

**NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIAKKAVILAI**

DEPARTMENT OF TAMIL

ANNUAL PLAN (2023 – 2024) ODD & EVEN Semester

	Action Plan	Responsibility	Target date
1.	Entry level test (Test, Mark list)	HOD, Class Incharge	
2.	Subject allocation, work load, Time Table <ul style="list-style-type: none"> • Work schedule, Work Diary 	HOD All faculty	Every VI th day order
3.	Weekly Test Internal Tests, Result Analysis <ul style="list-style-type: none"> • Identification of slow learners 2 advanced learners • To conduct Remedial classes. • Question Bank, Sample Question papers. • Unit wise assignments & class seminars. 	All faculty Subject Teachers Subject Teachers Subject Teachers Subject Teachers	As in Calendar
4.	ICT enabled teaching	All faculty	Twice in a month
5.	Feed back <ul style="list-style-type: none"> • Alumini • Students, Teachers, parents. • Visitors Diary – Resource person, Parents. 	Faculty Incharge	
6.	General instruction to faculty <ul style="list-style-type: none"> • Leave : Avoid unnecessary 		

	<p>leave and it should be adjusted.</p> <ul style="list-style-type: none"> • Work adjustment, punctuality. • Participation in door and outdoor activities. • Classroom management and discipline maintenance (in the campus as well as in the classroom). department activities (term work. Co-operation) • Books ordering through office • Finance management in the department. 	All faculty	
7.	<p>Research</p> <ul style="list-style-type: none"> • Minimum one publication and one presentation • Publication of a book per year. • Participation in conference/workshop/seminars. • Collaboration & consultancy. 	Faculty	Every Semester
8.	<p>Activities of the Department</p> <ul style="list-style-type: none"> • Tamil Association. • Department meeting • Webinar 	<p>SS, HOD</p> <p>L.M</p> <p>SM, LM</p>	<p>04.08.2023</p> <p>21.01.2024</p> <p>13.03.2024</p> <p>22.09.2023</p>

	<ul style="list-style-type: none"> • Workshop • Seminar • Competitions (Speech, essay writing, compositing tamil poems. • Cultural Activities • Leaders Festivals <ol style="list-style-type: none"> 1. Kamarajar 2. Kavimani 3. Bharathi 4. Aringar Anna's Birthday 5. Nehru (Childrens day) 6. National Youth day (Lal Bhagathoor Sasthiri) 7. World Mother Language Day 8. World Writer's day • Remedial Classes • Topper classes • Student Magazine. • Cine Movie • Book Review • P.T.A. Meeting • Add On Courses (NET, SET, TRB) • Study Tour • Innovation and Best practices (donating a book 	<p>R A, SS ASJ, RA All Staff</p> <p>S.M</p> <p>ASJ</p> <p>LM</p> <p>SS</p> <p>SM</p> <p>RA</p> <p>ASJ</p> <p>LM</p> <p>SM</p> <p>All staff</p> <p>R.A. L.M</p> <p>All staff</p> <p>RA</p> <p>All staff</p> <p>MPT</p> <p>All staff</p>	<p>25.08.2023</p> <p>15.07.2023</p> <p>15.09.2023</p> <p>11.09.2023</p> <p>27.07.2023</p> <p>14.11.2023</p> <p>11.01.2024</p> <p>21.02.2024</p> <p>23.04.2024</p> <p>Every Semester</p> <p>July, December</p>
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	to the all department Part – A Tamil U.G Students & M.A. Tamil).		
9.	Extension Activities <ul style="list-style-type: none"> • Village Adoption • School Adoption • Orphanage Adoption/Oldage Home 	L.M MPT S.M, ASJ RA, SS	03.02.2024 22.01.2024
10.	Student Discipline <ul style="list-style-type: none"> • Dress code, Hair dressing, Cleanliness • Punctuality • Leave, Attendance 	HOD, Class incharge	
11.	Celebrations <ul style="list-style-type: none"> • Pongal celebrations • Teachers day • Onam celebrations • Republic day celebration (as directed by the principal) • College day, sports day, Fine Arts day • Founder's day celebrations (Green campus day) • Christmas Celebrations • Graduation day 		As in the calendar




