



P.G.K MANDAL'S
HARIBHAI. V.DESAI ARTS, SCIENCE & COMMERCE COLLEGE, PUNE.
Institutional Academic Calendar (Term II, 2019 -2020)

Date	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020					
Sunday	17	1			1						
Monday	18	2	Departmental meeting		2	Departmental meeting					
Tuesday	19	3	Faculty meeting		3	Faculty meeting					
Wednesday	20	4	New Term Beginning Principals meeting Departmental meetings Exam committee meeting	1	4	1					
Thursday	21	5	-Faculty wise meeting. -Short term course planning & implementation , plan submission to IQAC	2	Departmental meeting	2	Departmental meeting				
Friday	22	6	Revisiting Vision Mission statement Teachers workshop	3	Faculty Meeting	3	Faculty meeting				
Saturday	23	7	Committee Planning & Execution meetings	4		4					
Sunday	24	8		5		5					
Monday	25	9		6	3	Departmental meeting	6	Annual Documentation week, 6 th to 11 th April 2020			
Tuesday	26	10		7	4	Faculty meeting	7				
Wednesday	27	11	Committee meetings Progress meetings	8	Committee meetings Progress meetings	5	11				
Thursday	28	12		9	6		12				
Friday	29	13	IQAC Core Meeting	10	CDC Meeting	7	CDC Meeting	13			
Saturday	30	14		11	Principals Midterm meeting	8	14				
Sunday		15		12		9	15				
Monday		16	NSS camp 3 rd week	13		10	16				
Tuesday		17		14		11	17	Departmental presentations of Annual work			
Wednesday		18		15		12	18	Committee work presentation			
Thursday		19		16		13	19	Academic Audit			
Friday		20	IQAC Core Committee meeting : AQAR report	17	F.Y result analysis & ATR	14	20	17	Academic Audit		
Saturday		21		18		15	21	18			
Sunday		22		19		16	22	19			
Monday		23		20		17	23	20			
Tuesday		24		21		18	24	21			
Wednesday		25	Christmas Holiday	22		19	Shiv Jayanti Holiday	25	Gudhi padwa Holiday	22	IQAC Core committee meeting
Thursday		26	Sports and Cultural Week 26 th to 31 st December	23		20		26		23	
Friday		27		24		21		27		24	CDC Meeting
Saturday		28		25		22		28		25	
Sunday		29		26	Republic day	23		29		26	
Monday		30		27		24		30		27	
Tuesday		31		28		25		31		28	
Wednesday				29		26				29	
Thursday				30		27				30	
Friday				31		28					1 st may 2020
Saturday						29					2 nd May 2020
Sunday											



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Note:

9th January to 18th January slot for study tours and visits, to be planned and intimated in advance with necessary details.

16th to 30th December 2019, 1st to 15th January 2020: Slots for short term courses and the course is to be conducted by every department.

NSS dates: 3rd week of December

One week Yoga course slots for first year students will be put up separately and will be a term long program.

Dates of Workshop by Library and Conference dates are not included currently.

Celebration of Anniversaries calendar is not included in the Academic calendar as yet but will be added.

During meeting dates no leaves will be sanctioned.

For conduct of events and activities prior permission is a must.

Kindly find the meeting schedule of November attached on page 3.



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Day & Date	Activity	Time	Venue
Wednesday 20 th November 2019	1. Principals Meeting Agenda: Overview of the new term Necessary instructions	11.00AM to 12.00 noon	Shantaben sabhagriha Attendance essential
20 th November 2019	2. Departmental meeting <ul style="list-style-type: none"> - Documentation of 2018-19 for the previous IQAC team to prepare AQAR reports. - First term documentation of teaching plan, academic calendar, time table, workload, subject allocation, internal examination marks - Academic calendar of the department for the second term in lieu with college calendar - Allocation of the courses to be taught - Teaching plans, Activity planning - Mentor mentee promotion - Syllabi, examinations and assessments. - Tours/ Visits - Departmental research and research proposed. - Planning for short term courses (proposal to be submitted by each department on or before Wednesday 27th November 2019). - Filing of documents to be done before the faculty meeting, where activities will be discussed. - Best practices in department and its bettering methodology - Two extension activities proposed by the department. - Defaulters' list and analysis methodology. - Website updating aspects about department. - Vruddhi uploads to be done - Any other aspects related to departments. 	Timing as decided by the head. The head should communicate each member in advance.	Respective departments.
Thursday 21 st November 2019	3. Faculty meeting Agenda: <ul style="list-style-type: none"> - Overview of departmental planning done previous day, areas of sharing and conduct of activities. - Signing of the departmental meeting record by the Faculty Vice Principal/ Incharge - Creation of list of short term courses decided by the department and time slots on student decided, duration, etc. list to be submitted to IQAC (Dr. P Pisal) - Departmental research and related activities. - Requirements from the departments and its areas of utilization. Note: Principal, Vice Principals and incharges will be present for the meeting	Timing as decided by the authority. It will be communicated on the 20 th November 2019.	As declared by the authority of thefaculty.
Friday 22 nd November 2019	4. IQAC internal meeting <ul style="list-style-type: none"> - IQAC calendar - IQAC Core committee meeting preparation - Allocation of work and initiatives to each IQAC member. - Assistance to previous team for preparing AQAR and its submission. - Feedbacks mechanism and areas to be worked out. - Activities conducted and planning of new activities. 	9.00AM to 10.00AM	IQAC Office
Saturday 23 rd November 2019	Committee meetings. Schedule displayed on notice board.	As per the schedule	
Friday 29 th November 2019	Agenda as decided	3PM to 4PM	Conference hall.