



**"Work is Worship"**  
Deshbhakt Babasaheb Bhausaheb Khanjire Shikshan Sanstha's  
**NIGHT COLLEGE OF ARTS AND COMMERCE, ICHALKARANJI.**  
Re-accredited by NAAC "B++" Grade  
Affiliated to Shivaji University, Kolhapur



18/324, the Ichalkaranji Industrial Estate, Ichalkaranji- 416115.Tal-Hatkanangle Dist. Kolhapur (M.S.) INDIA

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)** **(AQAR-2023-24)**

### **Part-A**

#### **A. 4. Academic & Administrative Execution Calendar**



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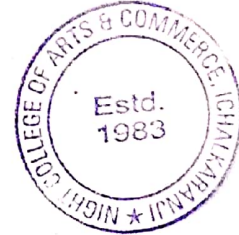
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## **INTERNAL QUALITY ASSURANCE CELL (IQAC)** **(AQAR-2023-24)**



### **A.4.1 Academic Calendar**



Estd:1983



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# ACADEMIC CALENDAR

## 2023-2024



Sr. No.	Particular	Commencement Date	Expiration Date
1	First Term	03/07/2023	11/11/2023
2	Diwali vacation	12/11/2023	23/11/2023
3	Second Term	24/11/2023	14/05/2024
4	Summer Vacation	15/05/2024	14/06/2024







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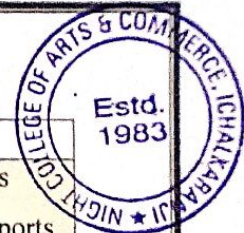
## ACADEMIC CALENDAR: 2023-2024

### Activities / Events

Month	I-Week	II- Week	III- Week	IV-Week
<b>June</b>	Meeting-Admission Committee	Review of Admission Process - Principal	Review of Admission Process - Principal	Review of Admission Process - Principal
	Preparation of Prospectus	Admission Process	Admission Process	Admission Process
	Admission Process			
Month	I-Week	II- Week	III- Week	IV-Week
<b>July</b>	Meeting – Teaching & Non-teaching Staff	Review of Class-wise Admission Process - Principal	Review of Class-wise Admission Process - Principal	Review of Class-wise Admission Process - Principal
	Meeting-Admission Committee	Meeting-Academic Departments & Gymkhana Committees	Registration of Students for N.S.S.	Installation Ceremony- Rotaract Club of NCI (Rotaract Club)
	Meeting - IQAC	Meeting-Academic Calendar Committee	Submission of Departmental & Gymkhana Committees Plan	Preparation of Academic Calendar-2023-2024
	Meeting-Time Table Committee	Publication of Mural Magazine- World Population Day-11 <sup>th</sup> July (Mural Magazine Dept. & N.S.S.)	Registration of Students for Green Club (Green Club)	Selection of Students for Various Elocution & Debate Competition (Elocution & Debate Dept.)



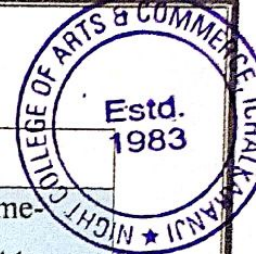




Month	I-Week	II- Week	III- Week	IV-Week
<b>August</b>	Late Sarojanitai Khanjire, Annabhau Sathe Birth Anniversary & Lokmanya Tilak Death Anniversary (Special Day Committee & N.S.S.)	Library Orientation- Students Literacy on Library Services for incoming Students on the occasion of Dr. S. R. Rangnathan Birth Anniversary (Library Dept.)	Lecture Programme- Anti-Ragging (Anti-Ragging Committee)	Exhibition of Sports Equipment- National Sports Day -29 <sup>th</sup> August (Physical Education & Sport Dept.)
	Publication of Mural Magazine and Essay Competition – (Annabhau Sathe Birth Anniversary) (Marathi Dept. & Mural Magazine Dept.)	One Day NSS Camp at Adopted Village Khotwadi under Meri Mitty Mera Desh Abhiyan. (N.S.S.)	Teaching & Non-teaching Staff Excursion Trip (Excursion Dept.)	Selection of Students for Cultural Activities & Youth Festival (Cultural Committee)
	Publication of Mural Magazine – Late Sarojanitai Khanjire Birth Anniversary- 01 <sup>st</sup> August (Women Cell)	Lecture Programme- Kranti Din-9 <sup>th</sup> August (History Dept.)	Preparation & Notification of Time Table for Students of Competitive Exam (Competitive Exam Committee)	Cycle Rally - No Vehicle Day (Green Club& Rotaract Club)
	Registration of Students for Preparation of various Competitive Examination (Competitive Exam Committee)	Cleanliness Campaign at College Campus (N.S.S.)	Independence Day (Special Day Committee &N.S.S.)	Tree Plantation (NSS, Green Club& Rotaract Club)







