

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

## **Part – A**

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

2012-2013

### **I. 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.

02622 - 220171, 02622 - 227151

Name of the Head of the Institution:

Dr. Vinodbhai N. Patel

Tel. No. with STD Code:

02622-220171

Mobile:

9825136422

Name of the IQAC Co-ordinator:

F. K. Purohit

Mobile:

9974572236

IQAC e-mail address:

iqacnaacaccb@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.

EC/35/290 DATE 28/2/2005

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

1.5 Website address:

www.accb.ac.in

Web-link of the AQAR:

www.accb.ac.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. 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
- vii. AQAR 2011-12 submitted to NAAC on 07/08/2015
- viii. AQAR 2012-13 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)**

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 community representatives	02
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	-
2.9 Total No. of members	12
2.10 No. of IQAC meetings held	04

2.11 No. of meetings with various stakeholders:	No.	04	Faculty	03	
Non-Teaching Staff Students	01	Alumni	-	Others	-

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

If yes, mention the amount

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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

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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
Promotion of research, participation in seminars  Felicitation of National level players of the college.	A good number of faculties participated and presented papers  Felicitation programme arranged.

\* *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

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## Part – B

### **Criterion – I**

#### **I. 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	09
Trimester	-
Annual	

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.

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

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	29	-	29	-	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			2
Presented papers	1	1	2
Resource Persons			3

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

- Use of computer aided material in the classroom
- Assignment and term paper writing

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 - -

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.	373	00	09 (2.41%)	135 (36.19%)	180 (48.26%)	324 (86.86%)
B. Com.	270	00	07 (2.59%)	44 (16.30%)	100 (37.04%)	151 (55.55%)
M.A.	109	08 (7.34%)	19 (17.43%)	63 (57.80%)	17 (15.59%)	107 (98.17%)
M.Com.	56	02 (3.57)	11 (19.64%)	19 (33.93%)	13 (23.21%)	45 (80.35%)

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	-

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	06	04	--	04
Technical Staff	-	-	-	-

## **Criterion – III**

### **3. Research, Consultancy and Extension**

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

- Teachers promoted to take part in research activities and participate in seminars.

#### 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	--	--	4
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	-	-	-	-	-

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
-	-	-	-	-	-	-

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"/> 59	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"/> 12	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"/> 4
National level	<input type="text"/> -	International level	<input type="text"/> -

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="23"/>
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. Debate, Essay competitions were held on socio-cultural issues of contemporary time.
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.	48	11	UGC and State Govt., College Trust	59
Value of the equipment purchased during the year (Rs. in Lakhs)	---	361301-00	UGC and State Govt., College Trust	361301-00
Others	---	--	--	--

#### 4.2 Computerization of administration and library

1. Computer facility is available in Library, Administration office, Staff room, Gymkhana, NCC office etc.
2. wi-fi is available in Adm. Office.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9681	736650.00	1398	138211.00	11079	874861.00
Reference Books	31031	1895325.00	1365	118779.00	32396	2014104.00
e-Books	-	-	-	-	-	-
Journals	-	-	07	4075	07	4075
Magazines & Periodicals	-	-	63	31757	63	31757
e-Journals	-	-	--	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	02	150	02	150
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	48	1	Yes	-	-	4	-	-
Added	00	-	--	-	-	--	-	-
Total	48	-	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	2.45
ii) Campus Infrastructure and facilities	14.86
iii) Equipments	0.29
iv) Others	0.24
<b>Total :</b>	<b>17.84</b>

## **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
2334	298	-	-

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

-
---

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

-
---

Men

No	%
818	31.07

Women

No	%
1814	68.93

Last Year						This Year					
General	SC	ST	OBC	Physically Challenge d	Total	General	SC	ST	OBC	Physic ally Challe nged	Total
892	163	731	537	02	2325	1114	166	948	404	---	2632

Demand ratio

Dropout 9.66 %

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

NII
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No. of students beneficiaries

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5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

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

No. of students benefitted

330
-----

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. Gender sensitization activities are conducted in the classes.
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## 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	54	108000.00
Financial support from government	1559	7705565.00
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 supported by the university 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, but there has not been any new recruitment in some departments as per the govt. rule. New ad -hoc teachers have been recruited for time being.

#### 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 specified for the purpose to promote awareness and participation of students in various events of social and national importance.
- Promotion of 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.
- Faculties participated and read papers at different levels of seminars and conferences.

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

***\*Provide the details in 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 by the university)
- Managing Library without a properly recruited librarian.
- Technical failures and the way to overcome them.

### **8. Plans of institution for next year**

- Library automation
- Augmenting infra-structural facility for better teaching- learning environment.
- Increasing e-learning resources.

Name: Dr. A. R. Naik

Signature of the Coordinator, IQAC



Name: Dr. V.N.Patel

Signature of the Chairperson, IQAC

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**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 2012 to October / November 2012</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 1 <sup>st</sup> 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 2012 to April/May 2013**

<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.*