

**S.D.P. College for women**  
**ACADEMIC CALENDAR-2023-2024**

**JULY-2023**

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| 1. Summer Vacation   | 04-06-23 to 9-07-23 |
| 2. Sale of Prospectus  | W.e.f, 15-05-23     |
| 3. Time Table to be made & displayed on notice boards & in the Staff Room                      | 15-07-2023          |
| 4. Teaching for ongoing classes and Remedial classes for compartment students of Sem. I,III, V | 21-07-2023          |
| 5. Orientation new students  | 21-07-2023          |
| 6. Month-wise division of syllabus to be submitted by Heads of respective depts.               | 25-07-23            |
| 7. Tutorial Groups to be formed & list displayed   | 28-07-23            |

**AUGUST-2023**

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| 1. Computer Training for Faculty members by Comp. Dept. For usage of JSR software  | 1 <sup>st</sup> week of Aug.,23 |
| 2. Extension lectures/webinar by Math Dept.  | 2 <sup>nd</sup> week of Aug.,23 |
| 3. Workshop by Fine Arts & Home sci. Dept. (for youth festival items)              | 3 <sup>rd</sup> week of Aug.,23 |
| 4. Submission of monthly attendance and test reports of Students to the Tabulators | By 31-08-23                     |
| 5. Signature of students in attendance register                                    | 31-08-23                        |

**SEPTEMBER-2023**

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| 1. Extension lectures/webinar by Social Sciences and B.A.B.Ed Dept.                | 1 <sup>st</sup> week of Sept.,23 |
| 2. Extension lectures by English Dept.   | 2 <sup>nd</sup> week of Sept.,23 |
| 3. Extension lectures by Music Dept.   | 3 <sup>rd</sup> week of Sept.,23 |
| 4. Meeting for controller of exams.  | 18-09-2023                       |
| 5. Question papers to be Designed & got printed                                    | 25-09-2023                       |
| 6. Submission of monthly attendance and test reports of Students to the Tabulators | By 31-09-23                      |
| 7. Signature of students in attendance register                                    | 31-09-23                         |

## OCTOBER-2023

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| 1. Extension lecture/webinar by Economics Dept.  | 1st week of Oct.,23  |
| 2. Mid. Sem. Exams U.G. & P.G. Both  | 13-10-23 to 21-10-23 |
| 3. Result discussion & analysis  | 27-10-2023           |
| 4. Parent Teacher Meeting (Dept.-wise)<br>& Feedback proformas to be filled by Parents | 29-10-23             |

## NOVEMBER-2023

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|---|---------------------|
| 1. Online Extension lecture/webinar by Dept. of Punjabi                               | 1st week of Nov.,23 |
| 2. Submission of lecture shortest statement and syllabus completion<br>proforma       | 2nd week of Nov.,23 |
| 3. S.S.S. forms to be filled by students  | 2nd week of Nov.,23 |
| 4. Submission of monthly attendance and test reports of<br>Students to the Tabulators | 15-11-2023          |
| 5. Completion and submission of Attendance Registers i                                | 20-11-23            |

## DECEMBER-2023

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| 1. Practical Exams of U.G. & P.G. Classes  | As per Uni. Schedule |
| 2. Internal assessment of all classes to be submitted  | As per Uni. Schedule |
| 3. Copies of Internal Assessment proformas to be displayed<br>on notice board                                  | As per Uni. Schedule |
| 4. 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Sem. exams of UG & PG classes<br>(As per Uni. Schedule) | 27-11-23 to 30-12-23 |

## JANUARY-2024

Winter Break 26-12-23 to 08-01-24

College Reopen:09-01-24

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| 1. New Semester begins (As per Uni. Academic calander) | 09-01-24 |
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| 2. Remedial classes for compartment students of Sem.II, IV, VI                     | w.e.f.15-01-24      |
| 3.Division of Syllabus by all Faculty members                                      | 15-01-24            |
| 4. Extension lecture by Computer Dept.   | 4th week of Jan.,24 |
| 6. Submission of monthly attendance and test reports of students to the Tabulators | 31-01-24            |
| 7. Signature of students in attendance register                                    | 31-01-24            |

### FEBRUARY-2024

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| 1. Extension lecture by Home Sc. Dept.   | 1 <sup>st</sup> week of Feb.,24 |
| 2. Extension lecture by Hindi Dept.  | 2 <sup>nd</sup> week of Feb.,24 |
| 3.Feed back Proformas to be filled by Alumnis                                      | As per co-Academic Calendar     |
| 4. Submission of monthly attendance and test reports of students to the Tabulators | 29-02-24                        |
| 5. Signature of students in attendance register                                    | 29-02-24                        |

### MARCH-2024

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| 1. Question papers to be Designed & got printed.                                   | 01-03-24                         |
| 2. Extension lecture by Cosmetology Dept.  | 1 <sup>st</sup> week of March,24 |
| 3. Extension lecture by Phy. Edu. Dept.  | 2 <sup>nd</sup> week of March,24 |
| 4. Meeting of Prospectus committee   | 2 <sup>nd</sup> week of March,24 |
| 5. Mid Sem. Exams U.G. & P.G.Both (online/offline)                                 | 20-03-24 to 28-03-24             |
| 6. Submission of monthly attendance and test reports of students to the Tabulators | 31-03-24                         |
| 7. Signature of students in attendance register                                    | 31-03-24                         |

### APRIL-2024

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|---|----------------------------------|
| 1. Result declaration & analysis(Including PTM)                             | 1st week of April,24             |
| 2. S.S.S. forms to be filled by students                                    | 2nd week of April,24             |
| 3. Internal assessment of all classes to be submitted                       | As per Uni. Schedule             |
| 4. Copies of Internal Assessment proformas to be displayed on notice board  | As per Uni. Schedule             |
| 5. Stock taking & Report Submission   | 3 <sup>rd</sup> week of April,24 |
| 6. Dept.of Arts, Commerce & Comp.Sc. Compilation of work load               | 4 <sup>th</sup> week of April,24 |
| 7. Submission of lecture shortage and syllabus completion Performa          | 4 <sup>th</sup> week of April,24 |
| 8. Lecture short statement list to be displayed on <i>all notice Boards</i> | 4 <sup>th</sup> week of April,24 |

all notice boards

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|---|----------------------|
| 9. Practical Exams  | As per Uni. Schedule |
| 10. Submission of proforma of Departmental activities & Academic Achievements to the NAAC Coordinators from July, 2023 to April, 2024 | 30-04-24             |
| 11. Submission of monthly attendance and test reports of students to the Tabulators   | 30-04-24             |
| 12. Signature of students in attendance register  | 30-04-24             |
| 13. Completion and checking of Attendance Registers by H.O.D.S  | 30-04-24             |

**MAY-2024**

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| 1. 2nd, 4th & 6th Sem. exams of UG & PG classes              | 02-05-24 to 05-06-24 |
| 2. Announcements for the donation of Books after final Exam. | During Exams         |
| 3. Academic Calendar (2023-24) to be planned & prepared      | 4th week of May, 24  |
| 4. Advertisement in the papers for Adhoc posts               | 4th week of May, 24  |
| 5. Feedback Proformas to be filled by students               | During Exams         |

Academic Incharges

Ms. Neelkamal

Ms. Sonia

Ms. Reena Rani

*Neelkamal*  
*Sonia*  
*Reena*  
26/7/23

Principal

*S. Pradeep*  
26/7/23