 PRINCIPAL
 Nanjil Catholic College of Arts & Science
 Kaliyakkavilai - 629 153


 Head
 Department of Tamil
 Nanjil Catholic College of Arts & Science
 Kaliyakkavilai - 629 153, Tamil Nadu



Nanjil Catholic College of Arts and Science, Kaliyakkavilai


DEPARTMENT OF ENGLISH

YEAR PLAN

2023-2024

SI No	Event	Tentative Month & Week
1	Literary Association & Fresher's Day	August 2 nd Week & March
	Literary Association & Farewell Day	March 1 st Week
2	Workshop	August 4 th Week
3	Library Visit	September First Week
4	Celebrate a Writer	September Second Week
	Celebrate a Writer	January 2 nd week
5	Lit fest	September Second Week
6	Orphanage Visit	September 3 rd Week
	Orphanage Visit	February 1 st week
7	Seminar	September 4th Week
	Seminar	March 1 st week
8	Group Building Day	September Last Saturday
	Group Building Day	March 2 nd week
9	MoU Action plan	October 1 st Week



10	Page Turners	Every Day 6 th day order
11	Primary School Education Programme	Every Wednesday
12	Department Magazine	March 3dr week
	Birthday Gift News Paper Reading Eco Club Department Museum Day to heed Forum For Academic Excellence	Throughout the semester 



Head

Department of English
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu



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Kaliyakkavilai - 629 153

**NANJIL CAHOLIC COLLEGE OF ARTS AND SCIENCE,
KALIYAKKAVILAI**

Department of Mathematics

Annual Plan-2023-24(odd)

Actions planned	Responsibility	Target date
1. Subject allocations, work load, Time table and work schedule 2. Work load, lesson Plan	HOD All Faculty	23-08-2023
3. Internal test, Result Analysis <ul style="list-style-type: none"> • Identification of slow learners and advanced learners • To conduct remedial classes • Question bank, sample question papers • Unit-wise assignments & Class seminars • Model Examinations • Pre-viva for PG Dissertations 	Subject Teachers	30-08-2023 11-09-2023 End of each semester Every month End of even semester
4. ICT Enabled teaching(PPT, Video etc)	All Faculty	Every day
5. PG and Mphil Dissertation	In Charge	
6. Feed back <ul style="list-style-type: none"> • Students, Teachers, Parents and Alumni • Visitors Diary- Resource person, Students and others 	In charges	Every semester
7. Research <ul style="list-style-type: none"> • Minimum one publication and one presentation • Participation in conferences/ workshops/seminars • Collaboration 	In charges	26/01/2024

<p>8. Activities of the Department</p> <ul style="list-style-type: none"> • Department Meeting • Food Festival • Association Meeting • Paper & Poster Presentations • Quiz competition • Mathematicians Birth/Death Days • PTA • Alumni(Dept) • IV • Seminar • Latex workshop(2 days) • Python Workshop • Library hour for PG • Hour for Language Lab • Students exposure • FDP • Orientation Programme by Alumni 	<p>All Faculty</p>	<p>Once in a week 10/09/2023 20/09/2023</p> <p>16/11/2023 - - - Oct 1st week Sep 2nd week -</p> <p>15/09/2023</p>
<p>9. Extra Curricular Activities</p> <ul style="list-style-type: none"> • Fine arts day • YRC/NSS Camp/ Physical Education 		<p>- -</p>
<p>10. Extension Activities Village & School Visit</p> <ul style="list-style-type: none"> • Awareness Program • Oldage home visit 		<p>10/09/2023 27/09/2023</p>
<p>11. Certificate courses</p> <ul style="list-style-type: none"> • Latex software 		<p>26/09/2023</p>

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22/08/23

Head
Department of Mathematics
Nanjil Catholic College of Arts & Science
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**NANJIL CAHOLIC COLLEGE OF ARTS AND SCIENCE,
KALIYAKKAVILAI**

