

PERIYAR MANAGEMENT AND COMPUTER COLLEGE

Academic Calendar: MBA 2nd & 4th Semester(s): January-July 2019

Note:

1. List of Administrative & Academic Coordinator(s): Annexure-1
2. Academic Calendar MBA 1st & 3rd Semester(s) : Annexure-2

S.No.	Particular(s)	Coordination (Faculty/Staff)	Semester	From	To
1	Imparting instructions and/or laboratory work (including class tests)-15 weeks (69 days excluding Govt. holidays) Coordination of 2nd & 4th Semester(s)	Dr. Yamini Saraswati Programme Coordinator-1st Year Dr. Neha Gangwar Programme Coordinator-2nd Year	2 nd & 4 th	07-01-2019 (Monday)	19-04-2019 (Friday)
2	Placement Cell Summer Internship Career Development Cell Soft-Skills, Guest Lecture, Industrial Visit etc:	Prof. Lovelesh Joshi Faculty Placement Coordinator Prof. Hariom Gurjar Incharge- Summer Internship Prof. Farhat Fatima Coordinator - Career Development Cell Support Staff: Mr. Manmohan Dass & Mr. Neeraj Kumar	2 nd & 4 th	7-01-2019 (Monday)	19-04-2019 (Friday)
3	Seminar "Job Descriptions, Roles and Responsibilities - Marketing/Finance/HR" Mr. Paras Kumar Chalhotra, Marketing Professional at OYO Mohit Malhotra, Finance Professional at Containers Corporation of India Ms. Rinku Singh, Manager HR at Fortis Healthcare Limited	Prof. Farhat Fatima, Coordinator - Career Development Cell Prof. Kulbir Manan Suddi Prof. Hardeepika Singh	2 nd	9-01-2019 (Wednesday) & 11-01-2019 (Friday) Room No. 105	Completed
4	Student Mentorship Sessions	Dr. Yamini Saraswati Coordinator-Student Mentorship &	2 nd & 4 th	January 29, 30, 31, 2019 &	Completed

	Group Discussion(s) Mock Interviews	All faculty are involved in taking sessions		February 1,4, 5, 6, 2019	
5	Four (4) days Professional Development Workshop Ms. Akshara Seth, COO - HR Power House	Prof. Farhat Fatima Coordinator - Career Development Cell	4 th	January 18,24, 25, 28, 2019 , Seminar Hall, PMCC Delhi	Completed
6	Guest Session: Mr. Tarun Sharma, AON CoCubes, Regional Lead - North and Central India	Prof. Farhat Fatima Coordinator - Career Development Cell	2 nd & 4 th	January 21, 2019 (Monday)	Completed
7	Visit of Audit Committee GGSIPU	Dr. Susheel Chhabra, Prof. Sonam Kanojia , Mr. Praveen Kumar, Mr. Manmohan, Neeraj Kumar along with faculty and staff	PMCC	January 23, 2019 (Wednesday)	Completed
8	AICTE work of Application EOA	Dr. Susheel Chhabra, Prof. Sonam Kanojia, Mr. Praveen Kumar, Neeraj Kumar	PMCC	February 5 2019 (Tuesday)	Completed
9	Workshop on "Career Counselling and how to Choose Specialization"	Dr. Yamini Saraswat Programme Coordinator-MBA 1 st Year Concerned Subject Faculty - Prof. Lovelesh Joshi, Prof. Hardeepika Singh, Prof. Kulbir Kaur, Dr. Avinash Kaur, Dr. Neha Gangwar	2 nd	5.02.2019 (Tuesday) 11:00-12:30 Room No. 105	Completed
10	Skill Development Workshop "Business Etiquette"	Dr. Avinash Kaur Prof. Farhat Fatima, Prof. Lovelesh Joshi	2 nd	6.02.2019 (Wednesday)	Completed
11	Anugoonj "2019" (19 th Annual Cultural Festival organised by GGSIPU with affiliated colleges) Sports Activities (GGSIPU & Internal)	Prof. Maani Dutt Coordinator - Co-Curricular Activities & Cultural Club Prof. Hardeepika, Prof. Kulbir Manan Sudi & Mr. Praveen Kumar	2 nd & 4 th	7/2/2019 to 9/2/2019 (Thu - Sat)	By GGSIPU as per schedule (our student participated in Preliminary) Scheduled by GGSIPU - classes suspended
12	Ebullience- A Meet over volleyball (Inter-College) - (PMCC Sports Meet 2019) - in the loving memory our beloved student Mr.	Prof. Kulbir Manan Sudi Prof. Hardeepika Singh	2 nd & 4 th	12-2-2019 (Tuesday)	Completed