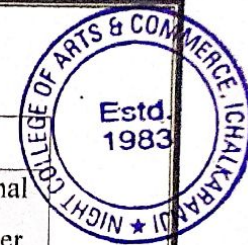
Month	I-Week	II- Week	III- Week	IV-Week
<b>September</b>	Coaching Camp of 10 days for Selected players for Preparation of Zonal, Inter-Zonal Tournament etc. (Physical Education & Sport Dept.)	Publication of Mural Magazine & Lecture Programme - Hindi Day-14 <sup>th</sup> September (Hindi Dept. & Mural Magazine Dept.)	Workshop – Carrier in Banking& Insurance Service Sector (Commerce Dept. and Commerce & Planning Forum)	Lecture Programme- Nutrition & Health (Physical Education & Sport Dept.)
	Inauguration of Competitive Exam Center & Lecture Programme (Competitive Exam Committee)	Lecture Programme- Career Opportunities for English Subject (English Dept.)	Street Play/ Lecture Programme- World Democracy Day-15 <sup>th</sup> September (Collaborative Activity- Pol. Science Dept. & Rashtra Seva Dal)	Workshop-Career Opportunities for Arts & Commerce Faculty Student (Student Development Cell)
	Teachers' Day- 5 <sup>th</sup> September (Special Day Committee, Rotaract Club & N.S.S.)	Preparation of Students for Youth Festival (Cultural Committee)	Lecture Programme- Anti-Sexual Harassment Laws at the Working place (Internal Complaint Committee)	Cleanliness Campaign at IGM Hospital- NSS Day- 24 <sup>th</sup> September (N.S.S.)
	Meeting-Parent-Teacher Association (Parent-Teacher Association)	Lecture Programme-Students Welfare Schemes (Student Development Cell)	Lecture Programme- World Ozone Day-16 <sup>th</sup> September (Geography Dept.)	Participation of Students in Youth Festival (Cultural Committee)





Month	I-Week	II- Week	III- Week	IV-Week
<b>October</b>	National Level Online Quiz Competition– Mahatma Gandhi & Lal B. Shastri Birth Anniversary -02 <sup>nd</sup> October (Pol. Science Dept.)	Lecture Programme- Stress Management- Mental Health Day-10 <sup>th</sup> October (Psychology Dept.)	Lecture Programme- International Day for the Eradication of Poverty (Economics Dept.)	Meeting- Student Grievance & Redressal Committee
	Workshop- Preparation of Project & Seminar - B.A.III /B. Com. III (Research Committee)	Quiz Competition-Reading Inspiration Day-14 <sup>th</sup> October (Marathi Dept.)	Workshop under Lead College Scheme (Commerce Dept.)	Unity Race - National Integration Day- Sardar Patel Birth Anniversary-31 <sup>st</sup> October (N.S.S.)
	Cleanliness Campaign at College Campus- Mahatma Gandhi Jayanti- 2 <sup>nd</sup> October (Special Day Committee & N.S.S.)	Lecture Programme with Practical Demo-Fire Extinguisher-International Day for Disaster Risk Reduction Day -11 <sup>th</sup> October (Geography Dept. & IQAC)	Workshop under Lead College Scheme (Geography Dept.)	Workshop- Blog Writing for Faculty Members (Staff Academy)
	Lecture Programme-The Art of Effective Public Speaking (Elocution & Debate Dept.)	Internal College Examination- Unit Test-B.A./B.Com. (Semester-I, III& V) (Exam Dept.)	University Internal Evaluation (10 Marks) B.A./B.Com.(Semester-I, III& V) (Exam Dept.)	Training Workshop– Interview Skills (Placement, Promotion & Training Cell)
Month	I-Week	II- Week	III- Week	IV-Week
<b>November</b>	Lecture Programme & Publication of Mural Magazine - Urdu Day-09 <sup>th</sup> November (Urdu Dept. & Mural Magazine Dept.)			Lecture Programme& Publication of Mural Magazine –Constitution Day -26 <sup>th</sup> November (Pol. Science Dept., Mural Magazine Dept. & N.S.S.)
	<b>Diwali Vacation: 12/11/2023 to 23/11/2023</b>			

