

**S. M. Sanstha's**

**Saraswati Mandir Night College of Commerce & Arts**

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## **Academic calendar for the Year 2020-21**



**॥ ज्ञानं बलानां बलम् ॥**

First Term	-	15/06/2020 to 05/12/2020
Second Term	-	01/01/2021 to 15/05/2021

**Dr. P. N. Shende**  
Principal

## Monthly Planning

**\*June 2020\***

<b>Day &amp; Date</b>	<b>Business</b>
<b>First week</b>	<ul style="list-style-type: none"><li>* Admission Committee Meeting</li><li>* Sale of Forms for F. Y. B.A. / B.Com.</li><li>* Interviews of CHB Teachers</li><li>* Declaration of Result of F. Y. B.A. / B.Com.</li><li>* Organization of webinar of Dept. of English</li></ul>
<b>Second week</b>	<ul style="list-style-type: none"><li>* Sale of Forms for F. Y. B.A. / B.Com.</li><li>* Admission of F. Y. B.A. / B.Com.</li></ul>
<b>Third week</b>	<ul style="list-style-type: none"><li>* First Term Starts from 15<sup>th</sup> June 2020</li><li>* Sale of Forms for S. Y. B. A. / B.Com.</li><li>* Bridge course for F.Y. B. A &amp; B. Com.</li><li>* Admission of F.Y/S.Y. B.A/B.Com.</li><li>* Preparation of Annual Report</li><li>* Meeting of C.D.C.</li></ul>
<b>Fourth week</b>	<ul style="list-style-type: none"><li>* Preparation of Time table for 2020–21</li><li>* Beginning of Classes to F.Y.B.A &amp; B.Com.</li><li>* Admission of F.Y/S.Y. B.A/B.Com.</li><li>* Annual Planning of Syllabus.</li><li>* Bridge course for F.Y/S.Y B. A./B.Com.</li><li>* Declaration of Result of S.Y. / T.Y. B.Com.</li></ul>

**\*July 2020\***

<b>Day &amp; Date</b>	<b>Business</b>
<b>First week</b>	<ul style="list-style-type: none"><li>* Beginning of Classes to S.Y.B.A &amp; B.Com.</li><li>* Declaration of Result of S. Y. / T.Y. B.A.</li><li>* Admission of F.Y/S.Y/T.Y. B.A/B.Com/M.Com/M.A.</li><li>* Allotment of Various Committees</li><li>* Regular Teaching of F.Y. / S.Y. B.A &amp; B.Com.</li><li>* Orientation of students</li><li>* Meeting of "Vidyarthini Munch"</li><li>* Inaugural function of Staff Academy</li><li>* Meeting of Student Welfare Committee</li><li>* Implementation of Earn &amp; Learn Scheme (2020-2021)</li><li>* Meeting of Marathi Literature Association</li><li>* Meeting of Exam Committee</li><li>* Meeting of I.Q.A.C.</li></ul>

<b>Second week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Collection of Annual Syllabus/Teaching Plans</li> <li>* Admission of F.Y/S.Y/T.Y. B.A/B.Com/M.Com/M.A</li> <li>* Principal's Address to F.Y.B.A / B.Com. students</li> <li>* Meeting of Life Long Learning &amp; Extension Dep.</li> <li>* Meeting of Soft Skill Program</li> <li>* Declaration of Result of M.A.,M.Com.</li> <li>* Gurupournima program</li> </ul>
<b>Third week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Principal's Meeting with Staff</li> <li>* Meeting of Internal Ragging Committee</li> <li>* Admission of F.Y/S.Y/T.Y. B.A/B.Com/M.Com/M.A</li> <li>* Lecture on Soft Skill</li> </ul>
<b>Fourth week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Admission of S.Y/T.Y. B.A/B.Com/M.Com/M.A</li> <li>* Filling of Re-exam forms</li> <li>* Lecture on Soft Skill</li> </ul>
<b>Fifth week</b>	<ul style="list-style-type: none"> <li>* Filling of Re-exam forms</li> <li>* Regular Teaching</li> <li>* Lecture on Soft Skill</li> <li>* Lecture on Environmental Awareness</li> </ul>