	Mohit Dahiya - Introductory Session, Vollyball Match, Prize Distribution				
13	Workshop (one to one counselling) on "Career Counselling & choosing Elective(s)	Dr. Yamini Saraswat Programme Coordinator - MBA 1 st Year & Faculty	2 nd	13.02.2019 (Wednesday)	Completed
14	Teaching/Learning Feedback-I (as per feedback forms)	Respective Programme Coordinator(s)	2 nd & 4 th	13.02.2019 (Wednesday)	Completed
15	Dissertation Project (Mid-Term Evaluation)	Dr. Neha Ganhwar Programme Coordinator -MBA 2 nd Year	4 th	18.02.2019	21-02-2019 Completed
16	Class Test-1 (Internal theory examinations)	Prof. Hardeepika Singh Examination Coordinator(s) Prof. Sonam Kanojia Mr. Manmohan Dass Mr. Praveen Kumar Mr. Neeraj Kumar	2 nd	18.02.2019 (Monday)	22.02.2019 (Friday) Completed
17	Guest Session SAP & Entrepreneurship Mr. M. V. Somasekhar, Chief Manager, NSIC	Prof. Hariom Gurjar	2 nd & 4 th	26-02-2019 (Tuesday) pm, Seminar Hall	Completed
18	Group Discussion Competition	Dr. Yamini Saraswat Coordinator-Student Mentorship	2 nd	February 28, 2019 (Thursday) Seminar Hall	Completed
19	"Adharshila" - Periyar Social Outreach 2019 - Part-1 Serving underprivileged children for an NGO	Prof. Kulbir Manan Sudi Coordinator(s) - Prof. Kulbir Manan Sudi, Prof. Sonam Kanojia and Mr. Praveen Kumar	2 nd & 4 th	1-03-2019 (Friday)	Completed
20	Workshop - HR Analytics - LetUsTalk, Ms. Sumita Unmat, Director, Letus Talk	Prof. Farhat Fatima Coordinator - Career Development Cell	2 nd & 4 th	8-03-2019 (Friday)	Completed
21	Dissertation - Internal Evaluation (Presentation by the students)	Dr. Neha Gangwar Programme Coordinator-MBA 1 st Year	4 th	14.03.2019 (Thursday)	Completed
22	IGNITE 2019: Periyar Management Street Play, Music	Prof. Maani Dutt & Dr. Yamini Saraswat Prof. Maani Dutt	2 nd & 4 th	15-03-2019 (Friday)	Completed

	Night(Band), Fashion Show, Quiz, Rangoli, Debate, JAM	Coordinator(s) along with faculty and team of students			
23	Home Coming - Periyar Alumni Meet 2019	Prof. Hardeepika Singh Prof. Kulbir Manan Sudi Prof. Farhat Fatima Prof. Sonam Kanojia Praveen Kumar along with faculty and students' team	Alumni & selected 1 st & 2 nd Year Students	16-03-2019 (Saturday)	Completed
24	Industrial Visit - Mother Dairy	Prof. Farhat Fatima Coordinator - Career Development Cell Prof. Lovelesh Joshi, Faculty Placement Coordinator	2 nd	19-03-2019 (Tuesday)	Completed
25	Class test-2 (Internal theory examinations)	Prof. Hardeepika Singh Examination Coordinator(s) Prof. Sonam Kanojia Mr. Manmohan Dass Mr. Praveen Kumar Mr. Neeraj Kumar	2 nd & 4 th	1.04.2019 (Monday)	05.04.2019 (Friday) Completed
26	Periyar Annual Day 2019 - Saraswati Vandana, Annual Report, Top student performers, Prize / Certificate Distribution Cultural Performance & Games for parents	Prof. Maani Dutt, Dr. Yamini Saraswat , Dr. Neha Gangar	2 nd & 4 th	12-04-2019 (Friday)	Completed
27	Farewell Function Director's Speech, Group/Solo Dance (1st year), Title(s), Ramp Walk, Declaration of Winners, DJ and Lunch	Prof. Maani Sharma Dr. Yamini Saraswat Prof. Lovelesh Joshi along with Faculty Team		15.04.2019 (Monday)	Scheduled
28	National Conference 2019: Next Generation Smart Business Practices	Dr. Susheel Chhabra Prof. Farhat Fatima Prof. Kulbir Kaur Bhatti Prof. Hardeepika Singh Ahluwalia Prof. HariOm Gurjar	2 nd & 4 th	16-4-2019 (Tuesday)	Completed
29	"Drishti" - Periyar e-Magazine, Quarterly, January-March 2019, 3 rd issue	Prof. Kulbir Manan Sudi Prof. Hardeepika Singh Editor(s)	pmcc	Last Week of April 2019	To be scheduled
30	Teaching/Learning Feedback-II	Admin Office	2 nd & 4 th	at the time of issue of	Scheduled

