

Symbiosis Institute of Management Studies (SIMS) for AY 2024-2025

Additional Events / Activities to be added:-

- Preparation of E-primer - 1st Week of January**
- Orientation Inaugural Invitations to be sent to the Dignitaries – 2nd Week of April**
- Preparation of Division List – 1st Week of May**
- Preparation of the Mentor List – 3rd Week of May**
- Preparation of the Anti Ragging mentor list – 3rd Week of May**
- E Primer Quiz – 2nd & 4th Sunday of May**
- Annual Faculty Meeting & Satyavinayak Puja – 27th May 2024**
- Orientation briefing, Inaugural briefing by Academics Head & Students Campus reporting process for Staff and Faculty by OS– 29th May 2024**
- Finalisation of the Student Handbook – 25th May**
- Sending Student Handbook link and attachment (Both the batches) – 01st June**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Monthly NAAC Presentation	1 3rd semester Lectures commence of MBA (E) 2023-25 Weekend batch
2	3 <ul style="list-style-type: none"> ☐ New Batch (2024-26) Reporting ☐ Address by Director to the new batch (2024-26) ☐ Uniform Measurement 	4 <ul style="list-style-type: none"> ☐ Orientation 2024 / Inaugural ☐ Uniform Measurement ☐ Briefing by Campus Admin ☐ Sub – committee meeting (SIU Level) 	5 <ul style="list-style-type: none"> ☐ NPTEL Update ☐ Briefing on Orientation by Director sir to the new batch ☐ Sub – committee meeting (SIU Level) 	6 Sub – committee meeting (SIU Level)	7 <ul style="list-style-type: none"> ☐ Sub – committee meeting (SIU Level) ☐ Briefing session on Orientation of Mentoring and Psychometric test 	8 <ul style="list-style-type: none"> ☐ 3rd semester Lectures commence of MBA (E) 2023-25 Weekday batch ☐ Sub – committee meeting (SIU Level)
9	10	11 Accounts will give to faculty incharge previous two year budget expense and budget allocation	12 Finalisation of question papers & dates of Remedial session exams	13	14 <ul style="list-style-type: none"> ☐ tête-à-tête (Dr. Naval) ☐ Submission of Pitching videos by cells /teams 	15 <ul style="list-style-type: none"> ☐ Briefing by Head Placements (Ms. Shweta Mehrotra) ☐ Pitching & Selection of PATs (Placement Cell) ☐ Musical Programme-Dr Rahul Joshi
16 Selection of PATs (Placement Cell)	17 <ul style="list-style-type: none"> ☐ Briefing on NPTEL /Swayam Courses ☐ Briefing on 2 credit course Business and corporate competition ☐ Briefing on Special Award criteria ☐ Briefing by Prerana Maam ☐ Selection of PATs (Placement Cell) 	18 <ul style="list-style-type: none"> ☐ Selection & Result Declaration of PATs (Placement Cell) 	19 <ul style="list-style-type: none"> ☐ 1st semester Lectures commences ☐ Selection of Students - Branding Cell ☐ Team selection videos to be sent to 1st year Batch 	20	21 <ul style="list-style-type: none"> ☐ International Yoga Day ☐ Document Verification and Eligibility Check for MBA (1st Round) ☐ Branding cell selection results 	22 <ul style="list-style-type: none"> ➤ SIP Ends (batch 2023-25) ➤ Document Verification and Eligibility Check for MBA (1st Round)
23 Sr Batch -Joining on campus	24 <ul style="list-style-type: none"> ☐ Address by Director sir to Sr Batch and briefing on Remedial sessions ☐ IDMP -Sr Batch 	25 <ul style="list-style-type: none"> ☐ IDMP -Sr Batch ☐ Presentation by accounts department on Budget Income/ expenditure ☐ Cells/Teams to send the monthly activities report to IT for updation 	26 IDMP -Sr Batch	27 <ul style="list-style-type: none"> ☐ 3rd semester Lectures commences ☐ Pitching by cells/teams 	28	29 QIC Meeting Intimation to faculty to provide data for competition

