

**NETAJI NAGAR COLLEGE**  
 (NAAC Accredited with B+ Grade in 2<sup>nd</sup> Cycle)  
**Academic Calendar (2019-20)**

Month	Tentative Time (Week)	Planned Activity
<b>July</b>	<b>1<sup>st</sup> week</b>	Orientation Programme for the newly admitted students in 1 <sup>st</sup> Semester classes.
		Review of 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> CU Semester Exam Results.
		Commencement of 1 <sup>st</sup> Semester classes.
	<b>2<sup>nd</sup> week</b>	CU Registration of newly admitted students in 1 <sup>st</sup> Semester classes.
		Distribution of syllabus, Detailed Lesson Plan, Departmental Academic Calendar, Course Outcomes - Programme Outcomes, and Continuous Feedback on Teaching Card to newly admitted students.
		Conducting Test (Department wise to identify 'Advanced Learners' and 'Slow Learners' from the newly admitted students at the beginning of the Academic Session.
	<b>3<sup>rd</sup> week</b>	Commencement of 3 <sup>rd</sup> Semester classes.
		Allotting newly admitted students under the mentorship of the teachers of different departments and distribution of Mentor-Mentee Interaction Card to mentees.
		Orientation programme for newly admitted students to inform CBCS Rules, Library Rules.
	<b>3<sup>rd</sup> week &amp; 4<sup>th</sup> week</b>	Organising special 'Bridge Course' classes for 'Slow learners' before normal class hours.
<b>August</b>	<b>1<sup>st</sup> week</b>	Guardians' (of newly admitted students) Meeting
<b>September</b>	<b>1<sup>st</sup> week</b>	Freshers' Welcome Programme
		1 <sup>st</sup> Attendance Review of 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Semester students (during the period the date of commencement of class to 31 <sup>st</sup> August) and informing them about their attendance position.
	<b>4<sup>th</sup> week</b>	Organising Inter class Cultural and Indoor Games Competition ( <i>Common Room Festival</i> ). College Foundation Day Programme, 25 <sup>th</sup> September

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<i>November</i>	<b>3<sup>rd</sup> week</b>	Internal Examination and uploading of Internal Marks of 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Semester Students.
		CU Form fill up for 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Semester Examination.
		Remedial classes for 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Semester examinees.
	<b>4<sup>th</sup> week</b>	Distribution of Assignments to 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Semester examinees and arranging Doubt-clearing Class on performance of students in assignment solutions
<i>December</i>	<b>1<sup>st</sup> week</b>	2 <sup>nd</sup> Attendance Review of 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> students (during the period from 1 <sup>st</sup> September to 30 <sup>th</sup> November) informing them about their attendance position
	<b>2<sup>nd</sup> week</b>	CU 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Semester Exam
	<b>3<sup>rd</sup> week</b>	College Annual Sports
<i>January</i>	<b>1<sup>st</sup> week</b>	Commencement of 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester Classes
	<b>2<sup>nd</sup> week</b>	Organising Book Exhibition
<i>February</i>	<b>2<sup>nd</sup> week</b>	Saraswati Puja Fest.
	<b>4<sup>th</sup> week</b>	Submission of AISHE Report
<i>March</i>	<b>1<sup>st</sup> week</b>	1 <sup>st</sup> attendance review of 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester students (during the period from the date of commencement class to 28 <sup>th</sup> February) and informing students about their attendance position
<i>May</i>	<b>1<sup>st</sup> week</b>	2 <sup>nd</sup> Attendance Review of 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester students (during the period from 1 <sup>st</sup> March to 30 <sup>th</sup> April) and informing students about their attendance position
		Taking Feedback from 2 <sup>nd</sup> and 4 <sup>th</sup> Semester students
		Students' Satisfaction Survey (SSS) from 6 <sup>th</sup> Semester students
		Guardians' Meeting (Guardians of 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester Students).

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<i>May</i>	<b>2<sup>nd</sup> week</b>	Taking Guardians, Alumni and Employers feedback
		Preparation of Feedback Analysis Report by different departments
	<b>3<sup>rd</sup> week</b>	Discussion on Feedback Analysis Report in the departmental meetings
		Preparatory works for new admission in the ensuing academic session
		Internal Assessment of 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester students and uploading of internal marks
		CU Form fill up for 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester Examination
		Remedial classes for 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester examinees
	<b>4<sup>th</sup> week</b>	Discussion on Feedback Analysis Report in the IQAC and GB
		Distribution of Assignments to 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester examinees and arranging Doubt-clearing Class on performance of students in assignment solutions
		Review of present position of Ex-students.
<i>June</i>	<b>2<sup>nd</sup> week</b>	CU 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester Exam
	<b>3<sup>rd</sup> week</b>	Review of COPO attainment.