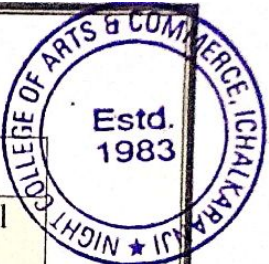




Month	I-Week	II- Week	III- Week	IV-Week
<b>December</b>	IQAC Meeting	Departmental Study Tour- Language Departments	Hiking (Nature & Hiking Dept.)	Lecture Programme-National Farmers Day-23 <sup>rd</sup> December (Economics Dept.)
	Yoga Fitness Camp-One Week (Physical Education & Sport Dept.)	Field Visit / Study Tour- Old Age Home / Orphanage / Slum etc. (Sociology Dept.)	Field Visit/ Study Tour- Bank/ APMC/Co-operative Society/ Industry etc. (Economics Dept.)	National Level Quiz & Online Lecture Programme- Galib Birth Anniversary -27 <sup>th</sup> December (Urdu Dept.)
	Dr. B. R. Ambedkar Death Anniversary- 6 <sup>th</sup> December (Special Day Committee)	Lecture Programme- G.S. Ghurye Birth Anniversary- 12 <sup>nd</sup> December- (Sociology Dept.)	Field Visit / Study Tour- Mental Hospital /Mentally Retarded Students School / Central Jail etc. (Psychology Dept.)	Addiction Free Society Campaign and Publication of Mural Magazine- Addiction Free Week (N.S.S. & Mural Magazine)
	Aids Awareness Rally- World Aids Day-1 <sup>st</sup> December (Rotaract Club & N.S.S.)	Lecture Programme- National Energy Conservation Day (Green Club)	Special Camp at Adopted Village- Khotwadi (N.S.S.)	Lecture Programme & Publication of Mural Magazine National Consumer Rights Day- 25 <sup>th</sup> December (Commerce Dept. & Mural Magazine)

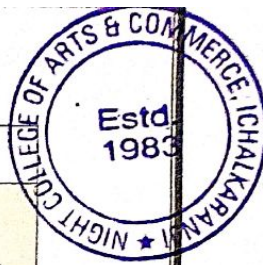






Month	I-Week	II- Week	III- Week	IV-Week
January	Student Trip (Excursion Dept.)	Lecture Programme (World Hindi Day-10 <sup>th</sup> January) (Hindi Dept.)	Workshop- How to Develop Communication Skill (English Dept.)	Panel Discussion- National Voters Day- 25 <sup>th</sup> January (Pol. Science Dept.)
	Field Visit/- Study Tour Local Self-Government- (Pol. Science Dept.)	National Youth Week - 12 <sup>th</sup> – 19 <sup>th</sup> January (N.S.S.)	Lecture Programme - Traffic Rules & Duties of Citizens- Road Safety Week- (N.S.S.)	Workshop – Creative Writing- (Magazine Dept.)
	Lecture Programme– “Women Health & Hygiene” (Women Cell)	Field Visit / Study Tour- Museum / Archaeology Department / Historical Places etc. (History Dept.)	Lecture Programme- Beti Bachao Beti Padhao Scheme- 22 <sup>nd</sup> January (Women Cell & Rotaract Club)	Cleanliness Campaign at College Campus- Republic Day- 26 <sup>th</sup> January (N.S.S.)
	Book Exhibition (Competitive Exam Center)	Field Visit / Study Tour- Bank/ Co-operative Society/ Industry / DIC etc. (Commerce Dept.)	Lecture Programme – August Comte Birth Anniversary-19 <sup>th</sup> January (Sociology Dept.)	Republic Day- 26 <sup>th</sup> January (Special Day Committee)
	Campus Interview (Placement, Promotion & Training Cell)	Quiz Competition- Geography Day-14 <sup>th</sup> January (Geography Dept.)	Women’s Self Defence Training Camp- (Women Cell, Physical Education & Sport Dept.)	Field Visit/- Study Tour (Geography Dept.)

