

**S.D.P.COLLEGE FOR WOMEN, LUDHIANA**

**ACADEMIC CALENDAR-2019-20**

**JUNE-19**

Summer Vacation:-31-05-19 to 07-07-19

College reopen:-08-07-19

Id-ul-fitr (Holiday)

05-06-19

Martyrdom day of Sri Guru Arjun Dev ji (Holiday)

07-06-19

1. Counseling for admission

Full month

2. Admission Notices (Newspapers, Media, etc.)

1<sup>st</sup> Week of June, 19

3. Sale of Prospectus

w.e.f. 1<sup>st</sup> Week of June,19

4. Interview & Appointment of Adhoc Staff

2<sup>nd</sup> Week of June,19

5. Vocational Courses

Full month

**JULY-2019**

1. Admission to all Degree & P.G. Classes  
(As fixed by Panjab University)

08-07-19 to 27-07-19

2. Remedial classes for compartment students of Sem. I,III, V

w.e.f. 10-07-19

3. Time Table to be made & displayed on notice boards &  
in the Staff Room

09-07-19

4. Sections to be made, displayed on notice boards & notified  
to students except BAI class

25-07-19

5. Orientation Programme for all streams

29-07-19

6. Month-wise division of syllabus to be submitted by Heads of  
respective depts.

31-07-19

7. Tutorial Groups to be formed & list displayed

31-07-19

8. Computer Training for Faculty members by Comp. Deptt.

31-07-19

9. Signature of students in attendance register

31-07-19

**AUGUST-2019**

1. Coaching classes to be formed for brilliant students

w.e.f. 1<sup>st</sup> week of August, 2019

Id -ul-juha (Bakrid) (Holiday)

12-08-19

2. Meeting of Editorial Board

13-08-19

Independence Day (Holiday)

15-08-19

3. 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> Sem. Result & Drop out analysis

17-08-19

Janamashtami (Holiday)

24-08-19

4. Extension lectures by Commerce Deptt.

4<sup>th</sup> week of August, 19

5. S.S.S. forms to be filled by students

26-08-19

6. Submission of monthly attendance and test reports of  
Students to the Tabulators

by 31-08-19

7. Signature of students in attendance register

31-08-19

### SEPTEMBER-19

- Muharram (Holiday) 10-9-19
1. Collection of articles for college magazine 1<sup>st</sup> week of Sept, 19
  2. Extension lectures by Social Sciences and B.A.B.Ed Deptt. 2<sup>nd</sup> week of Sept.,19
  3. Workshop by Fine Arts & Home sci. Deptt.  
(for youth festival items) 2<sup>nd</sup> week of Sept.,19
  4. Computer Hardware workshop for students 3<sup>rd</sup> week of Sept.,19
  5. Question papers to be Designed & got printed. 26-09-19
  6. Submission of monthly attendance and test reports of  
students to the Tabulators Agarsain Jayanti (Holiday) 29-09-19  
by 30-09-19
  7. Signature of students in attendance register 30-09-19

### OCTOBER-2019

- Mahatma Gandhi Jayanti(Holiday) 02-10-19
1. Extension lectures by English Deptt. and Music Deptt. 1<sup>st</sup> week of Oct.,19
  2. Mid. Sem. Exams U.G. & P.G.Both 07-10-19& 08-10-19
  3. Birthdays of Maharishi Balmiki Ji(Holiday) 10-10-19 to 22-10-19
  4. Birthdays of shri Guru Ram Dass Ji(Holiday) 13-10-19
  5. Diwali (Holiday) 15-10-19
  6. Declaration of results and distribution of result cards. 27-10-19 & 28-10-19
  7. Submission of monthly attendance and test reports of  
students to the Tabulators 31-10-19
  8. Signature of students in attendance register by 31-10-19
  9. Signature of students in attendance register 31-10-19

### NOVEMBER-2019

- Birthday of Shri Guru Nanak Dev ji (Holiday) 12-11-19
1. Result discussion & analysis 02-11-19
  2. S.S.S. forms to be filled by students 04-11-19
  3. Parent Teacher Meeting (Deptt.-wise)  
& Feedback proformas to be filled by Parents 05-11-19
  4. Extension lecture by Economics Deptt. 2<sup>nd</sup> week of Nov., 19
  5. Extension lecture by Deptt. of Punjabi 3<sup>rd</sup> week of Nov., 19
  6. Practical Exams of U.G. & P.G. Classes As per Uni. Schedule
  7. Internal assessment of all classes to be submitted As per Uni. Schedule
  8. Copies of Internal Assessment proformas to be displayed  
on notice board 3<sup>rd</sup> week of Nov., 19
  9. Submission of lecture statement and syllabus completion 4<sup>th</sup> week of Nov.,19

- proforma
- |   |                                 |
|---|---------------------------------|
| 10. Lecture short statement list to be displayed on all notice boards               | 4 <sup>th</sup> week of Nov.,19 |
| 11. Submission of monthly attendance and test reports of Students to the Tabulators | by30-11-19                      |
| 12. Completion and checking of Attendance Registers by H.O.D.s                      | 30-11-19                        |
| 13. Signature of students in attendance register                                    | 30-11-19                        |

