

# Annual Calendar of Activities of the College

## July 2023 to June 2024

### JULY

1. Implementation of admission schedule of PUNJABI University PATIALA :
2. Online admission for the fresh and roll over students 1 July 2023 to 31 JULY 2023.
3. Submission of 1st quarterly report of Income Tax before 15th July.
4. World Population Day: 11th July Deptt. Of Economics.
5. Summer vacation 1 July to 31 July. (Admission Process Continue)
6. End Semester Examination (Practical / Theory) 15 June 2023 to 31st July 2023 (as per university schedule).

### AUGUST

1. Commencement of Classes 1 August to 18 November.
2. Display of theory and practical time table in 1st Week of August.
3. Cleaning and updating all labs before beginning of the academic year.
4. Orientation Assembly (NCC/NSS/Library/Sports/Online Admission and Women Grievance Redressal.
5. Celebration of fresher's day for interaction among junior and senior students as well as Principal's address
6. Preparation by NCC. for Independence Day 15th August.
7. Sadhbhavana Diwas : 20th August (Deptt. of Sociology)
8. National Sports Day : 29th August (Deptt. Of Physical Education)
9. Acceptance of various scholarship applications and fee - concession applications.
10. PTA / OSA ALUMNI / HEIS Executive Meetings.
11. Tree plantation (Afforestation) in the college : In association with Distt. Forest Department College's Cultural Festival for talent hunt.
12. Tutorial group (Last week of August)

### SEPTEMBER

1. Submission of proposals of various scholarships and fee concessions to the Government.
2. Guest Lectures by Departments of Commerce and Arts Faculty
3. Guest Lectures by Departments of Commerce and Science Faculty.
4. Staff Meeting if required
5. IQAC Meetings
6. Submission of Detailed Admission Report to the University.
7. Submission of statistical information to the Government before 30th Sept.
8. Teacher's Day : 5th September.
9. World's Literacy Day : 8th September.
10. Hindi Day : 14th September , Deptt. Of Hindi
11. NSS Day : 24th September.
12. PTA Meetings
13. HEIS Meetings
14. Tutorial group (Last week of September)

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## July 2023 to June 2024

### OCTOBER

1. Program under Swachhhta Abhiyan in the college
  2. Commencement of Mid term tests : 2nd Week
  3. Preparation for odd Semester University examinations.
  4. Submission of 2nd quarterly report of Income Tax before 15th Oct.
  5. International Non Violence Day : 2nd October (NCC & NSS Unit)
  6. Tutorial group (Last week of October)
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### NOVEMBER

1. Feedback forms for 2022-23 to be filled by Students in between examination according to suitable time
  2. Online submission of examination forms to University for odd semester (Or as per University Schedule)
  3. Flag Day/ Bharat Scout and Guide Foundation Day : (Rovers and Rangers unit).
  4. Children Day : 14th November.
  5. Regular Teaching
  6. NCC day : 4th Sunday of November
  7. Athletics Meet in college
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### DECEMBER

1. IQAC Meeting
  2. University examination and date sheets as per university schedule.
  3. AIDS Day Awareness Program : 1st December.
  4. Counselling / Awareness Program by Placement Cell.
  5. Awareness Program / Celebration of days by Red Ribbon Club / environment Society.
  6. Human Right's Day : 10th December.
  7. National Consumer Day : 24th December (Deptt. of Commerce & Business administration)
  8. Winter Vacations : 25th December as per university schedule
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### JANUARY

1. Organization of N.S.S. Camp.
2. National Voter's Day : 25th January
3. Regular Teaching : as per university schedule



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### FEBRUARY

1. Stock Verification of Departments, Library and Stores.
2. Regular Teaching : 11th February 2024 to 15th may 2024.
3. National Science Day : 28th Feb.
4. World's Cancer Day : 4th Feb.

### MARCH

1. Organization of Annual Prize Distribution Function
2. Online submission of examination forms to University.
3. Commencement of mid termtests : 3rd Week
4. International Women Day : 8th March Women Cell of College
5. PTA Meetings
6. HEIS Meetings

### APRIL

1. Distribution of form No. 16 to staff members.
2. Completion of University Practical Examinations and uploading of awards.
3. IQAC meeting.
4. Earth Day Geography Deptt. : 22nd April.

### MAY

1. Evaluation of answer scripts (IF ANY).  
To print and collect stationeries, Attendance Register, Prospectus, Receipt Books, Various
2. Concession forms and other necessary things for the forthcoming academic year.
3. Preparation for University examinations.
4. Anti Terrorist Day : 20th May .

### JUNE

1. Staff meeting to discuss admission related issues and planning of new academic year.
2. Submission of Audited Statements of grants like UGC, RUSA if not sent earlier.
3. International Yoga Day : 21st June (NCC & NSS Units of College).
4. Anti Drug Day : 26th June (Rally by NCC cadets).

**End Semester Examination (Practical / Theory) 15 June 2023 to 30th July 2024**  
**(as per university schedule)**

(Smt Darshan Kaur)

(Sh. Nishant Kumar)

(Smt. Gurmeet Kaur)

(Sh. Arshad Ali)

**Smt. Seema**  
**Principal**