30 Updation of monthly activities /events on the website						
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July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 ☑ Travel to Summer School starts ☑ Database training – July -Aug	2 Declaration of Team /cells results	3 ☑ Mentoring Session 1A ☑ Crisis Management committee meeting	4 Budget presentations by various departments, cells /faculty incharges	5	6 IC meeting
7	8 ☑ Group 1 -Mentoring Session 1B ☑ BOS meeting (SIU Level)	9 ➤ BOS meeting (SIU Level)	10 ☑ Monthly NAAC Presentation ☑ BOS meeting (SIU Level)	11 ☑ Budget FY 2025-26 finalization at Institute level ☑ BOS meeting (SIU Level)	12 BOS meeting (SIU Level)	13 ☑ Bangalore Corporate Visit (Placement Cell) ☑ Grievance committee meeting ☑ MBA Ex (Weekend batch) -1 st sem commences
14 ☑ Bangalore Alumni Meet (Dr. Naval) ☑ Bangalore Corporate Visit (Placement Cell)	15 ☑ Group 2 -Mentoring Session 2A ☑ Bangalore Corporate Visit (Placement Cell) ☑ SIP Reports submission BOS meeting (SIU Level)	16 ☑ Bangalore Corporate Visit (Placement Cell)	17 Bangalore Corporate Visit (Placement Cell) Clothes donation drive (Pranay)	18 Bangalore Corporate Visit (Placement Cell) Clothes donation drive (Pranay)	19 Bangalore Corporate Visit (Placement Cell) Clothes donation drive (Pranay)	20 ☑ Bangalore Corporate Visit (Placement Cell) ☑ Anti ragging squad and Anti ragging committee meeting ☑ Clothes donation drive (Pranay)
21 ➤ Clothes donation drive (Pranay)	22 Programme Review Committee meeting (Even semesters)	23	24 ➤ Briefing session by Mr Veer Mehta to Sr Batch on Capstone	25 ☑ IRC Meeting -1 st ☑ Cells/Teams to send the monthly activities report to IT for updation ☑ Medical Health Check up -1 st Year students commences	26 ☑ Ccc meeting ☑ Library committee meeting	27 tête-à-tête (Dr. Naval)
Abhigyata - Book Fair 28 ➤ LinkedIn Workshop (Acad Cell)	29 1st Internal Evaluation (3rd Sem and 1st sem) Starts	30 ➤ SIU Prospectus – July /Aug ➤ Admission Prospectus	31 ☑ Medical Health Check up -2 nd Year students ends			

		-July/Aug	☐ Updation of monthly activities /events on the website			
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August 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Corporate Shadowing – August starts SIP Placements starts ☑ Medical Health Check up -1 st Year students ends	2 ☑ Medical Health Check up -2nd Year students commences	3 ☑ Mentoring session 3A -Gp 1 ☑ Nominations – Leeds University for Semester Exchange Program starts
4	5 MBA (Executive) 1 st Internal Evaluation stars	6	7	8 Updation of Admissions/SNAP date on SIMS Website	9 SIU Tour - 1st Year students 2 ☑ Medical Health Check up -2nd Year students ends	10 ☑ Monthly NAAC Presentation ☑ tête-à-tête (Dr. Naval)
11. Curtain Raiser- The People Tree	12 MBA (Executive) 1 st Internal Evaluation Ends	13 Faculty Finalisation meeting with Director sir for the next semester	14 1 st Internal Evaluation ends (1 st and 3 rd Sem.)	15 ☑ Independence Day Celebration by Branding Cell & Pranay Activity (Volunteer)- NGO Visit Simsignia August Issue (Ed Cell) Abhigyata- Essay Writing Competition	16 ☑ Guest Talk on Selection of Specialisations 2 nd Internal evaluation (3 rd and 1 st sem) starts	17 Academic Council meeting -SIU Level (Tentative)
18 SMARK SIP WARRIOR	19 Rakshabandhan (GCC) Selection process Leeds Breckett University for Semester Exchange Program (4 th Sem) commences	20 Academic Council meeting -SIU Level (Tentative)	21	22	23	24 ☑ Delhi Corporate Visit (Placement Cell), ☑ Sims MUN inter Mun 2024
25 ☑ Delhi Alumni Meet (Dr. Naval) ☑ Delhi Corporate Visit (Placement Cell) ☑ Sims Inter MUN 2024	26 Delhi Corporate Visit (Placement Cell)	27 Delhi Corporate Visit (Placement Cell)	28 Delhi Corporate Visit (Placement Cell)	29 Delhi Corporate Visit (Placement Cell)	30 ☑ Delhi Corporate Visit (Placement Cell) ☑ 2 nd Internal evaluation (3 rd and 1 st sem) End	31 ☑ Delhi Corporate Visit (Placement Cell) ☑ 3 rd and 4 th Internal evaluation (3 rd and 1 st sem) Start ☑ Annual Report by Admin ☑ Updation of monthly activities