Department of Mathematics

Annual Plan-2023-24(Even)

Actions planned	Responsibility	Target date
1. Subject allocations, work load, Time table and work schedule 2. Work load, lesson Plan	HOD All Faculty	29-11-2023
3. Internal test, Result Analysis <ul style="list-style-type: none"> • Identification of slow learners and advanced learners • To conduct remedial classes • Question bank, sample question papers • Unit-wise assignments & Class seminars • Model Examinations • Pre-viva for PG Dissertations 	Subject Teachers	30-12-2023 End of each semester Every month End of even semester
4. ICT Enabled teaching(PPT, Video etc)	All Faculty	Every week
5. PG and Mphil Dissertation	In Charge	
6. Feed back <ul style="list-style-type: none"> • Students, Teachers, Parents and Alumni • Visitors Diary- Resource person, Students and others 	In charges	Every semester
7. Research <ul style="list-style-type: none"> • Minimum one publication and one presentation • Participation in conferences/ workshops/seminars • Collaboration 	In charges	26/04/2024
8. Activities of the Department		

<ul style="list-style-type: none"> • Department Meeting • Association Meeting • Paper & Poster Presentations • Quiz competition • Mathematicians Birth/Death Days • PTA • Alumni(Dept) • IV • Seminar • Latex workshop(2 days) • Python Workshop • Library hour for PG • Hour for Language Lab • Students exposure • FDP • Orientation Programme by Alumni 	All Faculty	Once in a week 15/02/2024 10/04/2024 14/03/2024 - - - Dec last week Feb 2 nd week - 15/03/2024
9. Extra Curricular Activities <ul style="list-style-type: none"> • Fine arts day • YRC/NSS Camp/Physical Education 		- -
10. Extension Activities Village & School Visit <ul style="list-style-type: none"> • Awareness Program • Old age home visit 		18/03/2024 27/03/2024
11. Certificate courses <ul style="list-style-type: none"> • Latex software 		26/02/2024

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Head

Department of Mathematics
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Department of Physics
Annual Plan for the Year 2023-2024

S.No.	Program	Tentative dates
1	Freshers day for I UG	08-07-2023
2	Freshers day for I PG	08-09-2023
3	Onam Celebration	26-08-2023
4	Fine arts competition	13-09-2023
5	Quiz	14-09-2023
6	Debate	20-01-2024
7	Group Discussion	21-01-2024
8	Association meeting	19-09-2023
9	Old age home visit	15-02-2024
10	Conference	4 th week of March
11	Fine arts day	02-04-2024
12	Farewell to final year students	03-04-2024



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Head of the Department

Head
Department of Physics,
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE

DEPARTMENT OF CHEMISTRY

Annual Plan

Academic Year (2023-24) ODD Semester

Sl No	Tentative Date	Programme
1	June 1 st Week	Preparation of Time table
2	June Last week	Orientation Programme for Freshers
3	July First week	Bridge course for Freshers
4	July First week	Orientation Programme for II and III UG and II PG
5	July 2nd week	Freshers day Programme
6	August 2nd week	Commencement of Remedial classes for slow learners Commencement of classes for Advanced Learners
7	September 2 nd week	Department Association Meeting
8	5 th September	Teachers day celebration
8	September Last week	Industrial visit
9	September Last week	Training to school students on lab techniques
10	October First week	Training programme for NET
11	October Second week	Visit to age old home/Extension activity



P. S.
Head

Department of Chemistry
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Abi
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Kaliyakkavilai - 629 153.

