

Name of the Department: BBA						
Activity Calendar for the ODD Semester of Academic Year 2025 -2026						
S.No	Week	Date	Academic Activities		Coordinator if any	NAAC Metric
			As per the Time Table	Proposed activity Beyond the class hours		
1	16-06-2025 to 22-06-2025	16-06-2025	HoD Meeting with students & Introduction of Faculty	Department Meeting for Regular Academic classes	HoD and Faculty	2.3.2
2		17-06-2025	Regular classes	Student Meeting On Announcement of time table & subjects allotment	HoD and Faculty	1.2.1
3		18-06-2025	Regular classes	Awariness of Scholarship - III year students	Class mentor/ Dr.T.Manikandan	5.1.2
4		19-06-2025	Regular classes	Result Analysis of previous semester with students - Proctor file updation	HoD and Faculty	2.5.1
5		20-06-2025	Regular classes	Introduction to syllabus and discussion (4 PM to 5 PM)	Respective subject staffs	1.1.1
		21-06-2025				
	23-06-2025 to 29-06-2025	22-06-2025				
6		23-06-2025	Regular classes	Career Counselling	HoD	5.1.2
7		24-06-2025	Regular classes	Creating awareness of MOOC Courses to II & III Year students	HoD and Faculty	2.2.1
8		25-06-2025	Regular classes	PI	HoD and Faculty	5.2.1
9		26-06-2025	Regular classes	SWAYAM NPTEL Course Registration	HoD and Faculty	2.2.1
10		27-06-2025	Regular classes	Awariness for Scholarship - II year students	Class mentor	5.1.1
	30-06-2025 to 06-07-2025	28-06-2025				
		29-06-2025				
11		30-06-2025	Regular classes , Bridge Course Starts for 1st Year Students.	Parent Teacher's Meet for Result Discussion & Placement	HoD and Faculty	2.2.1 & 1.4.1
12		01-07-2025	Regular classes	Submission of Monthly Work Report for June 2025, IIT Spoken Tutorial Course Starts Registration	HoD and Faculty	
13		02-07-2025	Regular classes	Department Meeting for Faculties (4.00 PM to 5.00 PM)	HoD and Faculty	2.3.3
14		03-07-2025	Regular classes	Awariness for Scholarship - III year students	Dr.T.Manikandan/ Class mentor	5.1.1

15		04-07-2025	Regular classes , Bridge Course Ends for Ist Year Students,		HoD and Faculty	2.2.1
		05-07-2025				
		06-07-2025	Muharrām - Govt. Holiday			
16	07-07-2025 to 13-07-2025	07-07-2025	Regular Class	Assignment Submission	Respective Faculty	2.6.1
17		08-07-2025	Regular classes	Assignment Submission	Respective Faculty	2.6.1
18		09-07-2025	Regular classes	Assignment Submission	Respective Faculty	2.6.1
19		10-07-2025	Regular classes	Assignment Submission	Respective Faculty	2.6.1
20		11-07-2025	Regular classes	Assignment Submission	Respective Faculty	2.6.1
		12-07-2025				
		13-07-2025				
21	14-07-2025 to 20-07-2025	14-07-2025	Regular classes		HoD and Faculty	
22		15-07-2025	Regular Classes			
23		16-07-2025	Regular Classes	Mentor - Mentee meeting with all batches(4.00 PM to 5.00 PM)	HoD and Faculty	
24		17-07-2025	Regular Classes	Unit Test -1 (Third Year)	Respective Faculty	
25		18-07-2025	Regular Classes	Unit Test -1 (Second Year)	Respective Faculty	
		19-07-2025				
		20-07-2025				
26	21-07-2025 to 27-07-2025	21-07-2025	Regular Classes	Awariness on Government exams(SSC.UPSC,TNP SC) (4.00 PM to 5.00 PM)	All faculty of the Department	2.2.1
27		22-07-2025	Regular Classes	Assignment Submission	Respective Faculty	2.6.1
28		23-07-2025	Regular Classes	Assignment Submission	Respective Faculty	2.6.1
29		24-07-2025	Regular Classes	Assignment Submission	Respective Faculty	2.6.1
30		25-07-2025	Regular Classes	Assignment Submission	Respective Faculty	2.6.1
		26-07-2025				
		27-07-2025				
31	025	28-07-2025		Mentors Students Meet	HoD and Faculty	2.3.3