**\* August 2020 \***

<b>Day &amp; Date</b>	<b>Business</b>
<b>First week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Filling of Re-exam forms</li> <li>* Filling Internal Exam. form of F.Y. B.A., F.Y.B.Com.</li> <li>* Orientation of students about Scholarships and Free ships.</li> <li>* Beginning of M.Com/M.A Classes.</li> <li>* Submission of Proposals to SPPU for various schemes and funds</li> <li>* Filling of University exam forms.</li> <li>* Lecture on Soft Skill</li> <li>* Lecture on Environmental Awareness</li> </ul>
<b>Second week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Medical Check up of F.Y. B.A., F.Y.B.Com. Students</li> <li>* Online submission of SPPU Exam Forms</li> <li>* Display of Re-term exam Time Table</li> <li>* Filling of University exam forms.</li> <li>* Lecture on Soft Skill</li> <li>* Lecture on Environmental Awareness</li> </ul>

<b>Third week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Cultural Program – Independence Day</li> <li>* Online submission of SPPU Exam Forms</li> <li>* Filling of University exam forms.</li> <li>* Lecture on Soft Skill</li> <li>* Lecture on Environmental Awareness</li> </ul>
<b>Fourth week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Filling of University exam forms.</li> <li>* Lecture on Soft Skill</li> <li>* Lecture on Environmental Awareness</li> </ul>

### \*September 2020\*

<b>Day &amp; Date</b>	<b>Business</b>
<b>First week</b>	<ul style="list-style-type: none"> <li>* Parent Meet</li> <li>* Programme of Teacher's Day</li> <li>* Regular Teaching</li> <li>* Filling of University exam forms.</li> <li>* Lecture on Soft Skill</li> <li>* Lecture on Environmental Awareness</li> </ul>
<b>Second week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Inaugural function of Commerce Association</li> <li>* Meeting of Exam Committee</li> <li>* Filling of University exam forms.</li> <li>* Re-term Exam. Of B.A.,B.Com. (2013 pattern)</li> <li>* Lecture on Soft Skill</li> <li>* Lecture on Environmental Awareness</li> </ul>
<b>Third week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Meeting of Staff Academy</li> <li>* Filling of University exam forms.</li> <li>* Re-term Exam. Of B.A.,B.Com. (2013 pattern)</li> <li>* College Foundation day (SMNCCA)</li> <li>* Lecture on Soft Skill</li> <li>* Lecture on Environmental Awareness</li> </ul>
<b>Fourth week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Internal Exam. timetable display</li> <li>* Program of Staff Academy</li> <li>* Filling of University exam forms.</li> <li>* Lecture on Soft Skill</li> <li>* Lecture on Environmental Awareness</li> </ul>

<b>Fifth week</b>	<ul style="list-style-type: none"> <li>* Meeting of College Magazine Committee</li> <li>* Filling of University exam forms.</li> <li>* Meeting of Exam. Committee for University Exam.</li> <li>* Internal Exam. of F.Y./S.Y. B.A., B. Com.</li> <li>* Lecture on Soft Skill</li> <li>* Lecture on Environmental Awareness</li> </ul>
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**\* October 2020 \***

<b>Day &amp; Date</b>	<b>Business</b>
<b>First week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Paper Assessment of Re-Term exam</li> <li>* Internal Exam. of F.Y./S.Y./T.Y. B.A., B. Com.</li> </ul>
<b>Second week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Principal's Meeting with Staff</li> <li>* Meeting of Internal Ragging Committee</li> <li>* University Oct. Exam of F.Y./S.Y./T.Y. B.A., B. Com.</li> </ul>
<b>Third week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Organization of "Vachan Prerana Din"</li> <li>* Exam Committee Meeting for Term end Exam</li> <li>* University Oct. Exam of F.Y./S.Y./T.Y. B.A., B. Com.</li> <li>* University Oct. Exam. Of M.A., M.Com.</li> </ul>
<b>Fourth week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Term End Exam. Timetable Display.</li> <li>* University Oct. Exam of F.Y./S.Y./T.Y. B.A., B. Com.</li> <li>* University Oct. Exam. Of M.A., M.Com.</li> </ul>
<b>Fifth week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Program of Book Bank Scheme</li> <li>* Program of Staff Academy</li> <li>* University Oct. Exam of F.Y./S.Y./T.Y. B.A., B. Com.</li> <li>* University Oct. Exam. Of M.A., M.Com.</li> </ul>