<input type="checkbox"/> Cells/Teams to send the monthly activities report to IT for updation						<input type="checkbox"/> /events on the website <input type="checkbox"/> Intimation to faculty to provide data for competition
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September 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 N Buzz (Acad Cell)	2 Medical Health Checkup of Sr Batch starts	3	4	5 Teachers' Day-The People Tree Medical Health Checkup of Sr Batch	6 NGO Visit (Pranay) Medical Health Checkup of Sr Batch	7 <i>Holiday on account of Ganesh Chaturthi</i> NGO Visit (Pranay)
8	9 MBA (Executive) 2nd Internal Evaluation stars Medical Health Checkup of Sr Batch	10 Monthly NAAC Presentation Medical Health Checkup of Sr Batch	11 Medical Health Checkup of Sr Batch ends	12	13	14 Stratagem, 9.15 am to 11.15 am SMARK 4thought
15 Market Beat-E Cell	16 MBA (Executive) 2nd Internal Evaluation Ends	17 <i>Holiday on account of Anant Chaturdashi</i>	18 3rd and 4th Internal evaluation (3rd and 1 st sem) End	19 Open House feedback with Director sir,,(Sr Batch)	20 Open House feedback with Director sir,,(Sr Batch)	21. ☐ Colosseum (First Half of the Day)- ☐ Vichaar Manthan ☐ Sur Flagship Event-Musical Night.
22 Abhigyata- Alfaaz 5.0	23 Photo session bED Cell Start	24 Release of Google Doc for selection of specialization	25 ☐ Evaluations starts for students who miss the evaluations for official reasons ☐ Cells/Teams to send the monthly activities report to IT for updation	26 Mentoring Session 4B-Gp2 Open House feedback with Director sir,,(Sr Batch)	27 ☐ Photo session by ED Cell Ends ☐ Mentoring Session 4B-Gp2 ☐ Open House feedback with Director sir,,(Sr Batch) ☐ QIC Meeting	28 ☐ Ingenio (Dr. Naval)
29 ➤ ➤ Blanket donation drive	30 ☐ 3 rd sem lecture ends ☐ Updation of monthly activities /events on the website ☐ Finalisation of the Books from Library for the new semester					

October 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Satyanarayan Puja (Placement Cell) IC / CGC Meeting (6 monthly)	2 <i>Holiday on account of Gandhi Jayanti</i>	3 Commencement of Final Placements Season (Placement Cell)	4 1 st sem Lecture ends	5 MBA Ex Project Viva's BARCODE
6 Buzzingaa (Acad Cell) BARCODE	7	8	9	10 Monthly NAAC Presentation Saraswati Puja -Library	11	12 <i>Holiday on account of Dussehra</i>
13. ➤ Workshop for students- The People Tree ➤ Animal Shelter drive (Pranay) ➤ NAM -Pune	14 ☑ Mentoring Session 5A-Gp1 ☑ Sem 3 exam (Full Time MBA) starts	15 MBA (Executive) 3 rd & 4 th Internal Evaluation Starts	16 Annual visiting -full time faculty meeting	17 1 st sem exam (Full time MBA) starts	18 IRC Meeting -2nd	19 ☑ Speed Mentoring (Srs) (Dr. Naval) ☑ MBA Ex Project Viva's
20 Cleanliness drive (Pranay)	21 Cells/Teams to send the monthly activities report to IT for updation Intimation to faculty to provide data for competition	22	23	24	25 ☑ MBA (Executive) 3 rd & 4 th Internal Evaluation End ☑ CCC meeting -2 nd ☑ Updation of monthly activities /events on the website	26 ☑ MBA Ex Project Viva's ☑ Corporate Shadowing – August ends ☑ Old Age Home visit (Pranay)
27	28 <i>Diwali Break</i>	29 <i>Diwali Break</i>	30 <i>Diwali Break</i>	31 <i>Diwali Break</i>		

