Mamasaheb Mohol College

Paud Road Pune- 38

Annual Report

Academic Calendar and Documentation Committee

2024-25

Academic Calendar and Documentation committee is important element in the academic administration of a college. This report summarizes the work completed in relation to the preparation, submission, and monitoring of the academic calendar for the college. The process involved close collaboration with the Internal Quality Assurance Cell (IQAC) to ensure the calendar met academic, administrative, and institutional requirements. The report covers the development of the academic calendar, submission to IQAC, and monitoring its execution throughout the academic year.

Work completed by committee is as follows

1. Preparation of Academic Calendar and Event Calendar Format in Consultation with IQAC

o Engaged in discussions with IQAC members to determine key elements to include in the academic calendar (e.g., semester dates, holidays, examination schedules, and important deadlines).
o Developed a draft format that reflected both academic, event and administrative requirements, ensuring clarity and consistency across the calendar.

2. Collection of Academic Calendars and Event Calendar from Various Departments and Committees

o Reached out to various departments for their individual academic calendars for the upcoming academic year.
o Followed up with departments to ensure timely submission and address any issues related to the provided calendars.
o Reviewed the collected academic and event calendars for alignment in terms of semester start and end dates, holiday schedules, and examination periods.

3. Preparation of the College's Academic Calendar

- Consolidated departmental calendars into one comprehensive document that included key dates such as semester start/end dates, midterm exams, holidays, and breaks.
- Ensured coordination among departments to avoid conflicts in the schedule and provide a seamless academic experience for all students and faculty.
- Finalized the draft academic calendar and shared it with relevant stakeholders for feedback.

4. Submission of the Academic Calendar to IQAC

- The prepared academic calendar was submitted to IQAC for formal review.
- A meeting was held with IQAC to present the calendar, addressing any concerns or suggestions for improvement.
- The calendar was revised based on IQAC's feedback and submitted for final approval.

5. Monitoring Execution of Activities and Maintaining Records

- Monitored the timely execution of academic activities as per the approved calendar, including semester commencement, exam schedules, breaks, and registration periods.
- Coordinated with departments and administrative offices to ensure that events and activities occurred according to the established timeline.
- Maintained detailed records of any deviations or adjustments made during the year, ensuring transparency and accountability.

Academic Calendar and Documentation committee works for the successful preparation, submission, and monitoring of the academic calendar for the college. Through close collaboration with IQAC and various departments, a cohesive and well-organized calendar was developed, ensuring smooth academic operations throughout the year. The calendar was reviewed, approved, and successfully implemented, with regular monitoring to ensure its timely execution. The records maintained will serve as a reference for improving future academic calendar planning and execution.

Coordinator   Prof. R. Y. Ingole

IQAC

IQAC Co-ordinator
Mamasaheb Mohol College,
Paud Road, Pune - 38.

PRINCIPAL
Mamasaheb Mohol College
48/1A, Erandwana, Pune - 411 038