**\* November 2020\***

<b>Day &amp; Date</b>	<b>Business</b>
<b>First week</b>	<ul style="list-style-type: none"> <li>* University Oct. Exam. Of M.A., M.Com.</li> <li>* Principal Meeting with Staff</li> </ul>
<b>Second week</b>	<ul style="list-style-type: none"> <li>* Submission of Syllabus Completion</li> <li>* Organization of Diwali Faral</li> <li>* Program of "Dipotsav".</li> </ul>

<b>Third week</b>	<ul style="list-style-type: none"> <li>* Term End Exam. B.A., B.Com.</li> <li>* University Oct. Exam of M.A., M.Com.</li> <li>* Cultural Committee Meeting regarding College Gathering</li> </ul>
<b>Forth week</b>	<ul style="list-style-type: none"> <li>* Term End Exam. B.A., B.Com.</li> <li>* Meeting of Keshavsut Karandak Committee</li> <li>* Constitution Day Program.</li> <li>* Meeting of Sport committee</li> </ul>

**\* December 2020 \***

<b>Day &amp; Date</b>	<b>Business</b>
<b>First week</b>	<ul style="list-style-type: none"> <li>* Paper Assessment of Term End Exam</li> <li>* SPPU M.Com Exam</li> <li>* Organization of Sport Competition</li> <li>* Organization of various indoor competitions of Cultural dept.</li> <li>* Cultural program - Gathering</li> <li>* Annual Prize Distribution Programs</li> </ul>
<b>Second week</b>	<ul style="list-style-type: none"> <li>* Term Vacation</li> <li>* SPPU Exam Online Form</li> </ul>
<b>Third week</b>	<ul style="list-style-type: none"> <li>* Term Vacation</li> <li>* SPPU Exam Online Form</li> </ul>
<b>Fourth week</b>	<ul style="list-style-type: none"> <li>*Term Vacation</li> </ul>
<b>Fifth Week</b>	<ul style="list-style-type: none"> <li>* Term Vacation</li> </ul>

**\* January 2021 \***

<b>Day &amp; Date</b>	<b>Business</b>
<b>First week</b>	<ul style="list-style-type: none"> <li>* Commencement of the 2nd Term on 01/01/2021</li> <li>* Regular Teaching</li> <li>* Meeting of Internal Ragging Committee</li> <li>* Meeting of I.Q.A.C.</li> </ul>
<b>Second week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Declaration of Term End Result</li> <li>* Lecture on Soft skill.</li> </ul>
<b>Third week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Meeting of College Magazine Committee</li> <li>* Lecture on Employability &amp; Entrepreneurship</li> <li>* Lecture on Soft skill.</li> </ul>

<b>Fourth week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Staff academy lecture</li> <li>* Workshop on Women Empowerment</li> <li>* Filling of University exam forms.</li> <li>* Lecture on Soft skill.</li> <li>* Lectures of Environmental Awareness</li> </ul>
<b>Fifth week</b>	<ul style="list-style-type: none"> <li>* Alumni Meet</li> <li>* Cultural Program of Republican Day</li> <li>* Regular Teaching</li> <li>* Marathi Vāṅgamaya Mandal's Program.</li> <li>* Lecture on Soft skill.</li> <li>* Lectures of Environmental Awareness</li> </ul>

