

INSTITUTIONAL ACADEMIC CALENDAR

ACADEMIC YEAR 2019-20

Portfolio	Task to be done	Submission Date	Submission by Teacher In-charge	Status as the end of the month
JULY, 2019				FINAL STATUS AS ON 31st JULY, 2019
Exam	Essay	15 th July	RF/SD	Audit conducted at the end of the month for all July, 2019 related activities.
Assembly	Theme Based, Weekly Report	1 st Aug	VA	
Add-On Course	BOS Meeting, Planning and Implementation of the Course	15 th July	MD	
Alumni(Enrichment)	Expert Talk on Classroom Management	15 th July	SD	
CCA	Celebration on Special days or events	31 st July	MD/VA	
Placement	Orientation – GEMS	6 th July	MV	
NAAC	Orientation to Criteria I and II	22 nd July	SJ	
Alumni (2020)	Planning of event	31 st July	SD	
Publication	Newsletter	5 th Aug	JC	
Student Grievance	Addressing the grievance regarding PT	29 th July	MD/VA	
Practice Teaching	Orientation on Theme based lessons, Nai Talim lessons and Reflective Journal	18 th July	RF	
Research	Research Forum – Chembur campus and Reflective Journal	22 nd July	MV	

AUGUST, 2019				FINAL STATUS AS ON 31 st AUGUST, 2019
Exam	Class test and Essay	31 st July	RF/SD	Audit conducted at the end of the month for all August, 2019 related activities
Admission	CAP rounds		RF/SD	
NAAC	Orientation to Criteria III and IV and documentation	19 th August	SJ	
PT	Panel discussion Session by students on Reflective practices in School	To be done on 26 th August	SJ/JC	
CCA	Intra-collegiate event	To be done 22 nd August	MD/VA	
Assembly	Independence Day, Bakri Eid, Gokulashtmi, Parsi New Year	To be done on respective days	VA	
Add-On Course	Implementation and Documentation of add-on course	31 st July	MD	
COMMUNITY WORK And EXTENSION	NASEOH, Access Life, Remedial Teaching, First Term Training Programme	31 st July	MV	
Alumni	Enrichment Session on Classroom management	31 st July	SD	
Placement	Content Enrichment	31 st July	SJ	
WDC/Anti-Sexual Harassment Cell	Session / Video/ Movie	31 st July	VA	

Publication	Newsletter	To be done 9 th Sept	JC	
Student Council	National Sports Day – to organize indoor and outdoor games	To be done on 29 th Aug	VA	
Student Grievance	St- Gr about PT	To be done on 30 th Aug	MD/VA	
Research	Apply for Grant	31 st July	MV	
SEPTEMBER, 2019				FINAL STATUS AS ON 30th SEPTEMBER, 2019
Exam	Class test and Essay	31 st July	RF/SD	Audit conducted at the end of the month for all September, 2019 related activities
Admission	CAP Rounds – Class list, method list, database of students		RF/SD	
NAAC	Quarterly Report – Audit and Documentation	19 th Sept	SJ/SD	
PT	Feedback from Schools – Principal, Teachers, Teacher Educators and Student teachers - analyze	To be done by 20 th Sept	SJ/JC	
CCA	Intra- collegiate event	31 st July	MD/VA	
Assembly	Ganesh Chaturthi, Muharram	31 st July	VA	
Add-On Course	Add – On course – II, BOS – discussion and implementation	31 st July	MD	
Community Work	Activities at the college level – List them	31 st July	MV	
Alumni	Enrichment session – Teaching strategies	31 st July	SD	
Placement	Session on Grooming	31 st July	SJ	
WDC/Anti-Sexual Harassment Cell	International Literacy Day	31 st July	VA	

Publication	Newsletter	4 th Oct	JC	
Student Council	Teachers' Day celebration	31 st July	MD/VA	
Student Grievance	St-Gr on Essay, Class test, Prelims, Curriculum delivery	To be done on 27 th Sept	MD/VA	
Research	Research Forum as a part of Teachers' Day - Alumni	To be done on tentative 26 th Sept	MV	
OCTOBER, 2019				FINAL STATUS AS ON 31st OCTOBER, 2019
Exam	Prelims and Feedback	31 st July	RF/SD	Audit conducted at the end of the month for all October, 2019 related activities
Internal Assessment	Completing all data entry by 20 th October	31 st July	RF/SD	
Admission	Finalize list, data, and tutorial list		RF/SD	
NAAC	Orientation to Criteria V and VI	9 th Oct	SJ	
PT	Orientation to Micro skill FY and mark entry completion of SY		SJ/JC	
CCA	Diwali and other inter collegiate event	31 st July	MD/VA	
Assembly	Celebration of Dussehra and other important days	31 st July	VA	
Add-On Course	Completion of 2 Add -on courses and reports	31 st July	MD	
Community Work	Joy of Giving week and Gandhian values – events	31 st July	MV	
Alumni	Enrichment session on Exam Preparation	31 st July	SD	
Placement	Prepare CV	31 st July	SJ	

