjayanti.  Internal Assessment of UG/PG classes</p>
	<p>Teaching as per Time-table (UG &amp; PG)  Celebration of National Science Day 28th Feb- Article writing /Poster and Paper presentation competition  Study/Educational Visits. (Extension Activity)  28 Feb.2023 celebration of national science day, arrange a Poster Presentation competition for UG/PG student.  Internal Assessment of UG/PG classes  NAAC work  Submission of monthly work report of departmentals</p>
Mar. 2023	<p>Teaching as per Time-table (UG &amp; PG)  Review of syllabus completed at UG level  Collection of PG Students Assignment  Seminars/group discussion activity for PG students  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> <li>Planning of extra periods if needed.</li> <li>Seminar and presentation of PG Students (An in-semester assessment)</li> </ul>
	<p>Counselling activity by the department (Extension Activity)  Celebration of Women's Day  10<sup>th</sup> March Celebration of Savitribai phule smrutidin (punyatithi).  Feedback Collection from Students, Teachers, Parents, Alumni</p>
	<p>Teaching as per Time-table (UG &amp; PG)  UG/PG practical guidance  Case study work by PG students  Internal assesment</p>
	<p>Teaching as per Time-table (UG &amp; PG)  Practical exam of UG class  Submission of monthly departmental work report  Alumni Meet and Participation of Alumni in the development of Department  Feedback Collection from Students, Teachers, Parents, Alumni</p>
	<p>Teaching as per Time-table (UG &amp; PG)  Assignment Submission for UG Classes  Counselling activity by the department (Extension Activity)</p>
April 2023	<p>Teaching as per Time-table (UG &amp; PG)  Review of syllabus completed at PG level  Weekly department meeting  Review on Project work of UG/PG Student and arrange seminar.  Certification of UG practical journals.  Practical Exam PG classes  Internal assessment of UG/PG classes  Celebration of Dr. Ambedkar Jayanti</p>
	<p>Teaching as per Time-table (UG &amp; PG)  Journal certification &amp; project essertation submission  Preparation of Practical exam of PG classes  Internal Assessment of UG/PG students  14<sup>th</sup> April Celebration of Dr. Babasaheb Ambedkar jayanti.</p>
	<p>UniversityExam related Work, UoP  Revision of Syllabus  Prepare the Second term syllabus completion report (UG/ PG).  Practical exams of UG students as per university schedule  Certification of T.Y.B.Sc. Practical journals and Project reports.  University examination work UG/PG as per allotment  Conduct practical examinations of S.Y./T.Y.B.Sc. Class as per university schedule.  Practical exams of PG students as per university schedule</p>
	<p>Practical exams of UG students as per university schedule  Teaching as per Time-table for PG classes  University Exam related Work, UoP  Submission of Syllabus Completion Report  Submission of Self-Appraisal  Submission of Annual Report  Organize placement drive  Students' and faculty feedback on curriculum.</p>
	<p>Preparation on Annual report, AQAR and Academic Audit of the department  Exam related Work, SPPU, Pune  University Examination (Semester/Annual)  Record and maintain the list of live and dead stock.</p>

	Update Teacher's Profile Self-Appraisal, API and confidential report Submission by Teachers
May 2023	Celebration of Maharashtra Day (Flag Hosting)/Workers Day University Examination work and Evaluation of answer Papers (UG/PG).
	<b>SUMMER VACATION</b>

Date: 20/06/2022

Place: Nashik



**Dr. B.S. Jagdale**  
**Principal**  
Loknete Vyankatrao Hiray  
Arts, Science & Commerce College  
Panchavati, Nashik - 3,