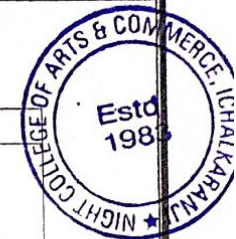




Month	I-Week	II- Week	III- Week	IV-Week
<b>February</b>	Panel Discussion- Union Budget of India – (Economics Dept.)	Workshop- Ethics in Political Campaigning (Pol. Science Dept.)	Psychological Equipment Exhibition (Psychology Dept.)	Cleanliness Campaign at Adopted Village- Khotwadi (N.S.S.)
	Rangoli / Mehandi / Cooking Competition (Annual) (Women Cell)	Book Exhibition (Library Dept.)	Chhatrapati Shivaji Maharaj Birth Anniversary (Special Day Committee)	Internal College Examination- Unit Test-B.A./B.Com. (Semester-II, IV& VI) (Exam Dept.)
	Elocution & Debate Competition- (Annual) (All Academic Department, Elocution & Debate Dept.)	Annual Prize Distribution Function (Cultural Committee, Physical Education & Sport Dept.)	Collection of Creative Literature from Students for College Annual Magazine (Magazine Dept.)	National Poetry Recitation & Publication of Mural Magazine -Marathi Rajbhasha Gaurav Divas-27 <sup>th</sup> Feb. (Marathi Dept.& Mural Magazine)
	Annual Sports Competition (Physical Education & Sport Dept.)	Lecture Programme- Intellectual Property Rights (Staff Academy)	State Level Essay Competition - Urdu Gazal (Urdu Dept.)	

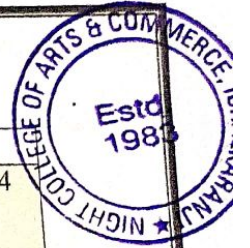








Month	I-Week	II- Week	III- Week	IV-Week
<b>March</b>	'Smruti Ujala' Programme & Blood Donation Camp- 2 <sup>nd</sup> March (Special Day Committee, Physical Education & Sport Dept. & N.S.S.)	Lecture Programme- 'Women Rights and Laws'- International Women's - 8 <sup>th</sup> March. (Women Cell)	Lecture Programme- International Consumer Rights- 15 <sup>th</sup> March (Commerce & Planning Forum)	Lecture Programme- World Water Day- 22 <sup>nd</sup> March (Green Club)
	University Internal Evaluation Activities- (10 Marks) B.A./B.Com. (Semester-II, IV & VI) (Exam Dept.)	Savitribai Fule Death Anniversary- 10 <sup>th</sup> March (Special Day Committee)	Students Farewell Function (All Academic Departments)	Cleanliness Campaign at Adopted Village- Khotwadi (N.S.S.)
Month	I-Week	II- Week	III- Week	IV-Week
<b>April</b>	Green Campus Audit- Energy Audit / Environmental Audit/ water Audit / Waste management Audit (Green Audit Committee)	Mahatma Fule Birth Anniversary- 11 <sup>th</sup> April (Special Day Committee)	Training Workshop- Maintenance of Service Book (Staff Academy and Placement/Promotion & API Committee)	Publication of Mural Magazine- World English Day- 23 <sup>rd</sup> April (English Dept. & Mural Magazine Dept.)
	Lecture Programme-Healthy Diet- World Health Day- 7 <sup>th</sup> April (Student Development Cell)	Dr. B. R. Ambedkar Birth Anniversary- 14 <sup>th</sup> April (Special Day Committee)	Publication of Annual College Magazine (Magazine Dept.)	Updating Dead Stock Register (Dead stock Committee)
		Meeting- Student Grievance & Redressal Committee	Workshop on Stress Management (Staff Academy & Psychology Dept.)	Annual Library Stock Verification (Library Committee)

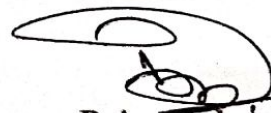




Month	I-Week	II- Week	III- Week	IV-Week
May	Write off, Updating Record of Books and Journals (Library Committee)	IQAC Meeting	Preparation of AQAR-2023-24	Preparation of AQAR-2023-24
	Submission of Various Annual Reports to the IQAC - All Academic Departments & Gymkhana Committees	Submission of ASAR from All Faculty Members (Placement/Promotion & API Committee)	Meeting-Admission Committee -Preparation of Prospectus Year-2024-25	Deshbhakt Babasaheb Khanjire Birth & Death Anniversary-26 <sup>th</sup> May (Special Day Committee)
	Meeting-Academic Departments & Gymkhana Committees	Meeting – Teaching & Non-teaching Staff		