WDC/Anti-Sexual Harassment Cell	Anti – Ragging session	To be done 4 th Oct	VA	
Publication	Newsletter	To be done by 22 nd Oct	JC	
Student Council	Diwali	To be done on 23 rd Oct	MD/VA	
Student Grievance	St-tr grievance and feedback	To be done on 23 rd Oct	MD/VA	
Research	Research publication of Resource forum journal	To be done on 23 rd Oct	MV	

NOVEMBER - DECEMBER, 2019

Portfolio	Task to be done	Submission Date SY.B.Ed	Submission Date FY.B.Ed	Submission by Teacher In-charge	Status as the End of the month
NOVEMBER, 2019					FINAL STATUS AS ON 30th NOVEMBER, 2019
Exam	Essay, Prelims, Assignments	2 nd Dec, 2019	30 th Nov, 2019	RF/SD	
Assembly	Theme Based, Weekly Report – only the events that will be celebrated and the dates on which the event is celebrated should be	Report to be given on 2 nd Dec, 2019. Revised Academic	Report to be given on 2 nd Dec, 2019. Revised Academic	VA	

	mentioned in the Assembly calendar	calendar to be given on 14 th Nov, 2019	calendar to be given on 14 th Nov, 2019		Audit conducted at the end of the month for all November, 2019 related activities
Add-On Course/ Certificate Course	Certificate course in Human Values to be conducted in November	30 th Nov, 2019	30 th Nov, 2019	MD	
Alumni(Enrichment)	Expert Talk on B.Ed a successful journey to be done on 15 th Nov, 2019	30 th Nov, 2019	30 th Nov, 2019	SD	
CCA	Celebration on Special days or events	30 th Nov, 2019	30 th Nov, 2019	MD/VA	
Student Council	Election of Student Council 11 th Nov,2019	30 th Nov, 2019	30 th Nov, 2019	VA	
Placement	Prepare a Data base of CV from SY.B.Ed students – hard and soft copy	30 th Nov, 2019	-	SJ	
NAAC	Orientation to Criteria V to be done on 12 th Nov 2019	12 th Nov, 2019	-	SJ- Report to be given on 30 th Nov, 2019	
Alumni (2020)	Planning of event Human Chain to be done by 12 th Nov,2019 and contribution to PEARL celebration to be done by 25 th Nov, 2019	-	-	SD - 30 th Nov, 2019	
Publication	Newsletter	6 th Dec, 2019	6 th Dec, 2019	JC	

Student Grievance	Addressing the grievance regarding Exam	29 th Nov, 2019	-	RF	
Research	Seminar update	15 th Nov, 2019	15 th Nov, 2019	SD/MV	
Community/ Extension	Extension activity with Inner Wheel etc to be done on 26 th Nov, 2019	30 th Nov, 2019	30 th Nov, 2019	MV	Status as the End of the month
DECEMBER, 2019 FINAL STATUS AS ON					FINAL STATUS AS ON 31st DECEMBER, 2019
Exam	Class test, Essay, Assignments, Community work, CCA marksheet	23 rd Dec, 2019	23 rd Dec, 2019	RF/SD	Audit conducted at the end of the month for all December, 2019 related activities
NAAC	Orientation to Criteria VII and documentation 16 th Dec, 2019	23 rd Dec, 2019	23 rd Dec, 2019	SJ	
PT	Planning for Sem IV and Sem II	23 rd Dec, 2019	23 rd Dec, 2019	SJ/JC	
CCA	Annual Day and Uber Rang	23 rd Dec, 2019	23 rd Dec, 2019	MD/VA	
Assembly	Christmas and other Assembly events as per the new planner	23 rd Dec, 2019	23 rd Dec, 2019	VA	
Add-On Course	Certificate course on Concept mapping to be conducted in December	23 rd Dec, 2019	23 rd Dec, 2019	MD	

COMMUNITY WORK And EXTENSION	Navjeevan Community service	23 rd Dec, 2019	23 rd Dec, 2019	MV	
Alumni	Human chain report and Alumni 2020 report	23 rd Dec, 2019	23 rd Dec, 2019	SD	
Placement	Interview session	23 rd Dec, 2019	23 rd Dec, 2019	SJ	
WDC/Anti-Sexual Harassment Cell	Session / Video/ Movie/ Skit	23 rd Dec, 2019	23 rd Dec, 2019	VA	
Publication	Newsletter	9 th Jan, 2020	9 th Jan, 2020	JC	
Student Council	Games and Events	23 rd Dec, 2019	23 rd Dec, 2019	VA	
Student Grievance	St- Gr about exams, activities	23 rd Dec, 2019	23 rd Dec, 2019	RF	
Research	Seminar update	23 rd Dec, 2019	23 rd Dec, 2019	MV	

