

S.D.P. COLLEGE FOR WOMEN, LUDHIANA

ACADEMIC CALENDAR-2017/18

APRIL/2017

- | | <u>Tentative dates</u> |
|---|----------------------------------|
| 1. Updating & Revision of Prospectus/News Bulletin/ S.D.P/Magazine | 5/4/17 |
| 2. Declaration of results and distribution of result cards. | 10/4/17 |
| 3. Feedback Proforma by Students | 2 nd Week of April,17 |
| 4. Display of Internal Assessment of all the classes
On Notice Board | 2 nd Week of April,17 |
| 5. Submission of lecture statement and syllabus completion
proforma Lecturer Short statement list to be displayed on
Notice Board | Last week of April,17 |
| 6. Result discussion & analysis and remedial classes | 11/4/17 |
| 7. Parent Teacher Meeting (Dept./wise) | 15/4/17 |
| 8. Dept. of Arts, Commerce & Comp.Sc. Compilation of work load | 17/4/17 |
| 9. Advt. for interview of Adhoc Staff for next session | 20/4/17 |
| 10. Stock taking & Report submission | |
| 11. Announcements for students for the donation of Books after final Exam. | 29/4/17 |
| 12. Internal assessment of all classes to be submitted Uni. Schedule
(as per University Schedule) | 28/4/17 |
| 13. Practical Exams(as per University Schedule) | |
| 14. Academic Calendar (2017-18), to be planned & prepared | Last week of April,17 |
| 15. Submission of Proforma of Departmental activities
& Academic Achievements to the NAAC Coordinators
From April 2016 to April, 2017 | Last week of April,17 |

MAY/2017

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|---|----------------|
| 1. Completion & Checking of Attendance Registers by H.O.D | 4/5/17 |
| 2. Annual Examination Sem. Systems (2 nd , 4th & 6 th) | 11/5/17 onward |
| 3. Meeting of Prospectus Committee
(regarding Preparation of Printing of Prospectus) | 16/5/17 |
| 4. Advertisement in the papers for Adhoc posts(2017-18) | 5/5/17 |

JUNE/2017

Summer Vacation: - 01-06-17 to 09-7-17

Re-open College :- 10-7-17

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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 |

S.D.P. COLLEGE FOR WOMEN, LUDHIANA
ACADEMIC CALENDAR-2017/18

JULY/2017

	Tentative dates
1. Admission to all Degree & P.G. Classes (As per schedule given by Panjab University)	10-7-17 to 22-7-17
2. Time Table to be made & displayed on notice boards & in the Staff Room	11-7-17(Old Classes), 20/7/17(New Classes)
3. Sections to be made displayed on notice boards & notified to students	24/7/17
4. Month wise division of syllabus to be submitted by Heads of respective depts.	26/7/17
5. Tutorial Groups to be formed & list displayed	29/7/17
6. Computer Training for Faculty members by Comp. Deptt. & An Extension Lecture by Computer Dept.	31/7/17

AUGUST/2017

1. Orientation Programme for all streams	1 st week of Aug, 2017.
2. Meeting of Editorial Board	12/8/17
3. 2 nd , 4 th & 6 th Sem. Exams, Result & Drop out analysis	12/8/17
Independence Day/ Janam Ashtami	August 15
4. Remedial and Coaching Classes to be formed (to be continued till Sem. End)	24/8/17
5. Monthly Test	
6. Extension Lecture by Language Dept.	Last week of Aug.17

SEPTEMBER/2017

Id-ul- Zuha (Bakrid)

1. Collection of articles for college magazine	September 02
2. Seminar Social Sciences & Music Dept.	1 st week of Sept.,17
3. Workshop by Fine Arts & H.Sci Deptt.	2 nd week of Sept.17
4. Computer Hardware Workshop for students	2 nd week of Sept.17
Agarsain Jayanti	3 rd week of Sept.17
5. Question papers to be Designed & got printed	September 21
6. Monthly Test	Last week of Sept.17
7. Submission of Lecture statement	Last week of Sept.17
8. Submission of syllabus completion Performa	Last week of Sept.17
Dusshera	Last week of Sept.17
	September 30

Break: - 30-09-17 to 09-10-17

SEPTEMBER/2017

Ushera/Muharram
Mahatma Gandhi Jayanti
Birthday of Maharishi Balmiki Ji
Birthday of Guru Ram Dass ji

1. Mid. Sem. Exams U.G. & P.G.Both
2. Declaration of results and distribution of result cards.

October 01
October 02
October 05
October 09
10/10/17 to 17/10/17
October 19
28/10/17.

NOVEMBER/2017

Birthday of Sri Guru Nanak Dev Ji
Martyrdom Day of Sri Guru Teg Bahadur Ji

1. Result discussion & analysis
2. Parent Teacher Meeting (Dept./wise)
3. Extension Lecture Social Sc.Deptts
4. Extension lectures by Comp. Dept & BBA
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
9. Lecturer Short statement list to be displayed
10. Monthly Test
11. Completion of Attendance Register by H.O.D

November 04
November 24
2/11/17
4/11/17
2nd Week of Nov,17
3rd Week of Nov,17

3rd Week of Nov,17

Last week of Nov,17

Last week of Nov.,17

DECEMBER/2017

1. 1st, 3rd & 5th Sem. Exams of UG & PG Classes
2. Meeting with Chief Editor for Magazine or News Bulletin
3. Christmas Day

Winter Break:- 22-12-17 to 07-01-18

2-12-17 to 21-12-17
15/12/17
December 25

JANUARY/2018

College Re-open :- 08-01-18

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

8/1/18
17/1/18
18/1/18
30/1/18
Last week of Jan.18
Last week of Jan.18.

FEBRUARY/2018

1. Seminar Dept. of Commerce
2. Seminar Dept. of Maths (P.G)
3. Workshop by Dept.of Maths for Sr. Sec. Schools

1st week of Feb,18
3rd week of Feb,18
3rd week of Feb,18

MARCH/2018

1. Extension Lect. Dept.of Hindi(P.G) & Cosmetology dept.
2. Question Papers to be designed and got printed
3. Submission of Lect. Statement
4. Submission of syllabus completion Proforma
5. Mid. Sem. Exams U.G. & P.G. Both

1st week of March,18
1/3/18
20/3/18
20/3/18
24/3/18 to 31/3/18

April/2018

1. Updating & Revision of Prospectus/News Bulletin/ S.D.P/Magazine
2. Declaration of results and distribution of result cards.
3. Feedback Proforma by Students
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On-Notice Board
5. Submission of lecture statement and syllabus completion
proforma Lecturer Short statement list to be displayed on
6. Notice Board
7. Result discussion & analysis and remedial classes
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From April 2016 to April, 2017

5/4/18
10/4/18
2nd Week of April,18
2nd Week of April,18
Last week of April,18
11/4/18
15/4/18
17/4/18
20/4/18
29/4/18
28/4/18
Last week of April,18
Last week of April,18

May/2018

1. Completion & Checking of Attendance Registers by H.O.D
2. Annual Examination Sem. Systems(2nd, 4th & 6th)
3. Meeting of Prospectus Committee
(Regarding Preparation of Printing of Prospectus)
4. Advertisement in the papers for Adhoc posts(2017-18)

4/5/18
11/5/18 to 01/06/18
16/5/18
5/5/18

Incharge-Academic

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PRINCIPAL