				Admit Cards	
31	Preparatory leave of one week	GGSI PU Norms	2 nd & 4 th	20-4-2019(Sunday) to 28/04/2019 (Sunday)	Scheduled
32	Commencement of Theory Exams (External GGSIPU)	Prof. Hardeepika Singh Examination Coordinator(s) Prof. Sonam Kanojia Mr. Manmohan Dass Mr. Praveen Kumar Mr. Neeraj Kumar	2 nd & 4 th	w.e.f. 29/4/2019 (Monday)	subject to change by University - students need to check GGSIPU website regularly
33	MS 202 (External) Project Dissertation (Viva-Voce)	Prof. Hardeepika Singh Examination Coordinator(s) Prof. Sonam Kanojia Mr. Manmohan Dass Mr. Praveen Kumar Mr. Neeraj Kumar & Faculty Guide(s)	4th	June 10, 2019	Subject to change by University - students need to check GGSIPU website regularly
34	Summer Vacations		PMCC	1/6/2019 (Saturday) to 14/7/2019 (Sunday)	Subject to official requirements and will be announced.
35	Faculty & Staff Appraisal	Dr. Susheel Chhabra External Expert from HQ	Faculty & Staff	To be completed by 31.07.2019 (Wednesday)	
36	"Periyar Journal of Research in Business & Development Studies" (January-July 2018 issue)	Prof. Hariom Gurjar	PMCC	First Week of August 2019	

Note: The activities & date(s) are subject to change

**(Dr. Susheel Chhabra)
Director I/c**

Administration & Academic Coordinator(s)

Admin Office Activities (GGSIPU,AICTE,DDA/SDMC/DTTE DHE/MHRD, NIRF, AISHE, Portals(NSP, e-District, EWS, Pragati/Saksham), Finance, Admission, Examination, Infrastructure, Computer Lab & other required office activities): Dr. Susheel Chhabra, Director I/c, Prof. Sonam Kanojia (additional charge-Administrative Officer), Mr. Praveen Kumar, Admin Executive, Mr. Neeraj Kumar, Admin Assistant

Research & MDP: Dr. Susheel Chhabra, Prof. Kulbir Manan Sudi, Prof. Hardeepika Singh, Prof. Farhat Fatima, Prof. Hariom Gurjar

Coordinator – (a) Academic Affairs (b) Programme Coordinator- 2nd Year: Dr. Neha Gangwar

Coordinator – (a) Programme Coordinator-1st Year (b) Student Mentorship: Dr. Yamini Saraswat

Coordinator – (a) Placement Cell, Prof. Lovelesh Joshi, Faculty Placement Coordinator **(b) Incharge – Summer Internship,** Prof. Hariom Gurjar **(c) Career Development Cell** - Soft-Skills, Guest Lecture, Industrial Visit etc: Prof. Farhat Fatima, *Support Staff:* Mr. Manmohan Dass & Mr. Neeraj Kumar