JANUARY - FEBRUARY, 2020

Portfolio	Task to be done	Submission Date SY.B.Ed	Submission Date FY.B.Ed	Submission by Teacher In-charge	Status as the End of the month
JANUARY, 2020					FINAL STATUS AS ON 31st JANUARY, 2020
Exam	Essay, Assignments	31 st Jan, 2020	31 st Jan, 2020	RF/SD	
Assembly	Theme Based, Weekly Report	31 st Jan, 2020	31 st Jan, 2020	SJ/ MV	

Add-On Course/ Certificate Course	Certificate course in Human Values to be conducted in January(Reshmi – D.Ed)	3 rd Feb, 2020	3 rd Feb, 2020	JC	Audit conducted at the end of the month for all January, 2020 related activities
Alumni(2020 – Golden Jubilee Celebration)	Unveiling of the Logo and Fun Fair	3 rd Feb, 2020	3 rd Feb, 2020	SD	
CCA	Special Assembly – Makar Sankranti/ Pongal/ Lohri, Republic Day	31 st Jan, 2020	31 st Jan, 2020	SJ	
Placement	Campus Fair Report to be conducted and report to be submitted	31 st Jan, 2020	-	SJ	
NAAC	Orientation to Criteria I and II to be done before 20 th Jan, 2020	-	-	RF	
Publication	Newsletter, Collect articles from Alumni for DAWN	3 rd Feb, 2020	3 rd Feb, 2020	JC	
Student Grievance	Addressing the grievance regarding Exam(Sem I and Sem III)	31 st Jan, 2020	31 st Jan, 2020	RF	
Research	Seminar conducted and Report and Publication	31 st Jan, 2020	31 st Jan, 2020	SD/MV	
Community/ Extension	Community work – Uber Rang Extension – Plan for Inter-collegiate Street Play competition with Asha Kulkarni	31 st Jan, 2020	31 st Jan, 2020	MV	
WDC	Sponsored programme in association with MSCW, report to be submitted by 25 th Jan, 2020	20 th Jan, 2020	20 th Jan, 2020	RF	

Portfolio	Task to be done	Submission Date SY.B.Ed	Submission Date FY.B.Ed	Submission by Teacher In-charge	Status as the End of the month
FEBRUARY, 2020					FINAL STATUS AS ON 29th FEBRUARY, 2020

Exam	Essay, Class test Assignments	2 nd Mar, 2020	2 nd Mar, 2020	RF/SD	Audit conducted at the end of the month for all February, 2020 related activities
Assembly	Theme Based, Weekly Report	2 nd Mar, 2020	2 nd Mar, 2020	SD/JC	
Add-On Course/ Certificate Course	Certificate course in Understanding the Self(RF)	2 nd Mar, 2020	2 nd Mar, 2020	RF	
Alumni(2020 – Golden Jubilee Celebration)	Plan for an event – Talk/ Panel discussion	2 nd Mar, 2020	2 nd Mar, 2020	SD	
CCA	Special Assembly	2 nd Mar, 2020	2 nd Mar, 2020	JC	
Placement	2 nd Campus Fair Report to be conducted and report to be submitted	2 nd Mar, 2020	-	SJ	
NAAC	Orientation to Criteria III and IV to be done before 20 th Feb, 2020	-	-	RF	
Publication	Newsletter, Collect articles from Alumni for DAWN	2 nd Mar, 2020	2 nd Mar, 2020	JC	
Student Grievance	Addressing the grievance regarding PT(Sem II and Sem IV)	2 nd Mar, 2020	2 nd Mar, 2020	RF	
Community/ Extension	Extension – Conduct Inter-collegiate Street Play competition with Asha Kulkarni submit report	2 nd Mar, 2020	2 nd Mar, 2020	MV	
WDC	NHRC One day training programme to be conducted between 23 rd -28 th Feb, 2020	2 nd Mar, 2020	2 nd Mar, 2020	VA	

MARCH, 2020

Portfolio	Task to be done	Submission Date SY.B.Ed	Submission Date FY.B.Ed	Submission by Teacher In-charge	Status as the End of the month
MARCH, 2020 (PLANNED)					FINAL STATUS AS ON 31st MARCH, 2020
Exam	Essay, Prelims, Assignments, Action Research	31 st March, 2020	31 st March, 2020	RF/SD	<ul style="list-style-type: none"> Plans revisited and a Google Classroom created for conducting of online tests Action Research conducted online
Assembly	Theme Based, Weekly Report	Report to be given on 2 nd April, 2020	Report to be given on 2 nd April, 2020	VA	Audit conducted on 20 th March, 2020 of all March related activities
Add-On Course/ Certificate Course	Reports of all the add-on courses conducted to be submitted Plan for next year's add-on course	31 st March, 2020	31 st March, 2020	JC	
Alumni (Enrichment)	Expert Talk by Alumni	31 st March, 2020	31 st March, 2020	SD	
CCA	Celebration of International Women's Day on 8 th March	31 st March, 2020	31 st March, 2020	VA	Street play conducted on 13 th March and Report submitted.