November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <i>Diwali Break</i>	2 <i>Diwali Break</i>
3 <i>Diwali Break Bhai duj</i>	4	5 1 st sem exam (Full time MBA) ends	6 2 nd sem (Full time MBA) starts Intimation to faculty to provide data for competition 3 rd sem End term exam starts	7 Finalization with various NGO for the CSR in 4 th semester	8 Monthly NAAC Presentation Finalization with various NGO for the CSR in 4 th semester	9 Finalization with various NGO for the CSR in 4 th semester
10 Fruit Donation drive (Pranay)	11 ☒ GE-PI Team Selection -October / November ☒ MBA (Executive) Prog. Backlog Exams Starts ☒ 3 rd sem exam (Full time MBA) ends ☒ Finalization of Marks for Business & corporate competition	12 ☒ 4 th semester (Full Time MBA) commences ☒ Finalization with various NGO for the CSR in 4 th semester	13 Finalization with various NGO for the CSR in 4 th semester	14 Finalization with various NGO for the CSR in 4 th semester	15	16 Speed Mentoring (Jrs) (Dr. Naval)
17 Cleanliness drive (Pranay)	18 1st and 3rd Sem Term End Exams Starts for MBA (Executive) Prog.	19 International Men's Day (GCC)	20 MBA (Executive) Prog. Backlog Exams Ends	21	22	23 ☒ 1st and 3rd Sem Term End Exams Ends for MBA (Executive) Prog. ☒ DNSO Inaugural
24 ➤ Learn-a-thon (Acad Cell) ➤ Animal feeding drive (Pranay)	25 ☒ Mentoring session 6A-Gp 1 ☒ Cells/Teams to send the monthly activities report to IT for updation	26 1st and 3rd Sem Term End Exams Ends for MBA (Executive) Prog.	27 Mentoring session 6B-Gp 2 4th Sem lecture starts	28	29	30 Updation of monthly activities /events on the website

December 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Vibes- Flagship Event Dance Battle ₁	2 Finalisation of faculty for Remedial sessions and preparation of 3 examination Question Papers	3 Allocation of CSR to senior students	4 ☑ Crisis Management committee meeting ☑ Allocation of CSR to senior students	5 ☑ NSE, NISM visit ☑ NPTEL Update ☑ Allocation of CSR to senior students	6 ☑ Process - Orientation Team selection for the AY 2025-26 ☑ Flag Day talk by defence Personnel	7 ☑ National Alumni Meet (Dr. Naval) ☑ Flag Day Celebration (Ed Cell) ☑ 21st Convocation- Tentatively
8 Cleanliness drive (Pranay)	9 ☑ Mentoring session 7A & B –Gp 1 & 2 ☐ Submission of Remedial modules and also the Remedial schedule	10 ☑ Monthly NAAC Presentation ☑ Finalisation of Alumni to be called for GEPI	11 Briefing by Director sir on Remedial session for	12 Campus Students Grievance Redressal Committee Meeting	13 ☑ 1st Internal Evaluation (2nd sem) starts ☑ 1st Internal Evaluation (4th sem) starts	14 Programme Review Committee meeting (Odd semesters)
15. ➤ Field Visit/ Workshop- The People Tree ➤ Food Donation drive (Pranay)	16 ☑ SIMSARC '24 ☑ Jidnyasa Vol 16, Issue 2, 2024 (Jidnyasa Team)	17 ☑ SIMSARC'24 ☑ Mail for confirmation of dates & acceptance for GEPI	18 SIMSARC'24	19	20 ☑ IRC Meeting ☑ DNSO Closing	21 ☑ Abhigyata - Tu Tu Mai Mai Debate Competition. ☑ Anti ragging squad & committee-2 nd meeting
22 ➤ MBA Ex Alumni meet ➤ NGO Visit - Christmas celebration (Pranay)	23 Cells/Teams to send the monthly activities report to IT for updation	24	25 <i>Holiday on account of Christmas</i>	26	27 ☑ Initiation of Academic Calendar for the AY 2025-26 Process ☑ HAPPY HEALTHY CAMPUS	28 Youth parliament 2025
29 Clothes donation drive	30	31 ☑ 4 th semester (Full Time MBA) Lecture ends ☐ 1st Internal Evaluation (2 nd sem) ends				