Coordinator – (a) Admissions (b) Alumni Cell (c) Magazine (d) Sports Committee: Prof. Kulbir Manan Sudi & Prof. Hardeepika Singh, Prof. Sonam Kanojia, Prof. Lovelesh Joshi, Mr. Praveen Kumar and Mr. Neeraj Kumar

Periyar Media Cell(College branding of the college including journal, magazine, website, use of WhatsApp, LinkedIn, Facebook and other media channels): Prof. Kulbir Manan Sudi, Convener, Prof. Hariom Gurjar – Coordinator, Prof. Farhat Fatima, Member, Prof. Sonam Kanojia, Member, Prof. Lovelesh Joshi, Member, Mr. Praveen Kumar, Member

Examinations: Prof. Hardeepika Singh, Coordinator, Member(s) - Prof. Sonam Kanojia, Mr. Manmohan Dass, Mr. Praveen Kumar, Mr. Neeraj Kumar

Coordinator(s) – IQAC , NAAC, NBA: Prof. Hardeepika Singh, IQAC, NAAC, Prof. Hariom Gurjar, NBA. IQAC Cell has been constituted as per NAAC requirements. NAAC assessment tool as well as documentation required along with Incharge(s) sent separately to faculty and staff.

Coordinator – (a) Student Affairs (b) Entrepreneurship, Skill Development (c) Discipline Committee (d) Online Grievance Redressal Mechanism(e), Editor - Periyar Journal of Research in Business Development Studies (f) Canteen Committee: Prof. Hariom Gurjar

Coordinator – Co-Curricular Activities & Cultural Club: Prof. Maani Dutt

Library: Mr. Manmohan Dass (Librarian)

Computer Centre: Mr. Neeraj Kumar

Note:

1. List of committees formed as per statutory requirements are available in our website www.pmcddelhi.com
2. Students are required to contact the concerned Coordinator for various types of queries / activities.

PERIYAR MANAGEMENT AND COMPUTER COLLEGE
Academic Calendar - August-December 2018 - MBA 1st & 3rd Semester(s)
Updated - 06/01/2019

S.No	Particular(s)	Coordination (Faculty/Staff)	Semester	From	To
1	Orientation Programme Chief Guest Mr. Nimish Vishnoi, Head IOT, Securico Electronics "Skills Expected from Industry Professionals"	Prof. Rasheeqa Tabassum	1 st	01.08.2018 (Wednesday)	Completed
2	Imparting instructions and/or laboratory work (including class tests)- 15 weeks (63 days excluding Govt. holidays)- Coordination of 3 rd & 1 st Semester(s)	Dr. Neha Gangwar, Dr. Yamini Saraswat Programme Coordinators as per GGSIPU Academic Calendar & planned activities	1 st	02.08.2018 (Thursday)	9.11.2018 (Friday)
			3 rd	08.08.2018 (Wednesday)	9.11.2018 (Friday)
3	Admissions	Prof. Kulbir Manan Sudi, Admission Coordinator Ms. Sonam Kanojia, Administrative Officer Mr. Praveen Kumar, Admin Executive	1 st	May 28, 2018	July 31, 2018
4	Placement, Live Project(s) & MSD	Placement Cell including Soft-Skills, Guest Lecture, Industrial Visit etc: - Prof. Farhat Fatima (Faculty Placement Coordinator), Mr. Manmohan Dass & Mr. Neeraj Kumar	3 rd	10-08-2018 (Friday) 16/10/2018 to 16/11/2018 (Job opportunities)	
5	Student Mentorship Sessions (Structured)	(Organised by: Dr. Yamini Saraswat & Dr. Neha Gangwar) All faculty members are involved in taking sessions	1 st & 3 rd	31/8, 10/9, 17/9, 4/10, (Full-day - 4 days [Completed - 31/8, 10/9 & 17/9, 4/10)	Presentation, Extempore, Personal Interview, Group Discussion, Brainstorming
6	Guest Session - Mr. Hemant Sharma, Impact Guru, Harvard Incubator "Case-Aarushi"	(Organised by: Prof. Diksha Sahni)	3 rd	02-08-2018 (Thursday)	Completed
7	Skill Development Workshop "Empathy in Business Development"	Dr. Ashu Singh, Dr. Avinash Kaur	1 st	24-08-2018 (Friday)	Completed
8	Workshop on "Idea Generation"	Organised by: Dr. Ashu Singh & Dr. Avinash Kaur	3 rd	27.08.2018 (Monday)	Completed

