

2019-2020 ACTIVITY PLAN OF COMMITTEES

Sr. No	Name of Committee (Coordinator)	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20
1	I. Q. A. C. (NAAC) (VDK)			1) Workshop on use of ICT tools 2) Teaching Methodology	Programme on Use of Mock & Moodles	Program on IPR	Workshop on Quality initiative in laboratory		one administrative Workshop for non teaching staff			
2	Co-ordination Arts Faculty (AVD)		Interaction with newly admitted students	Entry level test 2019-20 syllabus completion report								
3	Co-ordination Science Faculty (GDM)		Syllabus completion Report collection	Entry level test 2019-20 syllabus completion report	Syllabus completion Report collection	Syllabus completion Report collection	Internal Exam and Syllabus completion report	University Practical Exam W-2019	Syllabus Completion Report	Internal Exam and Syllabus completion report	University Practical Exam S-2020	
4	Co-ordination Commerce Faculty (PMK)		Interaction with newly admitted students	Entry level test 2019-20 syllabus completion report								
5	UGC Planning & Management Board (GRD)	Proposal for various scheme will be prepare as per UGC directions and guidelines										
6	Palak Yojana (HUP, NJS, SLK)		Display and distribution Of provisional Palak Yojana Students List	Orientation of Students about palak Yojana	Display and distribution Of Final Palak Yojana Students List	Monthwise regular report	Monthwise regular report	Monthwise regular report	Monthwise regular report	Monthwise regular report	Monthwise regular report	Monthwise regular report
7	Sports Committee (PGG)	21 June International Yogad Day	15 to 21 July Kho-Kho camp	29 August National Sports day, Sports G.K.	SGBAU Inter collegiate Kho Kho tournaments organization	Inter collegiate various games participations		Guest lecture on Sports in N.S.S. Camp	District Level Kho-Kho camp, Sports G.K. test, Sports elocation and Kho Kho competition	Gathering sports 01st Week of February		



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8	N. S. S. & Students Council (ARK)	Yoga Day	Tree Plantation	According to University letter Student Council Election	NSS day	Mahatma Gandhi Jayanti	Preparation of NSS Camp	NSS Camp	Savitribai Phule and Swami Vivekanand Jayant	Sant Gadge Baba Jayanti	According to University letter work	NSS Regular programme and NSS camp report
9	Sipna Alumni Association (ARB)								Alumni Meet in Annual social Gathering			
10	Cultural Committee (SNJ)								Annual social Gathering			
11	YCMOU / MKCL / TLC (MBS)											
Work of committee has been done as per direction of Principal throughout year												
12	Best Student of the Year (DSH)								Data Collection and award ceremony in Annual Social Gathering			
13	Gurvant Vidhyarthi Satkar (RSM)								In Annual Social Gathering			
14	Library Advisory Committee (SGM)			Meeting with members								Meeting with members



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15	Carrier Guidance & Counseling Cell (DSH)			06 day Add on course on self skill development	GK Test, Science Aptitude test and Eassy Test				Guest Lecture, Seminar and Meditation Woprkshop			Carer counsellim to students throughout year
16	Teacher-Student Guardian Committee (BNM)				Parent Meet							
17	Admission Committee (KNS)		Admission Drive	Admission Procedure according to University directions								
18	Purchase Committee (RSM)	Throughout the year as per need										
19	Building Committee (BSD)	As per direction of Principal										
20	Tours & Excursion (RPR, ARB and VMM)	As per last year of Science										
21	Wall Poster, Wall Magazine News publication & College Report (MBS, ARK)	Throughout the year activities										



