

# PEOPLES CO-OPERATIVE ARTS AND SCIENCE COLLEGE

## BBA

### ACTION PLAN FOR 2025-2026

#### JUNE-2025

Date	Activity	Co-Ordinator
02-06-2025	Commencement of 3 <sup>rd</sup> and 5 <sup>th</sup> semester classes	HOD
02-06-2025	Selecting two student leaders by lottery method from each class, for the month	Class co-ordinators
03-06-2025	Providing class time-table to students	Class co-ordinators
09-06-2025	Class PTA Meeting: 3 <sup>rd</sup> semester	HOD
19-06-2025	Observing Vayana Dhinam	Vaishnavi K Adhithyan Asuthosh K Joseph T T Prajesh Sahibzada A M
21-06-2025	Observing Music Day	Nihala Hasif Niveditha M Ahamad Shafaf A Amira Ahamed Moosa Amruth c Ashwin Dhananjayan
23-06-2025	Observing Olympics Day	Sreehari .K Sreehari M Fathimath Asya Shamla N S Nayana Balakrishnan C M Abdulahill Ajizel.P.A
23-06-2025	Observing International day against drug abuse & illicit trafficking	Mohammed Ajsal A Mohammed Razi F K Shahal P Sidharth K
24-06-2025	Unit Test- 3 <sup>rd</sup> Sem: Marketing Management	Faculty

25-06-2025	Unit Test-3 <sup>rd</sup> Sem: Human Resource Management	Faculty
25-06-2025	Unit Test- 5 <sup>th</sup> Sem Business Research Methods	Faculty
26-06-2025	Unit Test- 3 <sup>rd</sup> Sem: Minor-1	Faculty
26-06-2025	Unit Test-5 <sup>th</sup> Sem: Accounting For Management	Faculty
27-06-2025	Unit Test-3 <sup>rd</sup> Sem: Minor -2	Faculty
27-06-2025	Unit Test- 5 <sup>th</sup> sem: Consumer Behaviour	Faculty
30-06-2025	Unit Test- 3 <sup>rd</sup> Sem: VAC	Faculty
30-06-2025	Unit Test-5 <sup>th</sup> Sem: Advertising And Brand Management	Faculty
30-06-2025	Publish Monthly Attendance Progress Report in the Whatsapp Groups of Parents and Students	Class Co-ordinators
<i>Answer Paper Evaluation, Marks Entering in the Register, Marks Informing to the Parents through Whatsapp Group on the very next day of every exam by each faculty</i>		

### July-2025

Date	Activity	Co-Ordinator
01-07-2025	Selecting two Student Leaders by lottery method for each class	Class co-ordinators
09-07-2025	Submitting class Note Book of all subjects by students for assignment marks	Faculties
10-07-2025	Returning the notebook after entering the marks in the Internal Marks Register	Faculties
15-07-2025	Commencing 1 <sup>st</sup> semester classes	HoD
15-07-2025	Induction to 1 <sup>st</sup> semester students along with their parents	HoD
16-07-2025	Selecting two Students Leaders by lottery method for 1 <sup>st</sup> sem class	Class Co-ordinator
21-07-2025	Unit Test- 3 <sup>rd</sup> sem: Marketing Management	Faculty
22-07-2025	Unit Test- 3 <sup>rd</sup> sem: Human Resource Management Unit Test- 5 <sup>th</sup> Business Research Methods	Faculties
23-07-2025	Unit Test- 3 <sup>rd</sup> sem: Minor -1 Unit Test- 5 <sup>th</sup> sem: Accounting for Management	faculties
25-07-2025	Observing Kargil Vijay Divas	Abhinand M

		Adithyan T Beeran Moideen Siyad Mashood. B. M Mohammed Nabeel Bathisha B A Muhammed Saharbhaz
29-07-2025	Unit Test- 3 <sup>rd</sup> sem: Minor -2 Unit Test- 5 <sup>th</sup> sem: Consumer Behaviour	Faculties
30-07-2025	Observing International Friendship Day	Saneesh Satheesan Sibin Chandran P Sidharth A C Sreeraj G M Sulaiman A A Yadhukrishna
31-07-2025	Unit Test- 3 <sup>rd</sup> Sem: VAC Unit Test- 5 <sup>th</sup> Sem: Advertising And Brand Management	Faculties
30-07-2025	Publish Monthly Attendance Progress Report in the whatsapp groups of parents and students	Class Co-ordinators
<i>Answer paper evaluation, marks entering in the register, marks informing to the parents through whatsapp group on the very next day of every exam by each faculty</i>		

### August 2025

Date	Activity	Co-Ordinator
01-08-2025	Selecting two Student Leaders by lottery method for each class	Class Co-ordinators
01-08-2026	Group Photo involving all students	HoD
12-08-2025	Observing international youth day	Adharsha Raveendran Amina P Ayshath Manaza Fathimath Arfana Fathimath Shamila
13-08-3035	Observing International Left Handers Day	Manasam V Aadhil Salahu Abhinand A Abhinav.N Akash K Akash P I