32	28-07-2025 to 03-08-25	29-07-2025	Regular Classes	Submission of Monthly Work Report for July 2025	HoD and Faculty	
33		30-07-2025	Regular Classes	Seminar Session for III UG Classes	Concerned Faculty	2.2.1
34		31-07-2025	Regular Classes	Seminar Session for III UG Classes	Concerned Faculty	2.2.1
35		01-08-2025	Regular Classes	Seminar Session for III UG Classes	Concerned Faculty	2.2.1
		02-08-2025				
		03-08-2025				
36	04-08-2025 to 10-08-2025	04-08-2025	Regular Classes		HoD and Faculty	
37		05-08-2025	Regular Classes	Unit Test -1 (First Year)	Concerned Faculty	
38		06-08-2025	Regular Classes	IIC Activity	HoD and Faculty	2.3.1
39		07-08-2025	Regular Classes		HoD and Faculty	
40		08-08-2025	Regular Classes	Student General Seminar	HoD and Faculty	2.2.1
		09-08-2025				
41	11-08-2025 to 17-08-2025	11-08-2025	Regular Classes ,			
42		12-08-2025	Regular classes for all batches	Unit Test II for I st year Students.	HoD and Faculty	
43		13-08-2025	Regular Classes	Placement readiness - preparatory sessions for students to become	HoD and Dept.Placement Co-ordinator	5.2.1
44		14-08-2025	Regular Classes	Inauguration of Afex Association 2025*	HoD and Faculty	2.6.1
		15-08-2025	Independence Day - Govt. Holiday			
		16-08-2025	Krishna Jayanthi -			
	18-08-2025 to 24-08-2025	17-08-2025				
45		18-08-2025	Regular Classes	Department Staff Meeting - III(4.00 PM to 5.00 PM)	HoD and Faculty	
46		19-08-2025	Regular Classes		HoD and Faculty	
47		20-08-2025	Regular Classes		HoD and Faculty	3.3.1
48		21-08-2025	Regular Classes	Faculty meeting - about the points to be discussed on mentor mentee	HoD and Faculty	2.3.2
49		22-08-2025	Regular Classes	Faculty meeting on ICSSR Proposal for applying seminar grant (4.00 PM to 5.00 PM)	HoD and Faculty	3.3.1
	1-08-2025	23-08-2025				
		24-08-2025				
50		25-08-2025	Regular Classes			
51		26-08-2025	Regular Classes		HoD and Faculty	3.3.1

	25-08-2025 to 31-08-2025	27-08-2025	Vinayakar Chathurthi - Govt. Holiday			
52		28-08-2025	Regular classes , Unit III revision for II and III Year	Assigning Assignment 3 to II and III Year Students.	HoD and Faculty	2.6.1
53		29-08-2025	Regular Classes	Submission of Monthly Work Report for Aug 2025 , Unit Test III for	HoD and Faculty	2.2.1
		30-08-2025				
		31-08-2025				
54	01-09-2025 to 07-09-2025	01-09-2025	Test 1		HoD and Faculty	2.6.1
55		02-09-2025	Test 1 Examination		HoD and Faculty	2.6.1
56		03-09-2025	Test 1 Examination		HoD and Faculty	2.6.1
57		04-09-2025	Test 1 Examination		HoD and Faculty	2.6.1
		05-09-2025	Onam Celebration - Govt. Holiday			
	08-09-2025 to 14-09-2025	06-09-2025				
		07-09-2025				
58		08-09-2025	Test 1		HoD and Faculty	2.6.1
59		09-09-2025	Test 1 Ends		HoD and Faculty	2.6.1
60		10-09-2025	Unit IV Begins, Classroom teaching for II and	Discussion of results of TEST -1 with students (4.00 PM to 5.00 PM)	HoD and Faculty	2.6.1
61	15-09-2025 to 21-09-2025	11-09-2025	Regular Classes			
62		12-09-2025	Regular Classes	Revision test for slow learners -1 (4.00 PM to 5.00 PM)	Respective subject staffs	2.2.1
		13-09-2025				
		14-09-2025				
63		15-09-2025	Regular Classes	Revision test for slow learners - 2 (4.00 PM to 5.00 PM)	Respective subject staffs	2.2.1
64		16-09-2025	Regular Classes , Unit III Ends for 1st year students.		HoD and Faculty	
65		17-09-2025	Regular classes , Unit III Revision for 1st year students.	Placement meeting (4.00 PM to 5.00 PM)	HoD and Department Placement Co-ordinator	5.2.1
66		18-09-2025	Regular Classes	Unit Test III for 1st year students.	HoD and Faculty	2.6.1
67		19-09-2025	Regular classes and Unit IV Begins for I st Year students.		HoD and Faculty	
		20-09-2025				
	2025	21-09-2025				
68		22-09-2025		Parent Teachers Meet II	HoD and Faculty	