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23	Anti-raging, Discipline & Grievances (Students) (PGG)		Meeting with Principal with all members		Meeting with all students with PPT and UGC Clip Video				Meeting with Principal for smooth conduct of gathering	meeting with students form smooth conduct of gathering		
24	College Magazine and Prospectus publication (AVD)	College magazine to be published by June 2020 and prosepsects by May 2020										
25	Stock Verification & Instrument Maintenance Committee (NYB)		Meeting with principal and members in last week of July		Meeting with principal and members in last week of September				Meeting with principal and members in last week of January			Meeting with principal and members in last week of April
26	Environmental study teaching, learning & Examination (GDM)	Syllabus distribution, exam conduction at college level, result assessment work and documentation										
27	Weather Observation & Information (VSM)	Continued										
28	Student Seminar (SRK, HUP and PMK)				Departmental seminar in 3rd or 4th Week				Inter class seminar competition last week of January			
29	Mahila Grievance (USW)		Meet with principal and all members 16/07/2019	Meet with all girls students of college last week of August				meet with principal and all members	Programme on Hygeine and safety			



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30	Scholarship Committee (MBS)	as per government rules follow by committee											
31	Time Table (AFB, BNM & PMK)	Regular time table											
32	College Website (DVP)	As per need / required data should be upload on website.											
33	Academic Plan (RSM, GBD, ARK)		Plan preparation Arts, science and commerce										
34	Women's Hostel Committee (NYB)		meeting with principal with members last week of Month		meeting with principal with members last week of Month		meeting with principal last week of Month		meeting with principal last week of Month		meeting with principal last week of Month		
35	Nodal Officer (VRP)								upto admission dates		Information of our college fill in AISHE DCF form	Information of our college fill in AISHE DCF form and upload	
36	Employee Service Book Verification Committee (NJS)	Regular updation of employee service book as per need											
37	University Exam. In-charge Practical (AFB)					Practical Exam time table					Practical Exam time table		



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38	Internal Exam Committee (Unit test/ Common Test/ Entry level test) (RPR, MBS & VMM)			Entry level test								
Internal Exam and common test as per commencing academic plan												
39	Women Development Cell (SNJ)		2 day camp									
40	Student Feedback and Student Satisfaction Survey (VHM)									02nd Week of February		
41	Research Club (URK)	Meeting of Members										
Guest Lecture for students												
42	Remedial Coaching (VMM)		Extra remedial coaching classes form SC, ST OBC students	Extra remedial coaching classes form SC, ST OBC students	Extra remedial coaching classes form SC, ST OBC students	Extra remedial coaching classes form SC, ST OBC students	Extra remedial coaching classes form SC, ST OBC students	Extra remedial coaching classes form SC, ST OBC students	Extra remedial coaching classes form SC, ST OBC students			
43	API Scrutiny Committee (UGT)	As per proposal received										
44	Entrepreneurship development and industry institute linkage cell (SLK)					Guest Lecture			Add on Course on Bamboo craft			
45	Swaccha Bharat Swastha Bharat and College Beautification Committee (SPC)		Rainwater harvesting (RSM)	Rainwater harvesting (RSM)/ Sports and Health Awareness (PGG)/Yoga Awareness Programme (SNJ)	Rainwater harvesting (RSM) / Savings and Investment guidance (BNM)/Plastic Free Environment Awareness (USW)/ Diet, Hygiene and Health Awareness	Swatch Week (ARK)			Add on Course on Bamboo craft	Sports and Health Awareness (PGG)/ Awareness of E-waste and Management (VDK)/Legal Awareness speech (SPC)/ Conservation of Melted Plant (URK)/ Solar Energy Awareness (AFB)	September to February Vivek Jagar (HUP)	



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46	COP (Ethnobotany) URK)						As per syllabus					
47	RUSA (GRD)						Proposal will be prepare as per RUSA directions					
48	NIRF (VHM)						After registration process started on its website					
49	Student Development Cell (GBD)						As per direction of University					
50	Staff council and management meeting (HUP)						Last year to be noted details					
51	Library (SGM)				Library orientation				Book Exhibition			



Acting Principal
Art, Science & Commerce College
Chikhaldara, Dist. Amravati