25-08-2025	Unit Test- 1 <sup>st</sup> sem: Management Concepts	Faculty
26-08-2025	Unit test- 1 <sup>st</sup> sem: Business Statistics	Faculty
27-08-2025	unit test- 1 <sup>st</sup> sem: Basics of Banking	Faculty
29-08-2025	National Sports Day	Akhilkrishna A Athulraj C Ebrahim Badusha Jobin Varghese Midhun Chandran P Mohammad Hafilh
30-08-2025	Publish monthly Attendance Progress Report in the whatsapp groups of parents and students	Class co-ordinators
<i>answer paper evaluation, marks entering in the register, marks informing to the parents through whatsapp group on the very next day of every exam by each faculty</i>		

## September-2025

Date	Activity	Co-Ordinator
01-09-2025	Selecting two Student Leaders by lottery method for each class	Class Co-ordinators
01-09-2025	Observing World Letter Writing day	Mohammad Hafilh Mohammed Sajid R I Muhammed Sinan Kareem
05-09-2025	Teacher's Day	Rijesh.A Rohan R Sabarinath K R Sivadas K Vishnu P
25-09-2025	Model Exam- 5 <sup>th</sup> Business Research Methods	Faculty
26-09-2025	Model exam- 5 <sup>th</sup> sem: Accounting for Management Unit- 1 <sup>st</sup> sem: Management Concepts	Faculties
29-09-2025	Model Exam - 5 <sup>th</sup> sem: Consumer Behaviour Unit Test- 1 <sup>st</sup> sem: Business Statistics	Faculties
30-09-2025	Model Exam - 5 <sup>th</sup> sem: Advertising and Brand Management	Faculties

	Unit Test- 1 <sup>st</sup> sem: Basics of Banking	
30-09-2025	Publish Monthly Attendance Progress Report in the whatsapp groups of parents and students	Class Co-ordinators
<i>Answer paper evaluation, marks entering in the register, marks informing to the parents through whatsapp group on the very next day of every exam by each faculty</i>		

## October 2025

Date	Activity	Co-Ordinator
03-10-2025	Selecting two Student Leaders by lottery method for each class	Class Co-ordinators
09-10-2025	Publish internal marks of 5 <sup>th</sup> semester and getting students signature in it	Faculties
10-10-2025	Closing of 5 <sup>th</sup> semester class for Study Leave	HOD
27-10-2025	Model Exam - 3 <sup>rd</sup> sem: Marketing Management	faculty
28-10-2025	Model Exam - 3 <sup>rd</sup> sem: Human Resource Management	Faculty
29-10-2025	Model Exam - 3 <sup>rd</sup> sem: Minor -1	Faculty
30-10-2025	Model Exam - 3 <sup>rd</sup> sem: Minor -2	Faculty
31-10-2025	Model Exam - 3 <sup>rd</sup> sem: VAC	Faculties
31-10-2025	Publish internal marks of 3 <sup>rd</sup> semester and getting students signature in it	Faculties
31-10-2025	Closing of 3 <sup>rd</sup> semester class for study leave	HOD
31-10-2025	Publish Monthly Attendance Progress report in the whatsapp groups of parents and students	Class Co-ordinators
<i>Answer paper evaluation, marks entering in the register, marks informing to the parents through whatsapp group on the very next day of every exam by each faculty</i>		

## November-2025

Date	Activity	Co-Ordinator
03-11-2025	Selecting two Student Leaders by lottery method for each class	Class Co-Ordinators
07-11-2025	Model exam1 <sup>st</sup> sem: Management Concepts	Faculty
10-11-2025	Model exam1 <sup>st</sup> sem: Business Statistics	Faculty
11-11-2025	Commencing 6 <sup>th</sup> semester classes	HOD
11-11-2025	Model exam1 <sup>st</sup> sem: Basics of Banking	Faculty
12-11-2025	Model exam1 <sup>st</sup> sem: English	Faculty
13-11-2025	Model exam1 <sup>st</sup> sem: Language	Faculty
14-11-2025	Model exam1 <sup>st</sup> sem: MDC	Faculty
14-11-2025	Publish internal marks of 1 <sup>st</sup> semester and getting students signature in it	Faculties
14-11-2025	Closing 1 <sup>st</sup> semester class for study leave	HoD
30-11-2025	Publish monthly Attendance Progress Report in the whatsapp groups of parents and students	Class Co-ordinators

*Answer paper evaluation, marks entering in the register, marks informing to the parents through whatsapp group on the very next day of every exam by each faculty*

## December-2025

Date	Activity	Co-Ordinator
01-12-2025	selecting two Student Leaders by lottery method for each class	Class co-ordinators
01-12-2025	Training for Project Work	HoD
02-12-2025	Constituting group for project work	HoD
03-12-2025	Allocating guides for project work	HoD
04-12-2025	Publishing schedule for project work	HoD
08-12-2025	Commencing 4 <sup>th</sup> semester classes	HoD
09-01-2016	Finalising the project topic by students and guides approve	Guides
20-12-2025	Closing for Christmas Vacation	HoD
30-12-2025	Resuming classes after vacation	HoD
30-12-2025	commencing 2 <sup>nd</sup> semester classes	HoD
30-12-2025	Publish monthly Attendance Progress Report in the whatsapp groups of parents and students	Class Co-ordinators

