

# **The Annual Quality Assurance Report (AQAR) of the IQAC**

## **Part – A**

**AQAR for the year (for example 2013-14)**

**2010-2011**

### **1. Details of the Institution**

1.1 Name of the Institution

P.R.B. Arts and P.G.R. Commerce College, Bardoli.

1.2 Address Line 1

Sardar Baug,

Address Line 2

Station Road,

City/Town

Bardoli. Dist. Surat

State

Gujarat

Pin Code

394601

Institution e-mail address

accb220171@yahoo.com

Contact Nos.

+912622 - 220171, +912622 - 227151

Name of the Head of the Institution:

Dr. Vinodbhai N. Patel

Tel. No. with STD Code:

+912622-220171

Mobile:

+919825136422

Name of the IQAC Co-ordinator:

F. K. Purohit

Mobile:

+919974572236

IQAC e-mail address:

iacnaacaccb@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

GJCOGN12330

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

EC/35/290 DATE 28/2/2005

1.5 Website address:

www.accb.ac.in

Web-link of the AQAR:

www.accb.ac.in/AQAR2010-11.doc

1.6 Accreditation Details

S1. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	-	2005	5 Year
2	2 <sup>nd</sup> Cycle	-	-	-	-
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

1.7 Date of Establishment of IQAC: DD/MM/YYYY

08/08/2005

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11submitted to NAAC on 12-10-2011)

- i. AQAR 2005-06 submitted to NAAC on 27/05/2006
- ii. AQAR 2006-07 submitted to NAAC on 04/12/2007
- iii. AQAR 2007-08 submitted to NAAC on 04/12/2008
- iv. AQAR 2008-09 submitted to NAAC on 23/01/2009
- v. AQAR 2009-10 submitted to NAAC on 07/08/2015
- vi. AQAR 2010- 11 submitted to NAAC on 07/08/2015

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College  Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phy. Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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1.11 Name of the Affiliating University (*for the Colleges*)

Veer Narmad South Gujarat University, Surat, Gujarat

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (*Specify*)

-

UGC-COP Programmes

-

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

02

2.4 No. of Management representatives

--

2.5 No. of Alumni

02

2. 6 No. of any other stakeholder and

02

community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Addition of ICT enabled classrooms  2. Enrichment of library with addition of new books

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year .

Plan of Action	Achievements
Organizing National Level Seminar	Seminar on Physical Education organized

\* *Attach the Academic Calendar of the year as Annexure. (See Annexure 1)*

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

## Part – B

### Criterion – I

#### **1. Curricular Aspects**

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	03	-	-	-
UG	06	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
<b>Total</b>	<b>09</b>			
Interdisciplinary	04	-	-	-
Innovative	-	-	-	-

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	09

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

**(On all aspects)**

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure (Feedback analysis is not done)*

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Nil

##### 1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
34	-	33	-	01 (P.T.)

2.2 No. of permanent faculty with Ph.D.

05

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

12

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	4	7
Presented papers	1	5	1
Resource Persons	--	--	6

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- 1. Use of ICT enabled teaching and learning
- 2. Group work and presentation

2.7 Total No. of actual teaching days during this academic year

182

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Nil

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

08	-	-
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2.10 Average percentage of attendance of students

83 %

2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I %	II % %	III %	Result %
B.A.	313	00	08 (2.55%)	120 (38.33%)	139 (44.40%)	267 (85.30%)
B. Com.	304	00	06 (1.97%)	44 (14.47%)	123 (40.46%)	198 (65.13%)
M.A.	226	00	02 (.88%)	91 (40.26%)	124 (54.86%)	217 (96.01%)
M.Com.	112	00	09 (8.03%)	34 (30.35%)	59 (52.67%)	99 (88.39%)

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Personal contact and guidance to the needy students.
- Students are motivated by the guest lectures.
- Annual result analysis and feedback from the teachers.
- Encourage the students for using the library.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	--
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	04

