

**KISHORE BHARATI BHAGINI NIVEDITA COLLEGE (CO-ED)**  
**148, Ramakrishna Sarani, Behala, Kolkata-700060.**

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**Department Academic Calendar 2023-2024**

<b>Date</b>	<b>Frequency</b>	<b>Programme/ Activity</b>	<b>Description</b>	<b>Responsible Person</b>
July to June	Monthly	Departmental Meeting	A regular meeting where department members discuss ongoing upcoming events. It serves as a platform for decision-making and information sharing.	Head of Department (HoD).
April/May and October and November	Bi-Annually	Class Test	A short examination conducted during regular class sessions to assess students' understanding of the recent topics covered.	Course Instructor
May/June and November/ December	Need Based	Remedial Class	Additional classes aimed at providing extra help to students who are struggling with the course material.	Assigned Faculty Member
May/June and November/ December	Odd and Even Sem	Parent Teacher Meeting	Meetings between teachers and parents to discuss the overall development of students	Course Faculty Member
August- November and March -June	Based on Programme Schedule	Extra-Curricular Activity	Activities that fall outside the realm of the normal curriculum, including sports, arts, clubs, and various competitions	Extra-Curricular Coordinator.
April/May and October and November	Bi-Annually	Internal and Tutorial Exam	Internal exams and tutorials are conducted to assess the students' knowledge and understanding of the subjects periodically.	Examination Coordinator
Jan/ Feb/ March	Based on Programme Schedule	Educational Tour	A trip organized students to visit relevant sites, such as historical places, industrial plants, or research centers.	Tour Coordinator.
Aug/ Sept and Feb/March	Bi-Annually with Odd	Orientation	An introductory session for new students to familiarize	

	and Even Sem		them with the department, its facilities, staff, and the curriculum	
Based on Tentative Schedule		Cultural Activities	Events that celebrate various cultural traditions and festivals.	Cultural Coordinator
Based on Tentative Schedule	Throughout the Year	Seminar/Webinar	A session where experts from various fields are invited to share their knowledge and insights on specific topics	Seminar/Webinar Coordinator.
1 <sup>st</sup> week of Jan 3 <sup>rd</sup> week of Jan 3 <sup>rd</sup> week of Feb 2 <sup>nd</sup> week of Mar 3 <sup>rd</sup> week of June	Specific dates.	Special Days Celebration	Celebrations of significant days like Observation Week, Republic day, Language Day Women's day, World Yoga day etc., to raise awareness and commemorate important events.	Event Coordinator.
Based on Tentative Schedule	Throughout the Year	Campaigning Activities	Activities aimed at raising awareness or advocating for a cause like various Awareness Camp	Campaign Coordinator.
Based on Tentative Schedule	Throughout the Year	Exchange Programme	Programmes where students and/or faculty members participate in exchanges with other institutions to gain broader perspectives and experiences.	Exchange Programme Coordinator.

  
**Sana**  
 Principal  
 Kishore Bharati Bhagini  
 Nivedita College (Co-Ed.)