## January-2026

Date	Activity	Co-Ordinator
01-01-2026	Selecting two Student Leaders by lottery method for each class	class co-ordinators
01-01-2025	New Year Celebration	Ten students of 2 <sup>nd</sup> semester
05-01-2026	Class PTA meeting: 2 <sup>rd</sup> semester	HOD
06-01-2026	Industrial Visit for 3 <sup>rd</sup> semester	HOD
12-01-2026	Project report first draft submission by students	Guides
16-01-2026	Association Inauguration	Association Secretary
20-01-2026	Project report first draft return to students after verification	Guides
21-01-2026	Organisational Visit for 2 <sup>nd</sup> semester	HOD
23-01-2026	Fives Football Tournament involving all departments	Association Secretary
20-01-2026	Project report soft copy submission by students along with verified first draft	Guides
22-01-2026	Guides verify the draft copy of project report and approval for getting final print	Guides
27-01-2026	Unit test-4 <sup>th</sup> sem: Organisational Behaviour	Faculty
28-01-2026	Unit test-2 <sup>nd</sup> sem: Fundamentals of Accounting	Faculty
28-01-2026	Unit test-4 <sup>th</sup> sem: Operations Management	Faculty
29-01-2016	Unit test-2 <sup>nd</sup> sem: Business Economics	Faculty
29-01-2016	Unit test-4 <sup>th</sup> sem: Financial Management	Faculty
30-01-2026	Unit test-2 <sup>nd</sup> sem: QT for Business Decision	Faculty
30-01-2016	Unit test-4 <sup>th</sup> sem: Personality Development and Communication	Faculty
30-01-2026	Students submit the final report of the project with Guides and HoD's signature	6 <sup>th</sup> semester students
30-01-2026	Publish monthly Attendance Progress Report in the whatsapp groups of parents and students	Class Co-ordinators

## February-2026

Date	Activity	Co-Ordinator
02-02-2026	Selecting two Student Leaders by lottery method for each class	Class co-ordinators
03-02-2026	Excursion for final year students	HOD
16-02-2026	External talk : awareness class on what after degree	HOD
17-02-2026	Submitting class note book of all subjects by students for assignment marks	Faculties
18-02-2026	Returning the Note book after entering the marks in the internal marks register	Faculties
23-02-2026	External talk: How to mould job interview skill and how to prepare CVs	HoD
27-01-2025	Publish monthly Attendance Progress Report in the whatsapp groups of parents and students	Class Co-ordinators

## March-2026

Date	Activity	Co-Ordinator
02-03-2026	Selecting two Student Leaders by lottery method for each class	Class co-ordinators
03-03-2026	MOC Project Viva for 6 <sup>th</sup> semester	Faculty Team
04-03-2026	Model Exam: 6 <sup>th</sup> sem: Organisational Behaviour	faculty
05-03-2026	Model Exam: 6 <sup>th</sup> sem: Banking Theory and Practices	faculty
06-03-2026	Model Exam: 6 <sup>th</sup> sem: Retail Management	Faculty
09-03-2026	Model Exam: 6 <sup>th</sup> sem: Logistics Management	Faculty
10-03-2026	Group Photo: Final year students	HOD
10-03-2026	Publish internal marks of 6 <sup>th</sup> semester and getting students signature in it	Faculties
10-03-2026	Closing of 6 <sup>th</sup> semester class for study leave	HOD
17-03-2026	Submitting class note book of 2 <sup>nd</sup> . 3th sem subjects by students for assignment marks	Faculties
18-03-2026	Returning the notebook after entering the marks in the internal marks register	Faculties
20-03-2026	Class PTA meeting: 4 <sup>th</sup> semester	HOD
23-03-2026	Model Examination- 4 <sup>th</sup> sem: Organisational Behaviour	Faculty
24-03-2026	Model Examination- 4 <sup>th</sup> sem: Operations	Faculty



	Management	
24-03-2026	model examination -2 <sup>nd</sup> sem: fundamentals of accounting	Faculty
25-03-2026	Model Examination- 4 <sup>th</sup> sem: Financial Management	Faculty
25-03-2026	Model Examination -2 <sup>nd</sup> Sem: Business Economics	Faculty
27-03-2026	Model examination- 4 <sup>th</sup> sem: Personality Development and Communications	Faculty
27-03-2026	Model Examination-2 <sup>nd</sup> sem: QT for Business Decision	Faculty
27-03-2026	Publish internal marks of 4 <sup>th</sup> and 2 <sup>nd</sup> semester and getting students signature in it	Faculties
27-03-2026	Closing of 4 <sup>th</sup> and 2 <sup>nd</sup> semester class for study leave	HOD
27-03-2026	Publish monthly Attendance Progress Report in the whatsapp groups of parents and students	Class co-ordinators
<i>End of the academic year</i>		

Head of the Department

Principal