		<input type="checkbox"/> Updation of monthly activities /events on the website				
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January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Commencement of CSR	2 Preparation for E-Primer - ACADEMICS	3 Mentoring session 8 A-Gp1	4
5 ➤ SMARK Inforum ➤ New Year celebration (Pranay)	6 2nd Internal evaluation starts	7 MBA (Executive) 1st Internal Evaluation starts	8	9	10 Monthly NAAC Presentation	11 ☑ tête-à-tête(Dr. Naval) ☑ Staff Picnic ☑ QIC Meeting
12 Tatva (Acad Cell)	13 Self Defense Workshop (GCC)	14 MBA (Executive) 1st Internal Evaluation Ends	15 ☑ Submission of GEPI Panel List to SIU ☑ Submission of eligible students list to HQ (Southern command)	16	17	18
19. Industrial Visit- The People Tree	20 ☑ 2nd Internal evaluation Ends ☑ Library committee meeting ☑ APV Commencement	21	22	23	24	25 Cells/Teams to send the monthly activities report to IT for updation
Republic Day Celebration by Branding Cell & PRANAY ACTIVITY <i>Simsignia January Issue (Ed Cell)</i>	27	28 APV ends	29	30	31 ☑ SIU GE-PI ☑ Reminder mail to students to update the Special Awards Data ☑ Updation of monthly activities /events on the website	

February 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 ☐ SIU GE-PI ☐ 3rd and 4th Internal evaluation Start ☐ Margdarshan – placement cell starts
2 ☐ SIU GE-PI ☐ Abhigyata - Bamboozled ☐ Vasant Panchami	3 ☐ Finalisation of the SSR Team 2025-26 ☐ Workshop series – Acad dept commences	4 Mentoring session 9A-Gp1	5 Mail to faculty to update the Special Awards Data	6 Academic calendar of AY 2025-26 presentation in front of Director sir and faculty	7	8 SIU GE-PI
9 ☐ SIU GE-PI ☐ Workshop series – Acad dept ends	10 Monthly NAAC Presentation	11 Faculty Finalisation meeting with Director sir for the next semester	12 Submission of Dissertation reports	13 ☐ Mentoring session 9B-Gp2 ☐ SIP Briefing by Director sir to the Jr Batch	14 3rd and 4th Internal evaluation End	15 ☐ ORION ☐ Ingenio (Dr. Naval)
16 ORION	17 SIP Corporate mentoring session	18	19 MBA (Executive) 2nd Internal Evaluation stars	20 SIX Sigma	21 SIX Sigma	22 SIX Sigma
23 ➤ Kaleidoscope 25' (Final Round)- The People Tree ➤ Clothes donation drive (Pranay)	24 SIX Sigma	25 ☐ 1st To 3rd Sem Backlog Internal/ External Written Examination starts ☐ Evaluations for students who miss the evaluations for official reasons starts ☐ Cells/Teams to send the monthly activities report to IT for updation	26 E Summit	27 ☐ MBA (Executive) ☐ 2nd Internal Evaluation Ends ☐ Open house feedback session with Director sir(Jr Batch)	28 ☐ Finalisation of Special Awards ☐ Updation of monthly activities /events on the website ☐ Open house feedback session with Director sir(Jr Batch)	

