**S.B.V.P. Samaj‘s**

**SAHAKAR MAHARSHI BHAUSAHEB SANTUJI THORAT COLLEGE OF ARTS, SCIENCE & COMMERCE, SANGAMNER,DIST-AHMEDNAGAR.**

**Dept Of Business Administration**

**Action Plan- 2017-18**

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| **Sr. no.** | **Month & Year** | **Date** | **Activities to be undertaken.** | **Name of the Teacher Conducting an Activity** |
| 1 | June 2017 |  | **1)** Admission Process- As per Prescribed Schedule, Student’s Counseling, Convincing.  **2) Departmental Faculty Meeting :**  a) To distribute the Workload.  b) To discuss on Student’s Performance in Semester Exam  c) Preparation of time table | Prof. Dere J.D.  Prof.Khamkar S.B.  Prof.Pokale A.L.  Prof.Varpe A.R.  Shri.Deshmukh S.V |
| 2 | July 2017 |  | **Departmental Faculty Meeting :**  a) To chalk out the plan of action for the academic year 2017-2018  b) To conduct Aptitude test.  c) 5 Minutes presentation on select topic.  d) Completion of Chapter I and II  e) Welcome function | Prof. Dere J.D.  Prof.Khamkar S.B.  Prof.Pokale A.L.  Prof.Varpe A.R. |
| 3 | August 2017 | 05/08/2017  14/08/2017  22/08/2017  31/08/2017 | **Departmental Faculty Meeting**  a) Presentations/Seminar  b) Group Discussion  c) Completion of Chapter III and IV  d) Assignment I,II  e) Unit test- I | Prof. Dere J.D.  Prof.Khamkar S.B.  Prof.Pokale A.L.  Prof.Varpe A.R. |
| 4 | September 2017 | 04/09/2017  10/09/2017  18/09/2017 | 1) Unit test II  2) Presentations/Seminar  3) Group Discussion  4) Completion of Chapter V& VI  5) Assignment III , IV  6) Guest Lecture  7) Teachers day celebration  8) 1)Review of the Syllabus Completion | Prof. Dere J.D.  Prof.Khamkar S.B.  Prof.Pokale A.L.  Prof.Varpe A.R. |
| 5 | October 2017 | 01/10/2017  17/10/2017 to  26/10/2017 | 1) Review of the NAAC Work  2) Internal Examination | Prof. Dere J.D.  Prof.Khamkar S.B.  Prof.Pokale A.L.  Prof.Varpe A.R. |
| 6 | November 2017 | 1/11/2017 | **1) Departmental Faculty Meeting :**  a) To distribute the Workload.  b) To discuss on Student’s Performance in Semester Exam  c) Preparation of time table | Prof. Dere J.D.  Prof.Khamkar S.B.  Prof.Pokale A.L.  Prof.Varpe A.R. |
| 7 | December 2017 | 05/12/2017  10/12/2017 | **Departmental Faculty Meeting**  a) Presentations/Seminar  b) Group Discussion  c) Completion of Chapter I and II  d) Assignment I,II  e) Unit test- I | Prof. Dere J.D.  Prof.Khamkar S.B.  Prof.Pokale A.L.  Prof.Varpe A.R. |
| 8 | January 2018 | 07/01/2018  09/01/2018  21/01/2018 | a) Completion of Chapter III  b)Annual Sports Compition  c) Annual Function  d) Review of student results  e) Project work for T.Y.B.B.A. | Prof. Dere J.D.  Prof.Khamkar S.B.  Prof.Pokale A.L.  Prof.Varpe A.R. |
| 9 | February 2018 | 05 to 10 Feb. 2018 | 1) Presentation  2) Arrangement of guest lecture  3) Completion Chapter IV  4) Arrangement of Industrial Visit  5)Submission of project synopsis | Prof. Dere J.D.  Prof.Khamkar S.B.  Prof.Pokale A.L.  Prof.Varpe A.R. |
| 10 | March 2018 | 02/03/2018  15 to 25 March 2018 | 1) Completion of Chapter V  2) Review of the NAAC Work  3) INTERNAL Examination  4) Assignment V  5)Project work Completion .  6) To review the Syllabus Completion. | Prof. Dere J.D.  Prof.Khamkar S.B.  Prof.Pokale A.L.  Prof.Varpe A.R. |
| 11 | April  2016 |  | **Departmental Faculty Meeting**  1)Internal Mark submission  2) Project viva submission.  3)Assignment and Presentation Submission  4) Review of the NAAC Work | Prof. Dere J.D.  Prof.Khamkar S.B.  Prof.Pokale A.L.  Prof.Varpe A.R. |

**Prof. Dere J.D.**

**H.O.D.**