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	07	03	--	03
Technical Staff	-	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Teachers are encouraged to avail of different UGC schemes for doctoral and postdoctoral research
- Major Research Project bagged by the institution in Gujarati
- Planning of State/National level seminar
- National Level Seminar in Physical Education arranged.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	6.79	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	---	--	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	--	--

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2010-2013	UGC	6.79 Lakh	4.34 Lakh
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	--
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	01	01	6.79 Lakh	4.34 Lakh

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP <input type="text" value="-"/>	CAS <input type="text" value="-"/>	DST-FIST <input type="text" value="-"/>
DPE <input type="text" value="-"/>		DBT Scheme/funds <input type="text" value="-"/>

3.9 For colleges

Autonomy <input type="text" value="-"/>	CPE <input type="text" value="-"/>	DBT Star Scheme <input type="text" value="-"/>
INSPIRE <input type="text" value="-"/>	CE <input type="text" value="-"/>	Any Other (specify) <input type="text" value="-"/>

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	1	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
2	-	1	-	1	-	-

3.18 No. of faculty from the Institution  
who are Ph. D. Guides  
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  - SRF  - Project Fellows  - Any other  -

3.21 No. of students Participated in NSS events:

University level	<input type="text"/> 53	State level	<input type="text"/> -
National level	<input type="text"/> -	International level	<input type="text"/> -

3.22 No. of students participated in NCC events:

University level	<input type="text"/> -	State level	<input type="text"/> 24
National level	<input type="text"/> 01	International level	<input type="text"/> -

3.23 No. of Awards won in NSS:

University level	<input type="text"/> -	State level	<input type="text"/> -
National level	<input type="text"/> -	International level	<input type="text"/> -

3.24 No. of Awards won in NCC:

University level	<input type="text"/> -	State level	<input type="text"/> -
National level	<input type="text"/> 4	International level	<input type="text"/> -

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="24"/>
NCC	<input type="text" value="2"/>	NSS	<input type="text" value="4"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. Blood donation camps were arranged during the year.
2. Donated old books and magazines to needy patients in Sardar Hospital.
3. Relief in medical bills to needy patients in Sardar Hospital.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	37231.0859 mts. (9.2 acres)	-	-	37231.0859 mts. (9.2 acres)
Class rooms	19	-	-	19
Laboratories	--	1	Govt. of Guj. & College Trust	1
Seminar Halls	-	-	-	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	8	29	UGC and State Govt., College Trust	37
Value of the equipment purchased during the year (Rs. in Lakhs)	---	6,69,770=00	UGC and State Govt., College Trust	6,69,770=00
Others	---	--	--	--

#### 4.2 Computerization of administration and library

1. Computer facility is available in Library and Administration office
2. wi-fi is available in Adm. Office.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8968	641310.00	584	78779.00	9552	720089.00
Reference Books	27357	1480673.00	1109	146364.00	28466	1627037.00
e-Books	-	-	-	-	-	-
Journals	-	-	09	5275	09	52755
Magazines & Periodicals	-	-	52	21947	52	21947
e-Journals	-	-	--	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	33	1	Yes	-	-	4	-	-
Added	04	-	--	-	-	--	-	-
Total	37	-	Yes	-	-	4	-	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Computer and Internet facilities are available.  
Training Programs are arranged when required.

4.6 Amount spent on maintenance in lakhs :

i) ICT	8.487
ii) Campus Infrastructure and facilities	18.010
iii) Equipments	0.434
iv) Others	0.0825

**Total :** 27.0135

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC provides information about various student support services available at institution and at other levels. Students support services were designed better under the IQAC observation. Students are encouraged to come out with their views and suggestions for the enhancement of quality of the Teaching and Learning environment.