March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<p>1</p> <ul style="list-style-type: none"> ☐ Sending E-Primer module along with book to the admitted candidate starts ☐ Margdarshan – placement cell ends (SIP & CSR viva first week of march) ☐ TATVA
<p>2</p> <ul style="list-style-type: none"> ❖ (SIP & CSR viva first week of march) ❖ TATVA 	<p>3</p> <ul style="list-style-type: none"> ☐ (SIP & CSR viva first week of march) ☐ SIP briefing by Sr to Jr ☐ IC / CGC Meeting (6 monthly) ☐ 2ND SEM Lecture ends 	<p>4</p> <ul style="list-style-type: none"> ☐ (SIP & CSR viva first week of march) ☐ SIP briefing by Sr to Jr 	<p>5</p> <p>(SIP & CSR viva first week of march)</p> <p>2nd sem Lecture ends</p>	<p>6</p> <p>(SIP & CSR viva first week of march)</p>	<p>7</p> <ul style="list-style-type: none"> ☐ 1st To 3rd Sem Backlog Internal/ External Written Examination ends ☐ Evaluations for students who miss the evaluations for official reasons ends 	<p>8</p> <p>International Women's Day (GCC)</p>
<p>9</p>	<p>10</p> <ul style="list-style-type: none"> ☐ Monthly NAAC Presentation ☐ 2nd Semester Term end Examination starts 	<p>11</p>	<p>12</p> <p>Open house feedback session with Director sir(Sr Batch)</p>	<p>13</p> <p>Open house feedback session with Director sir(Sr Batch)</p>	<p>14</p> <p>IRC Meeting</p>	<p>15</p> <p>Library clearance process starts</p>
<p>16</p>	<p>17</p>	<p>18</p>	<p>19</p>	<p>20</p> <p>4th Semester Term End Examination (MBA) starts</p>	<p>21</p> <p>MBA (Executive) 3rd & 4th Internal Evaluation starts</p>	<p>22</p> <ul style="list-style-type: none"> ☐ Special Award ceremony ☐ Farewell ☐ The Yearbook (Ed Cell) ☐ The Shining Stars, Vol 6 (Ed Cell)
<p>23</p>	<p>24</p> <ul style="list-style-type: none"> ❖ 	<p>25</p> <p>Cells/Teams to send the monthly activities report to IT for updation</p>	<p>26</p>	<p>27</p>	<p>28</p> <p>4th Semester Term End Examination (MBA) ends</p>	<p>MBA (Executive) 3rd and 4th Internal Evaluation Ends</p> <p>29</p>
<p>30</p>	<p>31</p> <ul style="list-style-type: none"> ☐ 2nd Semester Term end Examination (MBA) Fresh and Backlog ends 					

	<ul style="list-style-type: none">☐ Updation of monthly activities /events on the website☐ Finalisation of the Books from Library for the new semester☐ 1st clearance list to be sent to Accounts					
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April 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 SIP Starts (Batch 2024-2026)	2 Orientation Budget approval by Chief Finance	3 Orientation Budget approval by Chief Finance	4 Orientation Budget approval by Chief Finance	5 Orientation Budget approval by Chief Finance QIC Meeting
6	7 Orientation Inaugurations Invitations to be sent to the SIU Dignitaries and Standing committee members	8 Orientation Inaugurations Invitations to be sent to the SIU Dignitaries and Standing committee members	9	10 ☐ Monthly NAAC Presentation ☐ Stock taking of IT Assets starts ☐ Library stock verification starts	11	12
13	14	15	16	17	18 2nd and 4th Sem Term End Exams Starts for MBA (Executive) Prog.	19
20	21	22	23	24 Stock taking of IT Assets ends	25 Cells/Teams to send the monthly activities report to IT for updation	26 2nd and 4th Sem Term End Exams Ends for MBA (Executive) Prog.
27	28	29	30 Updation of monthly activities /events on the website			

May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Preparation of Division List of new batch	2 Preparation of Division List of new batch	3 Preparation of Division List of new batch
4 Preparation of Division List of new batch	5 Preparation of Division List of new batch	6 Preparation of Division List of new batch	7 Preparation of Division List of new batch	8	9	10 Monthly NAAC Presentation
11 1 st E-primer Quiz	12	13	14	15 <ul style="list-style-type: none"> ☐ Submission of CSRGHRDC Ranking survey for the year 2025-2026 ☐ Library stock verification ends 	16 Campus Students Grievance Redressal Committee Meeting	17
18	19	20	21	22	23	24
25 <ul style="list-style-type: none"> ☐ 2nd E-primer Quiz ☐ Cells/Teams to send the monthly activities report to IT for updation 	26 <ul style="list-style-type: none"> ☐ Preparation of Mentor List ☐ Preparation of Anti Ragging Mentor List 	27 <ul style="list-style-type: none"> ☐ Annual Faculty meeting ☐ Satyavinayak Puja ☐ Preparation of Mentor List ☐ Preparation of Anti Ragging Mentor List 	28 <ul style="list-style-type: none"> ☐ Preparation of Mentor List ☐ Preparation of Anti Ragging Mentor List 	29 <ul style="list-style-type: none"> ☐ Orientation briefing, Inaugural, Students Campus reporting meeting for Staff and Faculty ☐ Anti ragging briefing to faculty and staff and security staff by ☐ Campus Admin Officer ☐ Updation of monthly activities /events on the website 	30	31