

NETAJI NAGAR COLLEGE
DEPARTMENT OF COMMERCE
ACADEMIC CALENDAR
ACADEMIC SESSION 2019-2020

MONTH	SCHEDULE	PLANNED ACTIVITY	FACULTY/FACULTIES
JULY	1 st week	Orientation Programme of 1 st Semester Students	BB, AK, PRD,SD, DC, KB, BCB
	1 st week	Unitisation of Syllabus and its distribution to faculties	KB
	1 st week	Preparation of Lesson Plan by faculties and its submission to HOD	BB, AK, PRD,SD, DC, KB, BCB
	1 st week	Preparation of Departmental Academic Calendar for new academic session and assigning responsibilities to different faculties (Beyond Lectures 2019-2020)	KB
	1 st week	Preparation of Departmental Budget	PRD, KB
	1 st week	CU Examination Results Analysis and submission to HOD :(1/3/5 Semesters)	SD,DC
	1 st week	Review of CU Examination Results Analysis (1/3/5 Semesters)	1 st Departmental Meeting
	1 st week	FIRST DEPARTMENTAL MEETING	
	2 nd week	Preparation and distribution of COPO to 1 st Semester students and its uploading in the College website	KB
	2 nd week	Distribution of detailed Lesson Plan to 1 st Semester students	KB
	2 nd week	Conduct of Identification Test for Slow-Learners	PRD, KB
	2 nd week	Orientation programme for newly admitted students for awareness of CBCS rules	DC
	2 nd week	Arrangement of Bridge Course for Slow Learners	PRD, KB
	AUGUST	3 rd week	Arrangement of Bridge Course for Slow Learners
1 st week		1 st Semester students Guardians meet	BB, AK, PRD,SD, DC, KB, BCB
2 nd week		Publication of Wall Magazine	KB
SEPTEMBER	4 th week	Students Seminar	KB
	1 st week	Attendance Calculation of 1/3/5 semester students (DOJ-31.8.19) and submission of data to HOD	SD, DC
	1 st week	Review and publication of attendance of 1/3/5 semester students on the basis of data and analysis received	KB
	2 nd week	Updation of alumni data to HOD	SD

	3 rd week	Students Seminar	
	Before 2 nd departmental meeting or within a week of result publication date, whichever is earlier	CU Examination Results Analysis and submission to HOD :(2/4/6 Semesters)	KB SD, DC
		Review of CU Examination Results Analysis (2/4/6 Semesters)	
	Before Puja Vacation	SECOND DEPARTMENTAL MEETING	2 nd Departmental Meeting
NOVEMBER	1 st week	Preparation of question papers for Internal Examination for 1/3/5 semesters and submission to HOD (softcopy by mail and printout) kaberi.bhattacharyya@gmail.com	BB, AK, PRD,SD, DC, KB, BC
DECEMBER	1 st week	Attendance Calculation of 1/3/5 semester students (1.9.19 -30.11.19) and submission of data to HOD	SD, DC
	1 st week	Review and publication of attendance of 1/3/5 semester students on the basis of data and analysis received	KB
	1 st week	Internal Examinations of 1/3/5 semester	
	1 st week	Field Projects by V Semester Hons. students	BB, AK, PRD,SD, DC, KB, BC
	CU specified dates	Uploading of marks of Internal Examinations	DC
JANUARY	3 rd -4 th week	Industry Visit	KB
FEBRUARY	2 nd week	Seminar by Ex-Students	BB, KB
MARCH	1 st week	Attendance Calculation of 2/4/6 Semesters (DOC-28.2.20) and submission of data to HOD	SD, DC
	1 st week	Review and publication of attendance of 2/4/6 semester students on the basis of data and analysis received	SD, DC KB
	2 nd week	THIRD DEPARTMENTAL MEETING	
APRIL	2 nd week	Preparation of question papers for Internal Examination of 2/4/6 semesters and submission to HOD (softcopy by mail and printout) kaberi.bhattacharyya@gmail.com	BB, AK, PRD,SD, DC, KB, BC
MAY	1 st week	Attendance Calculation of 2/4/6 Semesters (1.3.20-30.4.20) and submission of data to HOD	SD, DC
	1 st week	Review and publication of attendance of 2/4/6 semester students on the basis of data and analysis received	KB
	1 st week	Guardians meet of 2/4/6 Semester students	Main responsibility:KB

			BB, AK, PRD,SD, DC, KB, BCB
	1 st week	Feedback from Guardians	KB
	1 st week	Feedback – Students Satisfaction Survey	DC
	1 st week	Internal Examinations of 2/4/6 semester	BB, AK, PRD,SD, DC, KB, BCB
	CU specified dates	Uploading of marks of Internal Examinations	KB
	2 nd week	Alumni Feedback	SD
	2 nd week	Employers' Feedback	DC
	2 nd week	Updation of alumni data to HOD	SD
	3 rd week	FOURTH DEPARTMENTAL MEETING	PRD, SD, DC
	3 rd week	Preparation of Feedback Analysis Reports	4 th Departmental Meeting
	3 rd week	Discussion on Feedback Analysis Reports	KB
	3 rd week	Submission of all feedback analysis report to IQAC and GB	DC
	4 th week	Departmental Library: Stock taking and recording of contribution of new books by faculties and relevant data submission to HOD	PRD
		Review of COPO attainments	BB, PRD
		Invited Lecture – 2 in an academic session	BB, PRD
	MOU	Teacher Exchange Programme	BB, PRD
	MOU	Students Exchange Programme	PRD
		Internship by students	PRD, KB
Biennial		Publication of departmental magazine (The Benchmark)	