#### 5.2 Efforts made by the institution for tracking the progression

Information gathered from the students about their achievements.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1674	445	-	-

#### (b) No. of students outside the state

#### (c) No. of international students

Men

No	%
953	41.15

Women

No	%
1423	59.89

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
1114	217	604	503	04	2442	789	200	589	544	---	2122

Demand ratio

Dropout 9.55 %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NII
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No. of students beneficiaries -

5.5 No. of students qualified in these examinations

NET <span style="border: 1px solid black; padding: 2px;">-</span>	SET/SLET <span style="border: 1px solid black; padding: 2px;">-</span>	GATE <span style="border: 1px solid black; padding: 2px;">-</span>	CAT <span style="border: 1px solid black; padding: 2px;">-</span>
IAS/IPS etc <span style="border: 1px solid black; padding: 2px;">-</span>	State PSC <span style="border: 1px solid black; padding: 2px;">-</span>	UPSC <span style="border: 1px solid black; padding: 2px;">-</span>	Others <span style="border: 1px solid black; padding: 2px;">-</span>

5.6 Details of student counselling and career guidance

Invited lecture on 'Competitive exams' and 'Career Guidance'

No. of students benefitted 545

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

Lectures on Sexual Harassment by eminent doctors are arranged during the year. Sexual Awareness programs are conducted in the classes.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural event

State/ University level  National level  International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	59	75200.00
Financial support from government	1330	4407880.00
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Nil

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

**Vision:** Be an institution with a culture of mutual care and commitment, a satisfying and excellent work environment and continuous learning opportunities in the field of higher education.

To enable all the classes of society to have the privilege of higher education beyond the barriers of caste, creed and gender.

**Mission:** Making students responsible citizens with their career and personality development.

To make the tribal and disadvantaged students aware of their rights and social responsibilities.

#### 6.2 Does the Institution has a management Information System

No

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

Restructuring of curriculum development is systematically implemented once in 3 years after a careful review of the curriculum in practice.

##### 6.3.2 Teaching and Learning

The college has an objective and effective system of student evaluation through which a meaningful teaching and learning is assured.

##### 6.3.3 Examination and Evaluation

Maintenance of strict discipline,  
Fair evaluation and quick results.

#### 6.3.4 Research and Development

We do inform all the teachers about various research programmes and development schemes of the UGC

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The existing ITC equipment are frequently upgraded and the required latest ones are purchased. They are made easily available to students and teachers. Similarly the physical infrastructure and instrumentation also is update and utilized.

#### 6.3.6 Human Resource Management

Human resources are considered to be the core of any institution. In our organisation we value and care for human resources. Our HRM policy is inclusive, decentralized and has high level of participative management.

#### 6.3.7 Faculty and Staff recruitment

The college has permanent staff so there was no need of new recruitments.

#### 6.3.8 Industry Interaction / Collaboration

Nil

#### 6.3.9 Admission of Students

Merit based

#### 6.4 Welfare schemes for

Teaching	Staff Credit Society
Non teaching	Staff Credit Society
Students	Nil

#### 6.5 Total corpus fund generated

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6.6 Whether annual financial audit has been done Yes  No  --

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	-	-
Administrative	✓	Gujarat Govt.	-	-

6.8 Does the University/ Autonomous College declares results within 30 days? Not Applicable

For UG Programmes Yes  No

For PG Programmes Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Nil

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Nil

6.11 Activities and support from the Alumni Association

Nil

6.12 Activities and support from the Parent – Teacher Association

Nil

6.13 Development programmes for support staff

Nil

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Posters of cleanliness are placed at various places.
- Plants and trees.

## Criterion – VII

### **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Innovative and original posters, paintings, slogans and messages created by students themselves are displayed on the walls of lecture halls, in accordance with events of the calendar to promote awareness and participation of students in various events of social and national importance.
- E-gadgets in the class-room

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Inter class competitions were conducted and the winners were sent for inter college competitions.
- Career guidance activities were organized, lectures were conducted.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Blood Donation Camp
- Help to the Orphange

***Annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- Planting of trees campaign by NSS Units

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

### SWOT ANALYSIS OF THE INSTITUTION

#### Strengths:

- Good Infrastructure Facilities.
- Technology enhanced Learning.
- Large Number of Activities.

#### Weaknesses:

- Less Research Work.
- No MoUs for consultancy and extension activities.
- Limited scope for Expansion.

#### Opportunity:

- Complete Automation.
- Certificate, Short term Courses.
- Scope for Collaboration with various agencies.

