



# 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 2024 - 2025</b>	
<b>MONTH</b>	<b>ACTIVITY PLANNED</b>
JULY	<ul style="list-style-type: none"><li>➤ Departmental meeting</li><li>➤ Subject Allocation</li><li>➤ Finalization of Time Table</li><li>➤ Submission course plan</li><li>➤ Classes commenced for II year &amp; III year</li></ul>
AUGUST	<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>➤ Add on course for I year, II year &amp; III year</li><li>➤ Guest lecture</li></ul>
SEPTEMBER	<ul style="list-style-type: none"><li>➤ Student activity</li><li>➤ University result analysis of submission of report</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>
OCTOBER	<ul style="list-style-type: none"><li>➤ Department meeting for model exam</li><li>➤ Plan to conduct Seminar</li></ul>
NOVEMBER	<ul style="list-style-type: none"><li>➤ CIA III for I year, II year and III year</li><li>➤ Remedial classes for slow learners</li><li>➤ Submission of CIA register</li><li>➤ University theory exam begin</li></ul>



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DECEMBER	<ul style="list-style-type: none"><li>➤ Department meeting (Subject allocation for next semester)</li><li>➤ Preparation of workload &amp; time table</li><li>➤ Submission of course plan.</li><li>➤ College reopens for even semester.</li></ul>
JANUARY	<ul style="list-style-type: none"><li>➤ Plan to conduct Seminar</li><li>➤ CIA I for I year, II year and III year</li><li>➤ Internship training</li><li>➤ Guest lecture</li></ul>
FEBRUARY	<ul style="list-style-type: none"><li>➤ CIA II for I year, II year &amp; III year</li><li>➤ Mentor Counseling</li><li>➤ Plan to conduct Seminar</li><li>➤ Inter Collegiate Competition COM-GALA2K23</li></ul>
MARCH	<ul style="list-style-type: none"><li>➤ CIA II for I year, II year &amp; III year</li><li>➤ Department Meeting</li><li>➤ Remedial classes for slow learners</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>➤ Preparation of Department budget</li></ul>
MAY	<ul style="list-style-type: none"><li>➤ Summer Vacation</li></ul>

**HOD**

**PRINCIPAL**

**NPSBASC - COM**

**[npsbcommerce@newprincearts.edu.in](mailto:npsbcommerce@newprincearts.edu.in)**