					Audit conducted on 20 th March, 2020 of all March related activities
Student Council	FY to plan for upcoming Valedictory		31 st March, 2020	VA	Audit conducted on 20 th March, 2020 of all March related activities
Placement	Prepare list of students who have appeared for school interviews and demo lessons	31 st March, 2020	-	SJ	
NAAC	Preparation of the draft AQAR 2019-20	-	-	SJ – prepare rough draft by 30 th March, 2020	
Alumni (2020)	Planning for the next year regarding alumni awards, contributions etc.	-	-	SD - 31 st March, 2020	
Publication	Newsletter	31 st March, 2020	31 st March, 2020	SJ	
Student Grievance	Addressing the grievance regarding Exam	-	-	MV – report by 31 st March, 2020	

Research	Generate ideas for new seminars	-	-	SD/MV Prepare a rough draft by 31 st March, 2020	
Community/ Extension	Completion of Extension activities and reports	31 st March, 2020	31 st March, 2020	MV	

In view of the Corona Pandemic, the Academic Plan was revised to take all the portfolios online for two months

Portfolio	Task to be done	Submission Date SY.B.Ed	Submission Date FY.B.Ed	Submission by Teacher In-charge	Status as the End of the month
APRIL, 2020					FINAL STATUS AS ON 30th APRIL, 2020
Exam	Conduct Essays, Prelims	30 th April, 2020	30 th April, 2020	RF/SD	Conducted via Google Classroom and report submitted.
Assembly	On hold till physical classes resume			VA	
Add-On Course/ Certificate Course	Plan for online courses to be conducted via Google Classrooms	30 th April, 2020	30 th April, 2020	JC	
Alumni (Enrichment)	Expert Talk by Alumni – Plan for online talks by the alumni	-	-	SD	
CCA	On hold till physical classes resume			VA	

Student Council	FY to plan for Valedictory to be held online			VA/SD	Plans adjusted for the Pandemic outbreak and individual reports submitted
Placement	Prepare list of students who have appeared for school interviews and online	-	-	SJ Report to be ready by 30 th April, 2020	
NAAC	Preparation of the draft AQAR 2019-20	-	-	SJ –	
Alumni (2020)	Plan for alumni contributions online for next academic year	-	-	SD – 30 th April, 2020	
Publication	Newsletter	30 th April, 2020	30 th April, 2020	JC/SJ	
Student Grievance	Addressing the grievance regarding online exams	-	-	RF	
Research	Generate ideas for new seminars and webinars	-	-	RF/MV	
Community/ Extension	Plan for online community and extension work	30 th April, 2020	30 th April, 2020	MV	

Portfolio	Task to be done	Submission Date SY.B.Ed	Submission Date FY.B.Ed	Submission by Teacher In-charge	Status as the End of the month
MAY, 2020					FINAL STATUS AS ON

					15 th MAY, 2020
Exam	Compilation of all marksheets for FY and SY	-	-	RF/SD	Plans adjusted for the Pandemic outbreak and individual reports submitted
Assembly	On hold till physical classes resume	-	-	VA	
Add-On Course/ Certificate Course	Plan for online courses to be conducted via Google Classrooms	-		JC	
Alumni (Enrichment)	Learning Q-est to be executed and further talks to be planned for next academic year	-	-	SD	
CCA	On hold till physical classes resume	-	-	VA	
Student Council	Completion of the e-Valedictory programme	-	15 th May, 2020	VA/SD	
Placement	Prepare list of students who have appeared for school interviews and online	-	-	SJ Report to be ready by 15 th May, 2020	
NAAC	Planning for Criterion-wise activities for the next year	-	-	SJ –	
Alumni (2020)	Plan for alumni contributions online for next academic year	-	-	SD – 15 th May, 2020	
Publication	Newsletter	15 th May, 2020	15 th May, 2020	JC/SJ	
Student Grievance	Addressing the grievance regarding B. Ed. programme	-	-	RF	

Research	Generate ideas for new seminars and webinars	-	-	RF/MV	
Community/ Extension	Plan for online community and extension work	15 th May, 2020	15 th May, 2020	MV	