

	A	B	C	D	E	F	G	H	I	J	K	L
1	<b>Arts, Science and Commerce College, Chikhaldara</b>											
2	<b>2020-2021 College Activity Plan</b>											
3	Sr. No	Name of Committee (Coordinator)	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21
4	1	2	3	4	5	6	7	8	9	10	11	12
5	1	I. Q. A. C. (NAAC) (VDK)	1. Webinar on "Introduction to indexing techniques of research publications" for teaching staff members	1. Webinar on " RUSA Web Based Application Training for teaching and non-teaching staff members 2. Webinar on " Effective use of e-paltforms for teaching, learning and evaluation" for students and teaching staff members 3. Academic Audit 4. Workshop on "e-administration and Use of Softwares" for non-teaching staff	1. Workshop on "Use of MOODLE" 2. Making use of RUSA web based Application	1. National level Webinar on "Role of teacher with reference to new education policy" 2. National level Webinar on "e-Administration and laboratory safety: Best Practices"		1. State level Workshop on "Intellectual Property Rights"	1. Workshop on Personality Development		Workshops on 1) Fire Safety, 2) Laboratory equipment handling, 3) Handling of glasswares for Support Staff	

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6	2	Co-ordination Arts Faculty (AVD)	1.workload of faculty in each department 2. Syllabus completion follow-up	Students Induction programme for newly admitted students	1.workload of faculty in each department 2. Syllabus completion follow-up	1.workload of faculty in each department 2. Syllabus completion follow-up	1.workload of faculty in each department 2. Syllabus completion follow-up	1.workload of faculty in each department 2. Syllabus completion follow-up	1.workload of faculty in each department 2. Syllabus completion follow-up	1.workload of faculty in each department 2. Syllabus completion follow-up	1.workload of faculty in each department 2. Syllabus completion follow-up	1.workload of faculty in each department 2. Syllabus completion follow-up
7	3	Co-ordination Science Faculty (GDM)	1.workload of faculty in each department 2. Syllabus completion follow-up	Students Induction programme for newly admitted students	1.workload of faculty in each department 2. Syllabus completion follow-up	1.workload of faculty in each department 2. Syllabus completion follow-up	1.workload of faculty in each department 2. Syllabus completion follow-up	1.workload of faculty in each department 2. Syllabus completion follow-up	1.workload of faculty in each department 2. Syllabus completion follow-up	1.workload of faculty in each department 2. Syllabus completion follow-up	1.workload of faculty in each department 2. Syllabus completion follow-up	1.workload of faculty in each department 2. Syllabus completion follow-up
8	4	Co-ordination Commerce Faculty (PMK)	1.workload of faculty in each department 2. Syllabus completion follow-up	Students Induction programme for newly admitted students	1.workload of faculty in each department 2. Syllabus completion follow-up	1.workload of faculty in each department 2. Syllabus completion follow-up	1.workload of faculty in each department 2. Syllabus completion follow-up	1.workload of faculty in each department 2. Syllabus completion follow-up	1.workload of faculty in each department 2. Syllabus completion follow-up	1.workload of faculty in each department 2. Syllabus completion follow-up	1.workload of faculty in each department 2. Syllabus completion follow-up	1.workload of faculty in each department 2. Syllabus completion follow-up
9	5	UGC Planning & Management Board (GRD)	Proposal for various schemes will be prepared as per UGC Directions and Guidelines									

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10	6	Palak Yojana (HUP, NJS, SLK)		Students will be allotted to Parent teachers as admission procedure completes and list will be obtained from the office .	Every month follow up of students will be taken by the parent teachers . The Palak Yojana will be conducted as per the situation of COVID-19 and							
11	7	Sports Committee (PGG)		29th August, National sports day organization	Sant Gadge Baba Amravati University, Amravati, Inter collegiate competition participation	Sant Gadge Baba Amravati University, Amravati, Inter collegiate competition organization	Guest Lecture on Sports in annual NSS Camp	Republic day tournaments, Sports GK, Sports Elocution, Kho-Kho Competition		Yoga Workshop, Self defense add on course for women, Kho-Kho camp for boys and girls		
12	8	N. S. S. & Students Council (ARK)	वृक्षारोपण / आंतरराष्ट्रीय युवा दिवस	उद्बोधन वर्ग / रासेयो स्थापना दिन	महात्मा गांधी जयंती, महाविद्यालयीन स्वच्छता अभियान / विद्यार्थी परिषद गठन	शिविराची पूर्व तयारी / विद्यार्थी परिषद बैठक	एड्स जनजागृती अभियान / रासेयो शिविर दलक ग्राम मंडकी	सावित्रीबाई फुले जयंती/ स्वामी विवेकानंद जयंती	संत गाडगे बाबा जयंती	जागतिक महिला दिन	रासेयो कार्यक्रम नियमित व विशेष शिविर अहवाल	official work
13	9	Sipna Alumni Association (ARB)								Alumni Meet in Annual Social Gathering		
14	10	Cultural Committee (SNJ)								Annual Social Gathering in first week		

