Month	Activity	
	Curricular 2024-25	Co-Curricular/ Extracurricular
July	Admission process and department meetings	Distribution of department work among teaching staff
August	 Admission process. Preparation of time table of the department. Distribution of the syllabus. Preparation of teaching plan for departmental course work (theory & practical). 	• Group Discussion
September	 Conduct lectures as per syllabus allotted. Starting of practicals of 1st semester of B.Sc. I 	Unit test / Home assignment
October	 Conducting lectures as per syllabus prescribed. Completion of semester syllabus. Completion of practicals of 1st semester of B.Sc. I Journal Checking of B.Sc. I 	• Laboratory visit
November	 Practical's examination work of B. Sc. I Revision of practical of B.Sc. I Practical examination of B.Sc. I Theory examination work of B. Sc. I Examination evaluation 	• Organization of seminars of B.Sc. I students.
December	 Starting of theory syllabus of B. Sc. I Semister II. Starting of practicals of 2nd semester of B.Sc. I 	•
January	Conducting lectures as per syllabus	Unit test/ Home assignment
February	 Completion of syllabus of B.Sc. I Completion of practicals of 2nd semester of B.Sc. I Journal Checking of B.Sc. I 	Poster Presentation
March	 Practical's examination work of B. Sc I Revision of practical of B.Sc. I 	

	Practical examination of B.Sc. I	
April	Theory examination work of B. Sc. I	
May	Examination evaluation	