9	Guest Session - Mr. Vijay Kaushik "Awareness on Financial Markets"	(Organised by: Prof. Diksha Sahni)	1 st	28.08.2018 (Wednesday)	Completed
10	Thanthai Periyar's Birthday Celebrations	(Organised by: Ms. Sonam Kanojia & Mr. Praveen Kumar)	1 st and 3 rd	17.09.2018 (Monday)	Completed
11	Fresher's Party	Prof. Maani Sharma & Prof. Harpreet Kaur	1 st & 3 rd	20-09-2018 (Thursday)	Completed
12	Summer Internship - Presentations	Prof. Yamini Saraswat, Programme Coordinator	3 rd (1 st Sem Audience)	24-09-2018 (Monday)	Completed
13	Industrial Visit cum Workshop "Equity Markets", Smart Equity, Delhi, arranged by Advanced Institute of Financial Markets	Prof. Diksha Sahni	1 st	03-10-2018 & 17-10-2018	Completed
14	Teaching/Learning Feedback (as per feedback forms)	Respective Programme Coordinator(s)	1 st & 3 rd	04-10-2018 (Thursday)	Completed
15	Dissertation (Synopsis Finalization)	Prof. Neha Gangwar	3 rd	08-10-2018 (Monday)	Completed
16	Class test (Internal theory examinations)	Prof. Hardeepika Singh (Coordinator), Mr. Manmohan, Ms. Sonam Kanojia & Mr. Praveen Kumar	1 st & 3 rd	08.10.2018 (Monday)	15.10.2018 (Monday) Completed
17	Dissertation (Review)	Prof. Neha Gangwar	3 rd	1-11-2018 (Thursday)	Completed
18	Publication of Magazine (August-October 2018, 1 st issue) "PMCC Drishti"	Prof. Kulbir Manan Sudi & Prof. Hardeepika Singh	PMCC	17/12/2018 to 21/12/2018	Scheduled
19	Commencement of Examination (NUES) MSD Business Simulation	Prof. Farhat Fatima - Internal Faculty (MSD) Prof. Yamini Saraswat (Business Simulation) Prof. Hardeepika Singh (Coordinator) Mr. Manmohan Dass Ms. Sonam Kanojia Mr. Praveen Kumar	1 st & 3 rd		Completed
20	Commencement of Viva-Voce Examination - MS 201 Summer Training Report	Prof. Hardeepika Singh (Coordinator) Mr. Manmohan Dass Ms. Sonam Kanojia Mr. Praveen Kumar	3 rd	27/12/2018 (Thursday)	Completed
21	Commencement of	Dr. Susheel Chhabra (Internal	1 st	28/12/2018	Completed

	Practical Examination - MS 151 ITM Lab	Examiner) (Prof Hardeepika Singh, Coordinator) Mr. Manmohan Dass Ms. Sonam Kanojia Mr. Praveen Kumar		(Friday)	
22	Preparatory leave of one week		1 st & 3 rd	10/11/2018 to 18/11/2018	Completed
23	Commencement of Theory Exams (External GGSIPU)	All pre-examination activities - Prof. Hardeepika Singh (Coordinator) Mr. Manmohan Dass Mr. Praveen Kumar Ms. Sonam Kanojia	1 st 3 rd	30/11/2018 (Friday) 20/11/2018 (Tuesday)	(Subject to change by the University)
24	Publication of Journal (July-December 2018 issue) "Periyar Journal of Research in Business & Development Studies"	Dr. Avinash Kaur	PMCC	First Week of January 2019	
25	Publication of Magazine (October-December 2018, 2 nd issue) "PMCC Drishti"	Prof. Kulbir Manan Sudi & Prof. Hardeepika Singh	PMCC	Second week of January 2019	
26	Winter Break		Faculty & Staff	As per University Schedule 22/12/2018 to January 6, 2019(Faculty) and 29/12/2018 to January 6, 2019(Admin) subject to college norms (Completed)	

Note: The activities & date(s) are subject to change

**(Dr. Susheel Chhabra)
Director I/c**