

**SANT GADGE BABA AMRAVATI UNIVERSITY AMRAVATI  
MUNGASAJI MAHARAJ MAHAVIDYALAYA DARWHA**

**Session 2025-26**

**ACADEMIC PLANNING**

<b>Sr. No.</b>	<b>Month</b>	<b>Working Days</b>	<b>Work Management</b>	
1.	June	20	<p>1) First Semester: 6<sup>th</sup> June 2025 to 11<sup>th</sup> October 2025 (101 Days)</p> <p>2) Teaching Days: 21<sup>th</sup> June to 11<sup>th</sup> October 2025 (Total 90 Days)</p> <p>3) Initiative Process: 23<sup>rd</sup> June to 30<sup>th</sup> June 2025</p>	<ol style="list-style-type: none"> <li>1) Organizing the opening meeting of Staff Council and IQAC</li> <li>2) Each committee should hold an opening meeting of its members and discuss the work to be done in the current session and take the approval of Principal about the matters decided in the meeting</li> <li>3) Admission Committee should determine the minimum admissions policy for each subject while conducting the admission process. Fulfilling the admissions as per rules of admission committee. Submitting its full report to the Admissions Committee (Copies of admission lists)</li> <li>4) Determining definite decision regarding admission of unruly students</li> <li>5) Initiative Process: (Class teacher should conduct the Induction program from 23<sup>rd</sup> June to 30<sup>th</sup> June for the freshly admitted students of all departments)</li> <li>6) Classroom teaching will be started with the permission of the Campus Cleaning Committee and Desk-Bench Committee</li> <li>7) Preparing proposals for seminars, conferences and submitting them to the concerned department in time</li> <li>8) Each department should run the Certificate Courses at college level (One in each semester by designing the syllabus)</li> <li>9) Preparing short and long research proposals and submitting them to the concerned department within the time limit</li> <li>10) Premises Cleanliness Committee, Electrical Committee, Furniture Committee should look after for the complete management of beginning of the session</li> <li>11) Preparation of time table and approval of Principal. Commencement of classes whose admissions were done</li> <li>12) Preparation of Educational Welfare Scheme for the students</li> <li>13) Faculty Heads should submit the working report to the principal at the end of the month</li> <li>14) At the end of each month, every teacher should get his Daily Diary verified by the Principal</li> <li>15) Submission of monthly working report of various committees by the committee members</li> </ol>
2.	July	27	<ol style="list-style-type: none"> <li>1) To continue the admission process according to the number of seats allotted to each class and subject</li> <li>2) To implement the admission process of National Service Scheme (NSS) and form a unit of 150 students by the end of the month and get approval from the Principal</li> <li>3) Tree Plantation activities should be organized by NSS as well as Department of Botany</li> <li>4) Conducting College Development Committee meeting</li> <li>5) Sanitation of premises by the volunteers of NSS</li> </ol>	

			<ul style="list-style-type: none"> <li>6) Preparing short and long research proposals and submitting them to the concerned department within the time limit</li> <li>7) Sports department should start team practices</li> <li>8) Explanation of the goal policy to be implemented by the sports department in the current session to the Principal</li> <li>9) Formation of Alumni Association and Parents Association and organization of the first meeting</li> <li>10) Cultural Department should start the practice for the University Youth Festival by selecting a team of artists students</li> <li>11) Faculty Heads should submit the working report to the Principal at the end of the month</li> <li>12) At the end of each month, every teacher should get his Daily Diary verified by the Principal</li> <li>13) Submission of monthly working report of various committees by the committee members</li> </ul>
3.	August	24	<ul style="list-style-type: none"> <li>1) Celebrating Independence Day</li> <li>2) Conducting Guest Lectures by establishing Study Circles for each subject</li> <li>3) Participation of the department in interdisciplinary programs</li> <li>4) Every subject teacher should submit the university results of his subject to the Principal (Disclosure of measures taken to improve results if results are unsatisfactory)</li> <li>5) Examination Department should submit the University Examination Results of Arts, Commerce, and Science to the Principal. The department should compare our college results with the results of nearby colleges and submit reports accordingly</li> <li>6) Sending proposals for acquiring game zones. Remittance of team fee to the University</li> <li>7) Cultural Department should start the practice for the University Youth Festival by selecting a team of artists students</li> <li>8) Remittance of team fees to the University by the Cultural Department</li> <li>9) Submission of the report regarding the maintenance of planted tree to the Principal</li> <li>10) The female professor of each faculty should hold a meeting of the girl students and point out their problems and submit them to the concerned committee through the principal</li> <li>11) Preparing the proposals for new subject or new course as per the demand of students</li> <li>12) Faculty Heads should submit the working report to the principal at the end of the month</li> <li>13) At the end of each month, every teacher should get his Daily Diary verified by the Principal</li> <li>14) Submission of monthly working report of various committees by the committee members</li> </ul>
4.	September	23	<ul style="list-style-type: none"> <li>1) Organization of guest lectures on NSS Day</li> <li>2) Celebrating the Birth Anniversaries and Death Anniversaries in this month in association with NSS and Cultural Department</li> <li>3) Organization of Orientation programs/ Workshops/ Skill Development programs which will reinforce the employment</li> <li>4) Formation of Student Union as per the goal policy of the Government</li> </ul>