**DECEMBER-2019**

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| Martyrdom day of Sri Guru Teg Bahadur ji (Holiday)   | 01-12-19             |
| 1. 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Sem. exams of UG & PG classes<br>(As per Uni. Schedule) | 02-12-19 to 21-12-19 |
| 2. Meeting with Chief Editor for Magazine or News Bulletin   | 21-12-19             |
| Christmas Day (Holiday)  | 25-12-19             |
| Winter Break   | 22-12-19 to 08-01-20 |

**JANUARY-2020**

**College Reopen:-09-01-20**

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|---|---------------------------------|
| 1. New Semester begins (As per Uni. Academic calander)  | 09-01-20                        |
| 2. Month-wise division of syllabus to be submitted by Heads of respective depts.                        | 15-01-20                        |
| 3. Remedial classes for compartment students of Sem.I I,IV, VI  | w.e.f. 10-01-20                 |
| 4. Extension lecture by Computer Deptt.   | 4 <sup>th</sup> week of Jan.,20 |
| 5. Skill Development Programme ( Seminar/Workshop)<br>{ Cosmetology, Fashion Designing, Spoken English} | 4 <sup>th</sup> week of Jan.,20 |
| 6. Submission of monthly attendance and test reports of students to the Tabulators                      | by 31-01-20                     |
| 7. Signature of students in attendance register   | 31-01-20                        |
| 8. Feed back Proformas to be filled by Alumnis  | 18-01-20                        |

**FEBRUARY-2020**

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| 1. Extension lecture by Home Sc. Deptt.  | 1 <sup>st</sup> week of Feb.,20 |
| 2. Extension lecture by Hindi Deptt.   | 2 <sup>nd</sup> week of Feb.,20 |
| 3. Submission of monthly attendance and test reports of students to the Tabulators | by 29-02-20                     |
| 4. Signature of students in attendance register                                    | 29-02-20                        |

**MARCH-2020**

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| 1. Extension lecture by Maths & Cosmetology Deptt. | 1 <sup>st</sup> week of March,20 |
| 2. Extension lecture by Phy. Edu. Deptt.           | 2 <sup>nd</sup> week of March,20 |
| 3. Question papers to be Designed & got printed.   | 02-03-20                         |
| 4. Meeting of Prospectus committee                 | 16-03-20                         |

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| 5. Mid. Sem. Exams U.G. & P.G.Both   | 24-3-20 to 31-3-20 |
| 6. Submission of monthly attendance and test reports of students to the Tabulators | by 31-03-20        |
| 7. Signature of students in attendance register                                    | 31-03-20           |

**APRIL-2020**

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| 1. S.S.S. forms to be filled by students   | 06-04-20                          |
| 2. Updating & Revision of Prospectus/News Bulletin/ S.D.P/Magazine   | 06-04-20                          |
| 3. Declarartion of Results and distribution of result cards  | 10-04-20                          |
| 4. Internal assessment of all classes to be submitted  | As per Uni. Schedule              |
| 5. Copies of Internal Assessment proformas to be displayed on notice board   | 2 <sup>nd</sup> week of April ,20 |
| 6. Submission of lecture statement and syllabus completion proforma  | 4 <sup>th</sup> week of April, 20 |
| 7. Lecture short statement list to be displayed on all notice boards   | 4 <sup>th</sup> week of April, 20 |
| 8. Result discussion & analysis and remedial classes   | 11-4-20                           |
| 9. Parent Teacher Meeting (Dept.-wise) & Feedback proformas to be filled by Parents  | 15-4-20                           |
| 10. Dept.of Arts, Commerce & Comp.Sc. Compilation of work load   | 17-4-20                           |
| 11. Stock taking & Report Submission   | 3 <sup>rd</sup> week of April,20  |
| 12. Practical Exams  | As per Uni. Schedule              |
| 13. Academic Calender (2020-21) to be planned & prepared   | 4 <sup>th</sup> week of April, 20 |
| 14. Submission of proforma of Departmental activities & Academic Achievements to the NAAC Coordinators from April, 2019 to April, 2020 | 30-04-20                          |
| 15. Announcements for the donation of Books after final Exam.  | During Exams                      |
| 16. Submission of monthly attendance and test reports of students to the Tabulators  | by 30-04-20                       |
| 17. Signature of students in attendance register   | by30-04-20                        |
| 18. Completion and checking of Attendance Registers by H.O.D.s   | 30-04-20                          |

**MAY-2020**

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| 1. 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Sem. exams of UG & PG classes | 05-05-20 to 30-05-20            |
| 2. Advertisement in the papers for Adhoc posts                                       | 4 <sup>th</sup> week of May, 20 |
| 3. Feedback Proformas to be filled by students                                       | During Exams                    |

S. Pradeep 14/5/19  
Academic Incharge

M. J. Pradeep  
Offg. Principal. 14/5/19