



# New Prince Shri Bhavani Arts and Science College

Affiliated to the University of Madras | Accredited by NAAC with 'A' grade | ISO 9001:2015 Certified

Patel Road, Medavakkam, Chennai - 600 100.

<b>DEPARTMENT OF COMMERCE, CORPORATE SECRETARYSHI, ACCOUNTING &amp; FINANCE ACADEMIC PLANNER 2023 – 2024</b>	
<b>MONTH</b>	<b>ACTIVITY PLANNED</b>
<b>JUNE</b>	<ul style="list-style-type: none"><li>➤ Departmental meeting to plan for the academic year</li><li>➤ Subject Allocation</li><li>➤ Finalization of Time Table</li><li>➤ Submission course plan</li><li>➤ Classes commenced for the II- and III-Year students</li></ul>
<b>JULY</b>	<ul style="list-style-type: none"><li>➤ Classes commences for I year</li><li>➤ Orientation class for I year</li><li>➤ Plan to conduct Seminar</li><li>➤ CIA-I for II-year, III year &amp; II PG</li><li>➤ Guest lecture</li></ul>
<b>AUGUST</b>	<ul style="list-style-type: none"><li>➤ Plan to conduct Seminar</li><li>➤ Mentor Counselling</li><li>➤ CIA-II for II-year III year &amp; II PG</li><li>➤ CIA-I for I year UG&amp;PG</li></ul>
<b>SEPTEMBER</b>	<ul style="list-style-type: none"><li>➤ Plan to conduct Seminar</li><li>➤ Alumni talk, In plant training, Industrial visit</li><li>➤ Add on course</li><li>➤ Inter College competition-COMUTSAV</li></ul>



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OCTOBER	<ul style="list-style-type: none"><li>➤ University result analysis of submission of report</li><li>➤ Model Examination for I, II- &amp; III-Year students</li><li>➤ University Practical exams begin</li><li>➤ Plan to conduct Workshop</li></ul>
NOVEMBER	<ul style="list-style-type: none"><li>➤ University theory exam begin</li><li>➤ Submission of course plan.</li><li>➤ Department meeting (Subject allocation for next semester)</li></ul>
DECEMBER	<ul style="list-style-type: none"><li>➤ Preparation of workload &amp; time table</li><li>➤ Finalization of Time Table</li><li>➤ College reopens for even semester</li></ul>
JANUARY	<ul style="list-style-type: none"><li>➤ CIA 1 for I Year, II Year &amp; III-year Students</li><li>➤ Plan to conduct Workshop</li><li>➤ Mentor session</li></ul>
FEBRUARY	<ul style="list-style-type: none"><li>➤ Intra departmental competition</li><li>➤ CIA II examination for I, II- &amp; III-year Students</li><li>➤ Internship training for III-year students</li></ul>
MARCH	<ul style="list-style-type: none"><li>➤ CIA III Examination for I, II- &amp; III-year students</li><li>➤ Student Activity</li><li>➤ Model Exam</li></ul>
APRIL	<ul style="list-style-type: none"><li>➤ Submission of CIA Register</li><li>➤ University Exam begins</li><li>➤ Preparation of library books and faculty requirements</li><li>➤ Collection of Reports of Academic Program</li></ul>
MAY	<ul style="list-style-type: none"><li>➤ Summer Vacation</li></ul>

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**PRINCIPAL**

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