			<p>5) Conduction of sessional test and submission of the report to the principal within 15 days</p> <p>6) Completion of work by each committee</p> <p>7) At the end of the month, every teacher should get his diary certified by the principal</p> <p>8) Submission of monthly working report of various committees by the committee members</p>
5.	October	08	<p>1) 13<sup>rd</sup> October 2025 to 2<sup>nd</sup> November 2025 Diwali Holiday</p> <p>2) Taking teams to University Youth Festivals</p> <p>3) Sending of sports teams</p> <p>4) Preparing zone received from university</p> <p>5) Organizing one-day camp of NSS at the camp site and surveying the village</p> <p>6) Implementation of any major activity by NSS</p> <p>7) Preparing for university examinations</p> <p>8) Branch Heads should submit the syllabus completion report to the principal before the start of Diwali Vacation</p> <p>9) Conducting university examination</p>
6.	November	23	<p>1) Commencement of second session</p> <p>2) Working of NAAC</p> <p>3) Conducting staff development programs</p> <p>4) Carrying out activities related to quality enhancement</p> <p>5) Organizing Parents Meet and Alumni Meet</p> <p>6) Completion of work by each committee</p> <p>7) At the end of each month, every teacher should get his Daily Diary verified by the principal</p> <p>8) Submission of educational audit</p> <p>9) Submission of monthly report of the committee's activities by the committee members</p> <p>10) Conducting meeting of College Development Committee</p> <p>11) Conducting university examination</p>
7.	December	26	<p>1) Working of NAAC</p> <p>2) Conducting staff development programs</p> <p>3) Carrying out activities related to quality enhancement</p> <p>4) Completion of work by each committee</p> <p>5) Submitting educational audit</p> <p>6) To carry out supervision and evaluation work</p>