Academic Year (2023-24) Even Semester

Sl No	Tentative Date	Programme
1	Last week of November	Allocation of subject, work load and Time table
2	First week of December	Commencement of classes for Even semester
3	Third week of December	Industrial visit- IISER, Nedumangadu
4	Fourth week of December	Christmas day celebration
5	January First week	Training programme for School students on Laboratory techniques Topics to be covered: Quantitative and qualitative analysis
6	January 2 nd week	Quiz competition
7	January 2 nd week	Pongal celebration
8	Third week of January	Excursion
9	Last week of January	Commencement of Remedial classes for slow learners Commencement of classes for Advanced Learners
10	Second week of February	Association Meeting
11	Third week of February	National level Seminar
12	First week of March	Parents meeting




Head

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Nanjil Catholic College for Arts and Science Kaliakkavilai

Department of computer Science


Annual Plan for the Academic Year 2023-2024

ODD Semester

S.No	Event Name	Convener	Date
1	Orientation for Fresher's	Mrs.Saranya R.Benedict	26-6-2023
2	Bridge course	Mrs.Saranya R.Benedict	30-6-2023
3	Fresher's Day	Mrs.Saranya R.Benedict	28-7-2023
4	Training For KIDS	Mrs.V.Suja Merlin, Mr.K.C.Abhilash Sam Paulstin	19-8-2023
5	Onam Celebration	Mrs.V.Suja Merlin, Dr.D.Suja Mary	26-8-2023
6	Home Visit	Mrs.V.Suja Merlin	9/9/2023
7	Class Level Quiz	Mrs.V.Suja Merlin	14-9-2023
8	Association Inauguration	Dr.W.C.Cincy	20-9-2023
9	National Level Seminar	Dr.D.Suja Mary, Mrs.S.S.Beulah Benslet	10-10-2023
10	Parents Meeting	Mrs.V.Suja Merlin	October
11	Fine Arts Day celebration	Mrs.Saranya R.Benedict	7-11-2023
12	Guest Lecture	Mrs.V.Suja Merlin	16/11/2023
13	Computer Clinic	Dr.W.C.Cincy	November
15	Christmas Day celebration	Dr.W.C.Cincy, Mrs.S.S.Beulah Benslet	22-12-2023


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Head
Department of Computer Science
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Nanjil Catholic College for Arts and Science Kaliakkavilai

Department of computer Science

Annual Plan for the Academic Year 2023-2024

EVEN Semester

S.No	Event Name	Convener	Date
1	Pongal Celebration	Mrs.V.Suja Merlin, Dr.D.Suja Mary	13-1-2024
2	Practical for School Students	Mr.K.C.Abhilash Sam Paulstin	Twice in a Month
3	Educational Tour	Dr.Thomas Robinson L	14-1-2023
4	Workshop	Dr.D.Suja Mary	30-1-2024
5	Industrial Visit	Mr.K.C.Abhilash Sam Paulstin ,Mrs.V.Suja Merlin	February
6	Intra-collegiate Quiz	Mr.K.C.Abhilash Sam Paulstin	8/2/2024
7	Home visit	Mrs.S.S.Beulah Benslet	9-2-2024
8	Fine Arts Day	Mrs.Saranya R.Benedict	16-2-2024
9	Women's Day Celebration	Dr.W.C.Cincy	8-3-2024
10	Technical symposium	Mr.K.C.Abhilash Sam Paulstin ,Mrs.V.Suja Merlin	March
11	Exhibition	Mrs.Saranya R.Benedict	3-4-2023
12	Class level quiz	Mrs.V.Suja Merlin	March
13	Parents Meeting	Mrs.V.Suja Merlin	March
14	Alumni Meeting	Mrs.Saranya R.Benedict	April
15	Fare Well Day	Dr.D.Suja Mary , Mrs.S.S.Beulah Benslet, Mrs.Saranya R.Benedict	12-4-2023


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Convener

Department of Computer Science
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Kaliyakkavilai - 629 153, Tamil Nadu.

**NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE,
Kaliyakkavilai
DEPARTMENT OF ZOOLOGY**

ANNUAL PLAN

2023-2024

SL.NO	MONTH	PLAN
1	II week of June	Work schedule and subject allocation
2	II week of July	Fresher's day
3	III week of July	I Internal question submission
4	IV week of July	Class committee
5	IV week of August	Onam celebration
6	II week of september	Associaton
7	III week of september	Guest lecture
8	IV week of september	Group discussion
9	I week of september	Quiz competition
10	I week of september	II Internal question submission
11	I week of september	Remedial class for slow learners
12	II week of september	Advance learners
13	I week of october	Cultural event
14	I week of october	Debate
15	I week of october	Practising vermicompost
16	II week of october	Model examination
17	I week of october	Practical record submission
18	I week of october	Practical exam work schedule
19	IV week of october	No dues and Hall ticket issues
20	I week of December	Work schedule and subject allocation for Even semester
21	IV week of December	Christmas day celebration
21	II week of January	Pongal celebration


Head

Department of Zoology
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153 Tamil Nadu





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22	I week of February	Association
23	II week of February	I Internal question submission
24	III week of February	Guest lecture
25	Pongal Holidays	Study tour
26	III week of February	Result analysis
27	IV week of February	PTA meeting
28	IV week of February	II Internal question submission
29	I week of March	Remedial class for slow learners
30	I week of March	Advance learners
31	II week of March	Cultural event
32	II week of March	Sports day
33	II week of March	Fine arts day
34	II week of March	College day
35	III week of April	Model examination
36	III week of April	Practical record submission
37	I week of May	Practical exam work schedule
38	II week of May	No dues and Hall ticket issues



Head

Department of Zoology

Nanjil Catholic College of Arts & Science

Kaliyakkavilai - 629 153, Tamil Nadu





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NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE

KALIYAKKAVILAI

YEAR PLAN (2023-24)

DEPARTMENT OF PHYSICAL EDUCATION

Sl.NO	Activity/ programme	Tentative Date
1	Orientation programme for fresher's	June 3 rd week
2	Fresher's Day	June 4 th week
3	Syllabus Review	July 1 st week
4	Beach Training	July 2 nd week
5	Remedial	July 3 rd week
6	Seminar	August 1 st week
7	Hills Training	August 2 nd week
8	Result Analysis	September 1 st week
9	Olivia Fest	September 2 nd week
10	Leadership Camp	September 4 th week
11	Extension Activity	October 2 nd week
12	Christmas Celebration	December 3 rd week
13	Pongal Celebration	January 2 nd week
14	Result Analysis	January 3 rd week
15	Tour	February 1 st week
16	Beach Training	February 4 th week
17	Hills Training	March 1 st week
18	Feedback Collection	March 3 rd week
19	Farewell Day	March 4 th week



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Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153


Head

Department of Physical Education
Nanjil Catholic College of Arts & Science
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**NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE,
KALIYAKKAVILAI**

DEPARTMENT OF BUSINESS ADMINISTRATION

ANNUAL PLAN 2023-2024

S.No	Month	Activity
1	19-06-2023	Commencement of II & III BBA
2	26-06-2023	Commencement of I BBA
3	26-06-2023 to 28-06-2023	3 days Orientation programme for first year
4	30-06-2023	Bridge course for first year
5	03-07-2023	Bridge course for first year
6	04-07-2023	Orientation programme for second year
7	05-07-2023	Orientation programme for third year
8	20-07-2023	Thankapattinam beach visit, Boat visit
9	20-07-2023	Old age home visit
10	24-07-2023	Commencement of I –Internal Test
11	12-08-2023	Intra college connection game competition
12	17-08-2023	Poster Design Competition
13	26-08-2023	Onam Celebration
14	06-09-2023	Freshers Day
15	11-09-2023	II Internal Test
16	15-09-2023	Seminar on Stock Market



17	28-09-2023	Kuppai Illa ulagam- Rally
18	10-10-2023	III Internal Test
19	06-11-2023	Commencement of University Examination
20	11-12-2023	Reopen- Even semester
21	02-01-2024	New year Programme
22	08-01-2024	Workshop on Entrepreneurial skill
23	12-01-2024	Pongal Celebration
24	13-01-2024	Educational Tour
25	12-02-2024	Art from waste competition
26	20-02-2024	Seminar on Writing skills in Research
27	23-02-2024	Industrial Visit
28	11-03-2024	Plastic awareness Rally
29	15-03-2024	Eye Camp
30	25-03-2024	Career Development Programme
31	25-04-2024	Farewell day


HoD
Head

Department of Business Administration
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.