#### Challenges:

- Taking up research work in the midst of too much of work load.
- No fresh recruitment of staff as per government policy. □
- Assessment and evaluation strategy (needs to be revamped)
- Managing Library without a properly recruited librarian.
- Technical failures and the way to overcome them.

### 8. Plans of institution for next year

- Augmenting infra-structural facility for better teaching- learning environment.
- Increasing e-learning resources.
- Making strategic and action plan for consultancy.

Name: Dr. A. R. Naik



Name: Dr. V.N.Patel

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

\_\_\_\_\_ \*\*\* \_\_\_\_\_

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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## Annexure: 1

### ACADEMIC CALENDAR

<b>First Term : June to October 2010 / November 2010</b>			
<b>Sr. No.</b>	<b>The Planning of Activities</b>	<b>Week and Month</b>	<b>Remarks</b>
1.	Admission Process	2 <sup>nd</sup> & 3 <sup>rd</sup> Week of June 1 <sup>st</sup> Week of July	B.A./B.Com. – Sem. I, III, V M.A. / M.Com. – Sem. I, III,
2.	Commencement of Teaching Work	4 <sup>th</sup> Week of June 2 <sup>nd</sup> Week of July 3 <sup>rd</sup> Week of July 1 <sup>st</sup> Week of August	B.A. /B.Com. – Sem. I, III, V M.A. / M.Com. – Sem. I, III
3.	Orientation Lecture by Principal and HoDs for the new entrants	4 <sup>th</sup> Week of June	B.A./B.Com. – Sem. I
4.	Enrollment of New Students in N.C.C., N.S.S. and other Activities of their Interest	1 <sup>st</sup> & 2 <sup>nd</sup> Week of July	B.A Students
5.	One-Day N.S.S. Camp On the College Campus	2 <sup>nd</sup> Week of August	N.S.S. unit
6.	Various on going Co-curricular activities by all the Committees	Throughout the term	Committee Heads and Member
7.	First Internal Test	At the end of 1st Term	All Classes
8.	University October Examination	October (15 days)	A.T.K.T Students
9.	N.S.S. Annual Camp for 10 days	During Diwali Vacation	N.S.S. Unit
10.	N.C.C. Parades regular activity & N.C.C. Camps	During 1 <sup>st</sup> & 2 <sup>nd</sup> Term	N.C.C. Unit
11.	Sports selection rounds as per University Sports Calendar	September onwards	Sports students
12.	Diwali Vacation	Three Weeks October/November	---

**\* Second Term : November 2010 to April/May 2011**

<b>Sr. No.</b>	<b>The Planning of Activities</b>	<b>Week and Month</b>	<b>Remarks</b>
14.	Declaration of First Internal Test Results	1 <sup>st</sup> Week of November	
15.	Commencement of Teaching	As soon as College reopens after Diwali break	All Classes
16.	Inter-Class Tournaments of sports	November to January	All Classes
17.	Election Procedure formation of Students Council	2 <sup>nd</sup> Week of November	All Students
18.	Various ongoing Co-curricular activities	November to January	Various Committees
19.	Annual Function & Prize Distribution	2 <sup>nd</sup> Week of February	All the Students Winners
20.	Second Internal Tests	3 <sup>rd</sup> Week of February	All Classes
21.	Additional Tests	1 <sup>st</sup> Week of March	All Classes
22.	University Examination Starts	4 <sup>th</sup> Week of March	All Classes
22.	Publication of College Magazine	April	All Students
24.	University Exam. Ends	1 <sup>st</sup> & 2 <sup>nd</sup> Week of May	All Classes
25.	Work load Distribution meeting with HoDs	4 <sup>th</sup> Week of March	HoDs
26.	Second Term Ends & Vacations Starts	2 <sup>nd</sup> Week of May	
27.	Assessment of Answer Books of University Examination	During Vacation	
28.	Grand Celebration of National Festivals	15 <sup>th</sup> August 26 <sup>th</sup> January	N.S.S., N.C.C., and Students

*\* This Calendar is subject to minor changes as per the external circumstances as the college follows University schedule.*