

ANNEXURE II

S.D.P.COLLEGE FOR WOMEN, LUDHIANA

ACADEMIC CALENDAR 2016-17

S.D.P.COLLEGE FOR WOMEN, LUDHIANA

ACADEMIC CALENDAR-2016/17

APRIL/2016

	Tentative dates
1. Annual Exam. Degree Classes scheduled by University (All Final Classes)	5/4/16-
2. Updating & Revision of Prospectus/News Bulletin/ S.D.P/Magazine	5/4/16
3. Dept.of Arts, Commerce & Comp.Sc. Compilation of work load	16/4/16
4. Advt. for interview of Adhoc Staff for next session	20/4/16
5. Academic Register to be completed & checked	25/4/16
6. Stock taking & Report submission	28/4/16
7. Announcements for students for the donation of Books after final Exam.	29/4/16
8. Achievement Proforma of Depts for the session	Last week of April,16

MAY/2016

1. Completion & Checking of Attendance Registers by H.O.D	4/5/16
2. Preparation for Interview of Adhoc posts	5/5/16
3. Annual Examination Sem.Systems(2 nd & 4 th)	11/5/16 onward
4. Prospectus to give publisher for printing	16/5/16
5. Printing of Prospectus	31/5/16

JUNE/16

1. Admission Notices (Newspapers, Media, etc.)	1 st Week of June, 16
2. Sale of Prospectus	1 st Week of June,16
3. Interview & Appointment of Adhoc Staff	2 rd Week of June,16
4. Counseling for admission	2 nd week of June, 16 onward

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S.D.P.COLLEGE FOR WOMEN, LUDHIANA
ACADEMIC CALENDAR-2016/17

JULY/2016

1. Admission to all Degree & P.G. Classes
(As per schedule given by Panjab University)
2. Time Table to be made & displayed on notice boards &
in the Staff Room 15/7/16
3. Sections to be made displayed on notice boards & notified
to students 18/7/16
4. Month wise division of syllabus to be submitted by Heads of
respective depts. 20/7/16
5. Tutorial Groups to be formed & list displayed 29/7/16
6. Computer Training for Faculty members by Comp.Deptt. 30/7/16

AUGUST/2016

1. Orientation Programme for all streams 1st week of Aug, 2016.
2. Meeting of Editorial Board 11/8/16
3. 2nd & 4th Sem. Exams, Result & Drop out analysis 11/8/16
4. Seminar by Depts. of Languages. (U.G) 20/8/16
5. Remedial and Coaching Classes to be formed
(to be continued till Sem. End) 24/8/16
6. Monthly Test Last week of Aug.16

SEPTEMBER/16

1. Collection of articles for college magazine Ist.week of Sept, 16
2. Seminar Social Sciences 2nd week of Sept.16
3. Workshop by Fine Arts & H.Sci Deptt.
Computer Hardware Workshop for students 2nd week of Sept.16
4. Question papers to be Designed & got printed 3rd week of Sept.16
5. Monthly Test Last week of Sept.16
Last week of Sept.16

OCTOBER/2016

1. Extension Lect. By Commerce Deptt.(P.G) 1st week of Oct.16
2. Submission of Lecture statement 14/10/16
3. Submission of syllabus completion Performa 14/10/16
4. Mid. Sem. Exams U.G. & P.G.Both 18/10/16 to 24/10/16
5. Declaration of results and distribution of result cards. 28/10/16

NOVEMBER/2016

1. Result discussion & analysis 2/11/16

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| 2. Parent Teacher Meeting (Dept./wise) | 5/11/16 |
| 3. Extension Lecture Social Sc.Deptts | 2 nd Week of Nov,16 |
| 4. Extension lectures by Comp. Dept & BBA | 3 rd Week of Nov,16 |
| 5. Practical Exams as per University Schedule | |
| 6. Display of Internal Assessment of all the class
On Notice Board | |
| 7. Submission of Internal Assessment of all the classes
As per University Schedule. | |
| 8. Submission of lecture statement and syllabus completion
proforma | Last week of Nov,16 |
| 9. Lecturer Short statement list to be displayed | |
| 10. Monthly Test | |
| 11. Completion of Attendance Register by H.O.D | Last week of Nov.,16 |

DECEMBER/2016

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| 1. 1 st & 3 rd Sem. Exams of UG & PG Classes | As per University Schedule |
| 2. Meeting with Chief Editor for Magazine or News Bulletin | 15/12/16 |

JANUARY/2017

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| 1. New Semester begins (As per Uni.Academic calendar) | |
| 2. Month wise division of Syllabus | 16/1/17 |
| 3. Extension Lect. By H.Sci & F.Arts Deptt. | 18/1/17 |
| 4. Skill Development Programme(Seminar/Workshop)
{Cosmetology , Fashion Designing , Spoken English & Function Hindi} | 30/1/17 |
| 5. Monthly Test | Last week of Jan.17
Last week of Jan.17 |

FEBRUARY/2017

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| 1. Seminar Dept. of Commerce | 1 st week of Feb,17 |
| 2. Seminar Dept. of Maths | 3 rd week of Feb,17 |
| 3. Workshop by Dept.of Maths for Sr. Sec. Schools | 3 rd week of Feb,17 |

MARCH/2017

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| 1. Extension Lect. Dept.of Hindi | 1 st week of March,17 |
| 2. Question Papers to be designed and got printed | 1/3/17 |
| 3. Submission of Lect. Statement | 20/3/17 |
| 4. Submission of syllabus completion Performa | 20/3/17 |
| 5. Mid. Sem. Exams U.G. & P.G.Both | 24/3/17 to 31/3/17 |

April/2017

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| 1. Declaration of results and distribution of result cards. | 7/4/17 |
| 2. Result discussion & analysis and remedial classes | 8/4/17 |
| 3. Parent Teacher Meeting (Dept./wise) | 10/4/17 |
| 4. Internal assessment of all classes to be submitted Uni.Schedule | |

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(as per University Schedule)

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| 5. Feedback Proforma by Students | 2 nd Week of April,17 |
| 6. Practical Exams(as per University Schedule) | |
| 7. Display of Internal Assessment of all the class
On Notice Board | 10/4/17 |
| 8. Submission of lecture statement and syllabus completion
proforma Lecturer Short statement list to be displayed on
Notice Board | Last week of April,17 |
| 9. Academic achievements Register to be completed | Last week of April,17 |
| 10. Stock taking & Report submission be submitted by HOD | Last week of April,17 |
| 11. Academic Calendar (2017-18), to be planned & prepared | Last week of April,17 |
| 12. Achievement Proforma of Depts for the session | Last week of April,17 |

May/2017

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| 1. Completion of Attendance Registers | 4/5/17 |
| 2. Advertisement in the papers for Adhoc posts(2017-18) | 5/5/17 |
| 3. Annual Examination Sem.Systems(2 nd & 4 th) | 11/5/17 onward |
| 4. Meeting regarding Prospectus | 16/5/17 |

JUNE/17

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| 1. Admission Notices (Newspapers, Media, etc.) | 1 st Week of June, 17 |
| 2. Sale of Prospectus | 1 st Week of June,17 |
| 3. Interview & Appointment of Adhoc Staff | 2 rd Week of June,17 |
| 4. Counseling for admission | 2 nd week of June, 17 onward |

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