**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 Examc) 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 IIe) Welcome function | Prof. Dere J.D.Prof.Khamkar S.B.Prof.Pokale A.L.Prof.Varpe A.R. |
| 3 | August 2017 | 05/08/201714/08/201722/08/201731/08/2017 | **Departmental Faculty Meeting** a) Presentations/Seminar b) Group Discussionc) Completion of Chapter III and IVd) Assignment I,IIe) Unit test- I | Prof. Dere J.D.Prof.Khamkar S.B.Prof.Pokale A.L.Prof.Varpe A.R. |
| 4 | September 2017 | 04/09/201710/09/201718/09/2017 | 1) Unit test II2) Presentations/Seminar3) Group Discussion 4) Completion of Chapter V& VI 5) Assignment III , IV6) Guest Lecture 7) Teachers day celebration8) 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 | 01/10/201717/10/2017 to 26/10/2017 | 1) Review of the NAAC Work2) 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 Examc) Preparation of time table  | Prof. Dere J.D.Prof.Khamkar S.B.Prof.Pokale A.L.Prof.Varpe A.R. |
| 7 | December 2017 | 05/12/201710/12/2017 | **Departmental Faculty Meeting** a) Presentations/Seminar b) Group Discussionc) Completion of Chapter I and IId) Assignment I,IIe) Unit test- I  | Prof. Dere J.D.Prof.Khamkar S.B.Prof.Pokale A.L.Prof.Varpe A.R. |
| 8 | January 2018 | 07/01/201809/01/201821/01/2018 | a) Completion of Chapter IIIb)Annual Sports Compitionc) Annual Functiond) Review of student resultse) 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) Presentation2) Arrangement of guest lecture 3) Completion Chapter IV4) 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 | 02/03/201815 to 25 March 2018 |  1) Completion of Chapter V2) Review of the NAAC Work3) INTERNAL Examination 4) Assignment V5)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 submission2) Project viva submission.3)Assignment and Presentation Submission4) 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.**