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15	11	YCMOU / MKCL / TLC (MBS)	Work of the Committee has to be done as per direction of Hon. Principal throughout Year									
16	12	Best Student of the Year (DSH)						1. Data Collection and Analysis	1. Selection of Students, 2. Written Test, 3. Group Discussion and 4. Interview. 5. Award Ceremony			
17	13	Gunvant Vidhyarthi Satkar (RSM)								In Annual Social Gathering		
18	14	Library Advisory Committee (SGM)				Development of E- Content	Library Orientation Programme for students			Design & Development of Blood Doner Databank		
19	15	Carrier Guidance & Counseling Cell (DSH)			1. Soft Skill Development Workshop 2. Presentation Competition			1. G. K. Test 2. Science Aptitude Test 3. Essay Test		Prize Ceremony		
20	16	Teacher-Student Guardian Committee (BNM)					Teacher-Parents Meet in First Week			Parents Meet in Annual Social Gathering		

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21	17	Admission Committee (KNS)	Admission Procedure according to University Directions									
22	18	Purchase Committee (RSM)	Throughout the year as per need									
23	19	Building Committee (BSD)	As per direction of Principal									
24	20	Tours & Excursion (RPR, ARB and VMM)	As per plan of every Department (Arts)						Industrial Visit (Commerce)	In month of March 2021 for 2nd session		
25	21	Wall Poster, Wall Magazine News publication & College Report (MBS, ARK)	Throughout the year Activities									



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26	22	Anti-raging, Discipline & Grievances (Students) (PGG)		Meeting in the presence of Hon. Principal with all students for giving the information about committee working and college discipline	UGC Anti ragging Video clip showing to all students			Meeting in the presence of Hon. Principal with all students for giving the information about committee working and college discipline at the time of College Annual Gathering and Gathering Sports					
27	23	College Magazine and Prospectus publication (AVD)	College Magazine to be published by June 2021 and Prospectus by May 2021										
28	24	Stock Verification & Instrument Maintenance Committee (NYB)			Meeting conduction in 1st week				Meeting in Second week of the month		All Department will be checked as per Schedule		
29	25	Environmental study teaching, learning & Examination (GDM)	syllabus/ Regular teaching					As per university exam time-table theory exam (Back students)	syllabus/ Regular teaching				Theory examination



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38	34	Nodal Officer (VRP)			Upto Admission dates. As per Government rules		Information of our College fill in AISHE DCF Form as per Govt. rules	Information of our College fill in AISHE DCF Form & upload as per Govt. rules				
39	35	Employee Service Book Verification Committee (NJS)	Service Book Verification and Updation will be carried out at the end of the year and as per need of the employee.									
40	36	University Exam. In-charge Practical (AFB)					Practical Time-table			Practical Time-table		
41	37	Internal Exam Committee (Unit test/ Common Test/ Entry level test) (RPR, MBS & VMM)			Entry level test on 1st week of October	In nov. 2020- Internal exam on 1st week of November for odd sem. And common test on last week of november. April- 2021 : Internal exam on 1st week of April for even sem. And common test on last week of April.						
42	38	Women Development Cell (SNJ)			Online Training workshop							
43	39	Student Feedback and Student Satisfaction Survey (VHM)								Student Satisfactory Survey will be Conducted in the month of May		
44	40	Research Club (URK)	Avishkar programme for students					Guest lecture/ workshop for students	Science day celebration			
45	41	Remedial Coaching (VMM)		Extra remedial coaching classes for SC, ST & OBC students	Extra remedial coaching classes for SC, ST & OBC students			Extra remedial coaching classes for SC, ST & OBC students	Extra remedial coaching classes for SC, ST & OBC students	Extra remedial coaching classes for SC, ST & OBC students		



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46	42	API Scrutiny Committee (UGT)	As per Proposal received									
47	43	Entrepreneurship development and industry institute linkage cell (SLK)				Guest Lecture		Add on course on Bamboo craft				
48	44	Swaccha Bharat Swashtha Bharat and College Beautification Committee (SPC)	Dr. S. N. Jagtap Hindi Yoga Awareness workshop August	Dr. B.N. Mahajan Saving and Investment Guidance 4th week of Sept. Dr. R.S. Manker Rain Water Harvesting - Awareness July to Sept Dr. N.Y. Bhoge Diet, Hygiene and Health Awareness & Dr. U.S. Wasnik Plastic free Environment-Awareness 2nd week of Sept.	Prof. A.R. Kahnu NSS Swachhta Week 1st week of October			Dr. V.D. Kapase Awareness of e-waste and Management & Dr. S.P. Chavan Legal Awareness - Speech & Dr. U.R. Kokate Conservation of Melghat Plants 2nd week of Jan. Dr. P.G. Gawande Sport and Health Awareness January Prof. A.F. Bobade Solar Energy-Awareness 3rd week of Jan.	Dr. H.U. Petker Sociology Vivek Jagar Sep. to February			
51	45	COP (Ethnobotany) URK)	As per UGC Guideline the duration of course is complete.									
52	46	RUSA (GRD)	Proposal will be prepared as per RUSA Directions									

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53	47	NIRF (VHM)	NIRF Process will be followed after opening its site probably in the month of October to November in between.									
54	48	Student Development Cell (GBD)	As per Direction of University									
55	49	Staff council and management meeting (HUP)	Last year to be noted details									
56	50	Library (SGM)				Development of E-Library Portal	Library Orientation Programme for students			Design & Development of Blood Doner Databank		
57	51	Silver Jubilee Year Celebration( NJS)	Programme Schedule is uploaded on college website									
58			<div style="display: flex; justify-content: space-around; align-items: center;">  <div style="text-align: center;">   Principal  ASC College,  Chikhaldara </div> </div>									
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**Acting Principal**  
Art, Science & Commerce College  
Chikhaldara, Dist. Amravati