

NETAJI NAGAR COLLEGE

(*NAAC Accredited with B+ Grade in 2nd Cycle*)

Academic Calendar (2018-19)

Month	Tentative Time (Week)	Planned Activity
July	1st week	Orientation Programme for the newly admitted students in 1 st Semester classes.
		Review of 1 st , 3 rd and 5 th CU Semester Exam Results.
		Commencement of 1 st Semester classes.
	2nd week	CU Registration of newly admitted students in 1 st 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.
	3rd week	Commencement of 3 rd 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.
	3rd week & 4th week	Organising special 'Bridge Course' classes for 'Slow learners' before normal class hours.
August	1st week	Guardians' (of newly admitted students) Meeting
September	1st week	Freshers' Welcome Programme
		1 st Attendance Review of 1 st , 3 rd and 5 th Semester students (during the period the date of commencement of class to 31 st August) and informing them about their attendance position.
	4th week	Organising Inter class Cultural and Indoor Games Competition (<i>Common Room Festival</i>).
		College Foundation Day Programme, 25 th September

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

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