Principal

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE

DEPARTMENT OF COMMERCE

ANNUAL PLAN 2023-2024

ODD SEMESTER

SL.NO	ACTIVITY	PROPOSED DATE	ACTUAL DATE	RESPONSIBLE PERSONS
1	Fresher's day	August Third Week	22-08-2023	All Staffs
2	Association day	September Last Week		Head of the Department
3	Industrial visit	October Second Week		Class In charge
4	Department Level Quiz	October Last Week		Dr.R.Jolly Rosalind Sliva, Dr.K. Lucas, Dr.N.Jeba Jasmine

EVEN SEMESTER

SL. NO	ACTIVITY	PROPOSED DATE	ACTUAL DATE	REMARKS
1	Extension activity	December Second Week		Dr.R.Jolly Rosalind Sliva, Dr.M.Sindhu
2	Commerce expo	February First Week		Dr.N.Vinil Kumar, Dr.N.R.Sheela
3	International conference / workshop	March First Week		Dr.R.Shoba Rani, Dr.E.Shaya Ujin Mary

 
Head of the Department

Head
Department of Commerce
Nanjil Catholic College of Arts & Science,
Kaliyakkavilai - 629 153, Tamil Nadu.




Principal

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE

DEPARTMENT OF SOCIAL WORK (MSW)

YEARLY COURSE PLAN (2023-2024)

S.No	Date/ Duration	Programme/ Activity	Faculty in charge
1.	09/07/2023	Remembering international youth day	Ms. Seethu Vijayan
2.	Second week of August, 2023	Orientation to fresher's	S.Mary pelsit
3.	Twice in a week (all Tuesdays and Fridays)	Observation Visit/ Concurrent Field Work	All Faculty members
4.	Last hour on all Thursdays	Group Conference	All Faculty members
5.	Last hour on all Wednesdays	Individual Conference	All Faculty members
6.	On all Wednesdays	Remedial coaching and rank coaching	Ms. Seethu Vijayan
7.	First week of September 2023	PRA tools	Ms. Seethu Vijayan
8.	Second week of September 2023	Village Camp	Ms. Seethu Vijayan
9.	Last week of September 2023	Quiz Programme	Ms. Seethu Vijayan
10.	First week of October 2023	Debate	Salu John R
11.	01-10-2023 to 10-10-2023 (10 days)	Study tour	Salu John R
12.	Second week of October 2023	Department Association	Salu John R
13.	Third week of October 2023	Quiz Programme	Ms. Seethu Vijayan
14.	Third week of October 2023	Debate	Salu John R
15.	01/12/2023	Remembering World AIDS day	Ms. Seethu Vijayan
16.	First week of December 2023	Extension Programme	All Faculty members

17.	10/12/2023	Remembering Human Rights day/World Mental Health Day	Ms. Seethu Vijayan
18.	Second week of January 2024	Quiz Programme	Ms. Seethu Vijayan
19.	Third week of January 2024	Debate	Mrs. Jeba Cristy J
20.	Second week of January 2024	National level Conference -SPSS	Mrs. Jeba Cristy J
21.	04/02/2024	World Cancer Day	Mrs. Jeba Cristy J
22.	Second week of February 2024	Quiz Programme	Ms. Seethu Vijayan
23.	Third week of February 2024	Debate	Mrs. Jeba Cristy J
24.	15-03-2024	Social Workers Day Cum Alumni fest	Mrs. Jeba Cristy J
25.	Third week of March 2024	Medical Camp	All Faculty members
26.	Last week of March 2024	Awareness Programme on human values and ethics/professional ethics for social workers in work place	All Faculty members
27.	First week of April 2024	Health Awareness Programme	S.Mary Pelsit
28.	05.05.2024 to 05.06.2024	Block placement	S.Mary Pelsit

S. Mary Pelsit
Head
Department of Social Work
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S. Mary Pelsit
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