

S.D.P. College for women  
ACADEMIC CALENDAR-2024-2025

JULY-2024

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|--|---------------------------------|
| 1. Summer Vacation   | 30-05-24 to 14-07-24            |
| 2. Admission Process   |                                 |
| UG Classes   | w.e.f. 03-06-2024               |
| PG Classes   | w.e.f. 15-06-2024               |
| 3. Time Table to be made & displayed on notice boards & in the Staff Room  | 22-07-2024                      |
| 4. Teaching for ongoing classes, 1 <sup>st</sup> year and Remedial classes for compartment students of Sem. I,III, V | 23-07-24,01-08-24<br>01-08-2024 |
| 5. Orientation new students  | 23-07-2024                      |
| 6. Month-wise division of syllabus to be submitted by Heads of respective depts.                                     | 25-07-24                        |
| 7. Tutorial Groups to be formed & list displayed   | 29-07-24                        |

AUGUST-2024

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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.,24 |
| 2. Workshop by Fine Arts Dept. (for youth festival items)                          | 2 <sup>nd</sup> week of Aug.,24 |
| 3. Workshop by Home sci. Dept. (for youth festival items)                          | 2 <sup>nd</sup> week of Aug.,24 |
| 4. Workshop by Language Dept. (English, Hindi, Punjabi) (for youth festival items) | 3 <sup>rd</sup> week of Aug.,24 |
| 5. Submission of monthly test reports of Students to the Tabulators                | By 31-08-24                     |
| 6. Signature of students in attendance register                                    | 31-08-24                        |

SEPTEMBER-2024

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|--|----------------------------------|
| 1. Extension lectures/webinar by Social Sciences   | 1 <sup>st</sup> week of Sept.,24 |
| 2. Extension lectures by Maths Dept.               | 2 <sup>nd</sup> week of Sept.,24 |
| 3. Extension lectures by Commerce and B.Voc. Dept. | 3 <sup>rd</sup> week of Sept.,24 |
| 4. Meeting for controller of exams.                | 2 <sup>nd</sup> week of Sept.,24 |

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| 5. Question papers to be Designed & got printed                        | 4th week of Sept.,24 |
| 6. Submission of monthly test reports of<br>Students to the Tabulators | By 30-09-24          |
| 7. Signature of students in attendance register                        | 30-09-24             |

### OCTOBER-2024

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| 1. Mid. Sem. Exams U.G. & P.G. Both  | 04-10-24 to 16-10-24 |
| 2. Result discussion & analysis  | 22-10-2024           |
| 3. Parent Teacher Meeting (Dept.-wise)<br>& Feedback proformas to be filled by Parents | 4th week of Oct., 24 |
| 4. Extension lecture/webinar by BBA Dept.  | 4th week of Oct.,24  |

### NOVEMBER-2024

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| 1. Extension lecture/webinar by Music Dept.   | 1st week of Nov.,24  |
| 2. Submission of lecture shortage statement and syllabus completion<br>proforma       | 2nd week of Nov.,24  |
| 3. Submission of monthly attendance and test reports of<br>Students to the Tabulators | 16-11-2024           |
| 4. Completion and submission of Attendance Registers                                  | 18-11-2024           |
| 5. Internal assessment of all classes to be submitted                                 | As per Uni. Schedule |
| 6. Copies of Internal Assessment proformas to be displayed<br>on notice board         | As per Uni. Schedule |
| 7. Practical Exams of U.G. & P.G. Classes   | 19-11-2024           |

### DECEMBER-2024

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| 1. 1 <sup>st</sup> ,3 <sup>rd</sup> & 5 <sup>th</sup> Sem. exams of UG & PG classes<br>(As per Uni. Schedule) | w.e.f. 19-11-24 |
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### JANUARY-2025

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| Winter Break | 27-12-24 to 09-01-25 |
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College Reopen: 10-01-25

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|---|---------------------|
| 1. New Semester begins (As per Uni. Academic calander)              | 10-01-25            |
| 2. Remedial classes for compartment students of Sem.II, IV, VI      | w.e.f.15-01-25      |
| 3. Divison of Syllabus by all Faculty members                       | 15-01-25            |
| 4. Extension lecture by Computer Dept.                              | 4th week of Jan.,25 |
| 5. Extension lecture by Phy. Edu. Dept.                             | 4th week of Jan.,25 |
| 6. Submission of monthly test reports of students to the Tabulators | 31-01-25            |
| 7. Signature of students in attendance register                     | 31-01-25            |

### FEBRUARY-2025

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| 1. Extension lecture by Home Sc. Dept.                              | 1 <sup>st</sup> week of Feb.,25  |
| 2. Extension lecture by Hindi Dept.                                 | 2 <sup>nd</sup> week of Feb.,25  |
| 3. Extension lecture by B.A.B.ed. Dept.                             | 3 <sup>rd</sup> week of Feb.,25  |
| 4. Submission of monthly test reports of students to the Tabulators | 28-02-25                         |
| 5. Signature of students in attendance register                     | 28-02-25                         |
| 6. Meeting for the Controller of Exams                              | 4 <sup>th</sup> week of Feb., 25 |

### MARCH-2025

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| 1. Question papers to be Designed & got printed.                    | 1 <sup>st</sup> week of March,25 |
| 2. Extension lecture by Cosmetology Dept.                           | 1 <sup>st</sup> week of March,25 |
| 3. Meeting of Prospectus committee                                  | 2 <sup>nd</sup> week of March,25 |
| 4. Mid Sem. Exams U.G. & P.G. Both                                  | 20-03-25 to 28-03-25             |
| 6. Submission of monthly test reports of students to the Tabulators | 31-03-25                         |
| 7. Signature of students in attendance register                     | 31-03-25                         |

### APRIL-2025

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| 1. Result declaration & analysis(Including PTM)                            | 1st week of April,25             |
| 2. S.S.S. forms to be filled by students                                   | 2nd week of April,25             |
| 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,25 |
| 6. Dept.of Arts, Commerce & Comp.Sc. Compilation of work load              | 4 <sup>th</sup> week of April,25 |
| 7. Submission of lecture shortage and syllabus completion                  | 4 <sup>th</sup> week of April,25 |

Proforma

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|---|-----------------------------------|
| 8. Lecture short statement list to be displayed on all notice boards  | 4 <sup>th</sup> week of April, 25 |
| 9. Practical Exams  | As per Uni. Schedule              |
| 10. Submission of proforma of Departmental activities & Academic Achievements to the NAAC Coordinators from July, 2024 to April, 2025 | 30-04-25                          |
| 11. Submission of monthly test reports of students to the Tabulators  | 30-04-25                          |
| 12. Signature of students in attendance register  | 30-04-25                          |
| 13. Completion and checking of Attendance Registers by H.O.D.S  | 30-04-25                          |

**MAY-2025**

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| 1. 2nd, 4th & 6th Sem. exams of UG & PG classes              | 02-05-25 to 05-06-25 |
| 2. Announcements for the donation of Books after final Exam. | During Exams         |
| 3. Academic Calendar (2025-26) to be planned & prepared      | 4th week of May, 25  |
| 4. Advertisement in the papers for Adhoc posts               | 4th week of May, 25  |

Academic Incharges

Ms. Neelkamal

Ms. Sonia

Ms. Reena Rani

*Neelkamal*

*Sonia*

*Reena Rani*

*[Signature]*  
Principal

*19/7/2024*