			<p>2) 18<sup>th</sup> December to 24<sup>th</sup> December 2025 (Non-instructional days, Organization of NSS Camp)</p> <p>3) Teaching Days: 26<sup>th</sup> December to 18<sup>th</sup> April 2026 (Total 90 Days)</p>	<p>7) Conducting the University Practical Examination and Internal Evaluation according to the rules and sending it to the university within the stipulated time limit with the approval of the Principal</p> <p>8) Conducting university examination</p> <p>9) Evaluation of university examination internal assessment examination, practical examination as well as AEC and GOEC examination and filling the score sheets on the university portal</p> <p>10) Cultural Department and NSS should conduct activities on the occasion of Babasaheb Ambedkar Maha Parinirvana Day</p> <p>11) NSS should celebrate the Gadge Baba's death anniversary by organizing series of activities throughout the week</p> <p>12) Organizing NSS Camp at adopted village</p> <p>13) Submission of monthly working report of the committee by the committee members</p>
8.	January	26		<p>1) To hold a meeting of each committee to review the work of the first session and discuss the planning of the work for the second session</p> <p>2) The female professor of each faculty should hold a meeting of the girl students and point out their problems and submit them to the concerned committee through the Principal</p> <p>3) Celebrating the birth anniversary of Sahakar Maharshi Balasaheb Ghuikhedkar, the Founder President of Vidya Prasarak Mandal, by organizing Career Guidance Seminar for students</p> <p>4) Organizing conferences and seminars</p> <p>5) Every committee should complete its work</p> <p>6) Celebrating Republic Day</p> <p>7) At the end of each month, every teacher should get his Daily Diary verified by the Principal</p> <p>8) Submission of monthly working report of the committee by the committee members</p>
9.	February	23		<p>1) Celebrating the Birth Anniversaries and Death Anniversaries in this month in association with NSS and Cultural Department</p> <p>2) Each committee should complete its work</p> <p>3) Faculty Heads should submit course completion report to the Principal at the end of the month</p> <p>4) Celebration of National Science Day by Science Faculty (February 28<sup>th</sup>)</p> <p>5) At the end of each month, every teacher should get his Daily Diary verified by the Principal</p> <p>6) Submission of monthly working report of the committee by the committee members</p>
10.	March	21		<p>1) Taking the Feedbacks of all stakeholders in the last week</p> <p>2) Participation of the department in the correction/creation of the university level curriculum (Regarding the Board of Studies as such or by organizing workshops related to the curriculum or by writing a request letter to the University for the required corrections</p> <p>3) Conduction of sessional test and submission of the report to the principal within 15 days</p> <p>4) Each committee should complete its work</p> <p>5) Faculty Heads should submit course completion report to the Principal at the end of the month</p>

			<p>6) At the end of each month, every teacher should get his Daily Diary verified by the Principal</p> <p>7) Submission of monthly working report of the committee by the committee members</p>
11.	April	13	<p>1) University Examination of Even Semester: 20<sup>th</sup> April to 3<sup>rd</sup> June 2026 (40 days)</p> <p>2) Second Semester Vacations (Total 45 Days)</p> <p>3) Commencement of Next Academic Session: 4<sup>th</sup> June 2026</p> <p>1) Celebrating the Birth Anniversaries and Death Anniversaries in this month in association with NSS and Cultural Department</p> <p>2) Faculty Heads should submit course completion report to the Principal at the end of the month</p> <p>3) At the end of each month, every teacher should get his Daily Diary verified by the Principal</p> <p>4) Submission of monthly working report of the committee by the committee members</p> <p>5) Examination department should submit the review report about the syllabus completion of each subject to the principal and planning the practice test accordingly</p> <p>6) To conduct the Internal Evaluation Examination, University Practical Examination, AEC and GOEC Examination as per rules and to send the mark sheet to the University with the approval of the principal within the time limit. To fill the score sheets on the university portal</p> <p>7) Organization of meeting of Staff Council and IQAC</p> <p>8) Admission committee and all other committees should submit their report of the current session and the planning of the upcoming session</p> <p>9) Each subject teacher should submit his/her daily dairy, roll calls (with no. of lectures delivered and students attendance percentage) to the principal by 18<sup>th</sup> April 2026</p> <p>10) Each subject teacher should submit his/her Annual Report of last session (2025-26) as well as Annual Planning for the next year (2026-27) to the principal by 18<sup>th</sup> April 2026</p> <p>11) Each committee should assist to prepare the AQAR with the help of the data they maintained</p> <p>12) Preparation of AQAR of the current session (2025-26)</p> <p>13) Each teacher should complete their appraisals of current session and should approve it from the CAS committee with the required proofs before the end of the session</p> <p>14) Each teacher should make their Academic Record ready for the Academic Audit</p> <p>15) Stock verification of NSS and other departments should be done and the report should be approved by the Principal</p> <p>16) Submission of monthly working report of the committee by the committee members</p> <p>17) Organizing the meeting of College Development Committee</p>

**Committee Members:**

Prof. Dhanshree Kotekar

Dr. Amol Wakode

*D. Kotekar*  
14-06-25  
14/6/25

*Principal*  
*Principal*  
Mungasaji Maharaj Mahavidyalaya  
Darwha Dist. Yavatmal