69	22-09-2025 to 28-09-2	23-09-2025	Regular Classes	Completion of Student Quiz#1 for students	HoD and Faculty	2.2.1
70		24-09-2025	Regular Classes	IIC Activity	HoD and Faculty	2.3.1
71		25-09-2025	Regular Classes	Seminar No. 2 on Recent Technology to Students	HoD and Faculty	3.3.1
72		26-09-2025	Regular Classes	Revision test for slow learners - 3 (4.00 PM to 5.00 PM)	Respective subject staffs	2.2.1
		27-09-2025				
		28-09-2025				
73	29-09-2025 to 05-10-2025	29-09-2025	Regular Classes, Unit IV Ends for I, II and III Year Students	Mentor - Mentee Second meeting with all batches		2.3.2
74		30-09-2025	Regular classes	Submission of Monthly Work Report for Sep	HoD and Faculty	
75		01-10-2025	Ayutha Pooja - Govt. Holiday			
76		02-10-2025	Vijaya Dasami, Gandhi Jayanti -			
77		03-10-2025	Unit V Begins for I, II and III Year Students	SWAYAM NPTEL Course Ends, Revision test for slow learners - 2	Respective subject staffs	2.2.1
		04-10-2025				
	06-10-2025 to 12-10-2025	05-10-2025				
78		06-10-2025	Regular classes	IIT Spoken Tutorial Course Ends	HoD and Faculty	
79		07-10-2025	Regular classes	Skill enhancement programme for students (3.00 to 4.00 PM)	HoD and Faculty	5.1.3
80		08-10-2025	Regular classes	Unit Test IV for I, II and III Year Students.	Respective Faculty	2.6.1
81		09-10-2025	Regular classes			
82		10-10-2025	Regular classes	Assigning Assignment 4 to students		2.6.1
	13-10-2025 to 19-10-2025	11-10-2025				
		12-10-2025				
83		13-10-2025	Regular classes	TNPSC and UPSC Motivation classes (4.00 PM to 5.00 PM)	All faculty of the Department	2.2.1
84		14-10-2025	Regular classes	Completion of Student Quiz #2 for students		2.2.1
85		15-10-2025	Regular classes			
86		16-10-2025	Unit V Ends	Assigning Assignment 5 to students	HoD and Faculty	2.6.1
87	25 to 26-10-2025	17-10-2025	Revision for all Batch Students.	Unit Test V for I, II and III Year Students.	HoD and Faculty	2.6.1
		18-10-2025				
		19-10-2025				
		20-10-2025	Deepavali - Govt.			
88		21-10-2025	Regular classes and Model lab Examinations Begins	Discussion - Model and semester practical Examinations (4.00 PM to 5.00 PM)	Respective Faculty	2.2.1

89	20-10-2025	22-10-2025	Regular classes and Model lab Examinations	Revision test for slow learners - 4 (4.00 PM to 5.00 PM)	Respective Faculty	2.2.1
90		23-10-2025	Regular classes and Model lab	Discussion of students on awareness on VAC	Respective Faculty	1.3.2
91		24-10-2025	Regular classes and Model lab Examinations	Analysis of Seminar Activities, Assignments	Respective Faculty	3.3.1
		25-10-2025				
		26-10-2025				
92	27-10-2025 to 02-11-2025	27-10-2025	Regular classes	Revision of courses all the units (4.00 PM to	Respective Faculty	2.6.1
93		28-10-2025	Regular classes	Revision of Practical Viva (4.00 PM to 5.00 PM)	Respective Faculty	2.6.1
94		29-10-2025	Regular classes		Respective Faculty	2.3.3
95		30-10-2025	Regular classes		Respective Faculty	2.3.3
96		31-10-2025	Regular classes	Submission of Monthly Work Report for Oct 2025	HoD and Faculty	
		01-11-2025				
		02-11-2025				
97	3-11-2025 to 09-11-2025	03-11-2025	Regular classes and ESE Practical		Respective Faculty	2.3.3
98		04-11-2025	Regular classes and ESE Practical Examination		Respective Faculty	2.3.3
99		05-11-2025	Regular classes and ESE Practical Examination	Discussion with students about how to get good marks in Test - II and End of semester Examinations (4.00 PM to 5.00 PM)	HoD and Faculty	2.2.1
100		06-11-2025	Test II Examination Begins		HoD and Faculty	2.6.1
101		07-11-2025	Test II Examination		HoD and Faculty	2.6.1
		08-11-2025				
		09-11-2025				

10-11-2025 to 13-11-2025	10-11-2025	Test II Examination		HoD and Faculty	2.6.1
	11-11-2025	Test II Examination		HoD and Faculty	2.6.1
	12-11-2025	Test II Examination		HoD and Faculty	2.6.1
	13-11-2025		Department meeting and Last Working day (4.00 PM to 5.00 PM)	HoD and Faculty	

Name and Signature of HOD with seal (D.Bhuvanendran)

D. BHUVANENDRAN, MBA, M.Phil., PGDCA.,
Assistant Professor & Head (i/c)
Department of Business Administration
Nallamuthu Gounder Mahalingam College (Autonomous)
Pollachi - 642 001.

Name & Signature of Director - Academic with seal

(Dr.S.SaravanaBabu)
Dr. S. SARAVANABABU
Director
NGM College
Palghat Road, Pollachi
Tamilnadu - 642 001.

Name & Signature of Principal with seal (Dr. R. Manicka Chezian)

Dr. R. MANICKA CHEZIAN M.Sc., M.S., Ph.D.,
PRINCIPAL i/c
Nallamuthu Gounder Mahalingam College
Pollachi - 642 001, Coimbatore District.