

Month	Activity	
	Curricular	Co-Curricular/ Extracurricular
July	<ul style="list-style-type: none"> Admission process 	
August	<ul style="list-style-type: none"> Admission process and department meetings. Preparation of time table of the department. Distribution of the syllabus. Preparation of teaching plan for departmental course work (theory & practical). 	<ul style="list-style-type: none"> Distribution of department work among teaching staff Group Discussion
September	<ul style="list-style-type: none"> Conduct of lectures as per syllabus allotted. Starting of practical's of B.Sc. I , II , III. 	<ul style="list-style-type: none"> Organization of seminars of B.Sc. II students. Unit test / Home assignment Collect the data of field project of B.Sc. III students.
October	<ul style="list-style-type: none"> Conducting lectures as per syllabus prescribed Conducting practicals. 	<ul style="list-style-type: none"> Guest Lectures/Workshop
November	<ul style="list-style-type: none"> Completion of semester syllabus. Completion of practical and Journal Submission. Examination work. 	<ul style="list-style-type: none"> Conduct of CIE for students.
December	<ul style="list-style-type: none"> Examination work. Starting next semester theory syllabus of all classes Completion of practical's of all classes. 	<ul style="list-style-type: none"> Collecting data of OJT (On Job Training) from B.Sc. III students.

January	<ul style="list-style-type: none"> • Conducting lectures and Practicals as per syllabus. 	<ul style="list-style-type: none"> • Poster Presentation • Guest Lecture
February	<ul style="list-style-type: none"> • Completion of syllabus. • Revision of practical of B.Sc. I, II & III 	<ul style="list-style-type: none"> • Unit test/ Home assignment
March	<ul style="list-style-type: none"> • Journal Submission. • Practical's examination work . • Practical examination of B.Sc. I, II & III . 	<ul style="list-style-type: none"> • OJT Reporting.
April	<ul style="list-style-type: none"> • Examination work 	
May	<ul style="list-style-type: none"> • Examination evaluation 	