  
**Dr. R. L. Kore**  
(Coordinator, IQAC)

  
**Prof. Dr. B. U. Tupe**  
(Head, Academic Calendar Committee)

  
**Principal**  
Dr. Nare P. D.  
**Principal,**  
Night College of Arts & Commerce  
Ichalkaranji





Estd:1983



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**(AQAR-2023-24)**



**A.4.2 Administrative Execution Calendar**





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## ADMINISTRATIVE EXECUTION CALENDAR

**Academic Year 2023 -2024**

### **August 2023**

- ▶ To submit caste wise / category wise statistical information of admitted Student's to the university
- ▶ To seek NOC from university to recruit CHB staff
- ▶ Preparation for winter examination session
- ▶ To arrange parents meeting
- ▶ To complete General Register
- ▶ Budget provision for the year
- ▶ Celebration of Independence Day
- ▶ To arrange First Term meeting

### **September 2023**

- ▶ To prepare for university examination
- ▶ To prepare for affiliation
- ▶ To obtain NOC by Hon. JD, (Higher Education), to fill up the vacant posts
- ▶ To provide reservation details to special cell Shivaji Uni.Kolhapur
- ▶ Submission of Students Eligibility proposal to the university





### **October 2023**

- ▶ Approval to teacher
- ▶ Scholarship (Notice, Mentorship Allotment)
- ▶ Submission of six monthly budgets Programme to the government
- ▶ To compile the admission forms and TC
- ▶ Submission of statistical information to the government

### **November 2023**

- ▶ To conduct Exam forms for the summer examination
- ▶ To prepare Annual Budget plan for the next year
- ▶ Preparation of the results of Oct./ Nov. Exam. of Sr. & Jr. College
- ▶ To fill up the forms of backlog students
- ▶ To issue Bus Concession Certificate

### **December 2023**

- ▶ To fill up PG university examination forms
- ▶ To submit scholarship / EBC fees information
- ▶ To collection of the staff property illustration & salary declaration
- ▶ To fill up online information of AISHE & MIS
- ▶ To provide reservation details to Special Cell Shivaji Uni. Kolhapur

### **January 2024**

- ▶ To prepare for Jr. College practical examination
- ▶ To organize annual gathering
- ▶ To prepare for Jr. College examination
- ▶ To submit internal marks to the university
- ▶ To conduct quality enrichment activities
- ▶ To Submit examination expenditure report to the university
- ▶ To organize N. S. S. Camp



## **February 2024**

- ▶ Settlement of Scholarship / EBC
- ▶ Preparation for university examination
- ▶ To submit internal marks to the university
- ▶ To prepare Lead college activities audit

## **March 2024**

- ▶ Utilization Certificate
- ▶ Annual audit
- ▶ To conduct 11<sup>th</sup> standard examination and declaration of result
- ▶ To disburse dead stock
- ▶ To provide reservation details to Special Cell, Shivaji Uni. Kolhapur

## **April 2024**

- ▶ Planning for the next academic year
- ▶ To submit income tax annual return (Form no.16)
- ▶ Maintenance of college infrastructure
- ▶ Arrangement of Term end meeting, collection of various departmental reports, syllabus completion reports etc.

## **May 2024**

- ▶ Distribution of marks memos
- ▶ Admission procedure
- ▶ Annual audit report
- ▶ To disburse dead stock
- ▶ Daily reporting of admissions to the government / Head Institution
- ▶ Formation of various Gymkhana committees
- ▶ Provision of T.C. / important documents as per student's demand



## June 2024

- ▶ Submission of accounts to A.G. claiming grants
- ▶ Information about the employee to be retired in the academic year
- ▶ Submission of university examination expenditure report
- ▶ Accepting various Scholarship/EBC applications.
- ▶ Issuing bus concession certificate to the students
- ▶ To provide reservation details to Special Cell, Shivaji University  
Kolhapur Admission committees, IQAC Committees.

## July 2024

- ▶ To submit Annual report to the university
- ▶ To submit N.S.S. audit report to Shivaji University, Kolhapur



Office Superintendent,  
Night College of Arts & Comm. ICHALKARANJI.



Principal  
Night College of Arts & Commerce  
Ichalkaranji - 416 115.