### \*February 2021\*

<b>Day &amp; Date</b>	<b>Business</b>
<b>First week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Filling of University exam forms.</li> <li>* Lecture series by Life Long Learning &amp; Extension Dept.</li> <li>* Lecture on Soft skill.</li> <li>* Lectures of Environmental Awareness</li> </ul>
<b>Second week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Meeting of College Magazine Committee</li> <li>* Filling of University exam forms.</li> <li>* Program of "Vidyarthini Munch".</li> <li>* Lecture on Soft skill.</li> <li>* Lectures of Environmental Awareness</li> </ul>
<b>Third week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Filling of University exam forms.</li> <li>* Meeting of C.D.C.</li> <li>* Lecture on Soft skill.</li> <li>* Lectures of Environmental Awareness</li> </ul>
<b>Fourth week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Filling of University exam forms.</li> <li>* Keshavsut Karandak competition</li> <li>* Lecture on Soft skill.</li> <li>* Lectures of Environmental Awareness</li> </ul>

**\*March 2021\***

<b>Day &amp; Date</b>	<b>Business</b>
<b>First week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Internal Exam. For F.Y. B.A., F.Y.B.Com.</li> <li>* Filling of University exam forms.</li> <li>* Accounts Report preparation of Quality Improvement scheme</li> <li>* Lecture on Soft skill.</li> <li>* Lectures of Environmental Awareness</li> </ul>
<b>Second week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Staff academy lecture</li> <li>* Exam Committee Meeting – Practical &amp; Theory University Exam.</li> <li>* World Women’s Day Program.</li> <li>* Internal Exam. For F.Y. B.A., F.Y.B.Com.</li> <li>* Lecture on Soft skill.</li> <li>* Lectures of Environmental Awareness</li> <li>* Accounts Report Submission to SPPU of Quality Improvement scheme</li> </ul>
<b>Third week</b>	<ul style="list-style-type: none"> <li>* Regular Teaching</li> <li>* Lecture on Soft skill.</li> <li>* Lectures of Environmental Awareness</li> <li>* Audit of the SPPU schemes</li> <li>* Completion of Syllabus F.Y.B.Com &amp; B.A.</li> <li>* Lecture on Soft skill.</li> <li>* Lectures of Environmental Awareness</li> </ul>
<b>Fourth week</b>	<ul style="list-style-type: none"> <li>* Practical Examination of F.Y./S.Y/T.Y.B.Com</li> <li>* Completion of Syllabus S.Y./T.Y. B.Com &amp; B.A.</li> <li>* Lecture on Soft skill.</li> <li>* Lectures of Environmental Awareness</li> <li>* Publication of Annual College Magazine - "Amhi Saraswat"</li> </ul>
<b>Fifth week</b>	<ul style="list-style-type: none"> <li>* Audit of the SPPU schemes</li> <li>* Practical Examination of F.Y./S.Y/T.Y.B.Com</li> <li>* Exam. of Physical Education</li> <li>* Annual Exam of F.Y.B.Com/ B.A</li> <li>* Submission of Annual reports of Various Committees</li> </ul>



**\*April 2021 \***

<b>Day &amp; Date</b>	<b>Business</b>
<b>First week</b>	* Environmental awareness exam * Annual Exam of S.Y./T.Y. B.Com. * University Exam
<b>Second week</b>	* Annual Exam of S.Y./T.Y. B.A. * Library Stock Taking * IQAC Meeting * M. A / M. Com Mid Term Exam
<b>Third week</b>	* Principal's Meeting with the Staff * Printing of College Magazine. * Annual Exam of S.Y./T.Y. B.A. * Assessment of F.Y.B.Com/B.A Answer Books
<b>Fourth week</b>	* Meeting of prospectus committee * Meeting of Admission Committee * Printing of Prospectus & Various forms, challans etc.

**\*May 2021\***

<b>Day &amp; Date</b>	<b>Business</b>
<b>First week</b>	* University Exam. M.A.
<b>Second week</b>	* University Exam M.Com
<b>Third week</b>	-----
<b>Fourth week</b>	* CDC Meeting * Declaration of Results of F.Y.B.Com/ B.A
<b>Fifth week</b>	-----