**ACADEMIC CALENDER-2015-16**

**GOVT. DEGREE COLLEGE, YELLAREDDY**

**NIZAMABAD (DIST)-503122**

**COMMISSIONERATE OF COLLEGIATE EDUCATION**

**GOVT.OF TELANGANA STATE**

**HYDERABAD-500001**

|  |  |
| --- | --- |
| **MONTH/WEEK** | **APRIL-2015** |
| **WEEK** | **ACTIVITY** | **DESCRIPTION** | **REMARKS** |
| **I Week** | **University Examination & Paper Valuation** | **To Conduct University Exams** |  |
| **II Week** | **University Examination & Paper Valuation** | **To Conduct University Exams****& Valuation of Answer Scripts** |  |
| **III & IV Week** | **Summer Vacation begin****Training for PG Entrance Exams to Students** |  |  |

|  |  |
| --- | --- |
| **MONTH/WEEK** | **MAY-2015** |
| **WEEK** | **ACTIVITY** | **DESCRIPTION** | **REMARKS** |
| **I Week** | **Summer Vacation begin****Training for PG Entrance Exams to Students** | **-** |  |
| **II Week** | **Summer Vacation begin****Training for PG Entrance Exams to Students** | **-** |  |
| **III & IV Week** | **Student Admissions** | 1. **Issue of Applications for Admissions**
2. **Receiving of applications forms for admissions into BA/B.Com/B.Sc-I year Courses**
 |  |

|  |  |
| --- | --- |
| **MONTH/WEEK** | **JUNE-2015** |
| **WEEK** | **ACTIVITY** | **DESCRIPTION** | **REMARKS** |
| **I Week** | **Preparation for Re-Opening****Observation of important Days and CCE’s Instructions** | 1. **Preparation and Issue of Application**
2. **Cleaning the Campus, Providing Drinking Water, Sanitation facilities to Students**
3. **Allotment of College Notice Board for Displaying Student related information**
 |  |
| **II Week** | **College Activity Book** | **College should maintain a Central “College Activity Book” to record all the activities conducted in the College** |  |
|  | **Commencement of Class for II & III Year Students** | 1. **Preparation of curricular plan, Co Curricular and extra curricular plans**
2. **Distributions of Teaching Dairy and Students Attendance Registers**
 |  |
| **III Week** | **Staff meeting**  | 1. **Constitution of College level Committees**
2. **Keeping of Separate Register to record Staff meeting minutes**
 |  |
| **IV Week** | **Result Analysis****Youth Festival** | 1. **Course Wise, Combination Wise , Subject wise Paper wise and Lecturer wise results analysis**
2. **Steps to be taken to improve results in 2013-14**
3. **Preparation of action plan**
 |  |
| **I to IV Week** | **Observation of important Days and CCE’s Instructions** | **Action programme to be prepared** |  |

|  |  |
| --- | --- |
| **MONTH/WEEK** | **JULY-2015** |
| **WEEK** | **ACTIVITY** | **DESCRIPTION** | **REMARKS** |
| **I Week** | **Orientation to Students** | **Orientation meeting to fresher’s to explain about the College activities etc** |  |
|  | **Anti Ragging Activities** | **Sensitization for promoting cordial relations between seniors and juniors and to see there should not be any kind of ragging in the College** |  |
| **II Week** | **Student Centric Activities** | **Preparing students to take up academic activities such as Students Seminars’, Quiz, Study Projects, Cultural & Literary activities**  |  |
| **III Week** | **Scholarships Renewal** | **To motivation II & III year Students to apply in online for Renewal of Scholarships** |  |
| **IV Week** | **Staff Meeting** | 1. **Review of Annual Results**
2. **Review of Syllabus Coverage and Teaching**
3. **Constitution of Various College level & effective functioning of College**
 |  |
| **I to IV Week** | **Observation of important Days and CCE’s Instructions** | **Action programme to be prepared** |  |

|  |  |
| --- | --- |
| **MONTH/WEEK** | **AUGUST-2015** |
| **WEEK** | **ACTIVITY** | **DESCRIPTION** | **REMARKS** |
| **I & II Week** | **Fresher’s Day** | **Fresher’s Day is to fixed and celebrated in a grand manner** |  |
| **III Week** | **Independence Day Celebrations** | 1. **Conduct of Various activities for students in connection with Independence Day function**
 |  |
|  | **Academic Festival** | **Conduct of competitions for academic festival** |  |
| **IV Week** | **Class Representatives Meeting** | **Two Representatives****From each class** **( 01 Boy & 01 Girl) should be covered to get feedback on academic activities** |  |
| **V Week** | **I Unit Test Exams & Staff Meeting**  | 1. **To Conduct I Unit Test Exams and marks registers should be maintained**
2. **Review of academic and administrative activities in the staff meeting s**
 |  |
| **I to V Week** | **Observation of important Days and CCE’s Instructions** | **Action programme to be prepared** |  |

|  |  |
| --- | --- |
| **MONTH/WEEK** | **SEPTEMBER-2015** |
| **WEEK** | **ACTIVITY** | **DESCRIPTION** | **REMARKS** |
| **I Week** | **Teacher’s evaluation** | 1. **Students feedback forms should be supplied and collected from students to review syllabus coverage and performance of teacher.**
 |  |
| **II**  | **1.Remedial classes****2.DRC activities** | **a. Remedial classes should be conducted to back log students and prepare them for supplementary exams.****b. DRC classes to be conducted.** |  |
| **III Week & IV Week** | 1. **Staff meeting**
2. **Class representatives meeting**
 | **a. Staff meeting to review academic matters and exams.****b. Class representatives meeting for taking student feed regarding academic and administration matters of the college.** |  |
| **V Week** | **Extracurricular activities** |  **To conduct activities regarding women empowerment and NSS.** |  |
| **I to V Week** | **Observation of important Days and CCE’s Instructions implementation.** | **Action programme to be prepared** |  |

|  |  |
| --- | --- |
| **MONTH/****WEEK** | **OCTOBER-2015** |
| **WEEK** | **ACTIVITY** | **DESCRIPTION** | **REMARKS** |
| **I & II Week** | **Midterm vacation** |  |  |
| **III Week** | **Quarterly Exams** **.** | **To conduct quarterly exams for all the students.** |  |
|  **IV Week** | **Receiving of Renewal/fresh scholarships**  | **Hard copies received from I, II & III year students** |  |
| **V Week** | **Staff meeting** | **Review of quarterly examination and any other matters.** |  |
| **I to V Week** | **Observation of important Days and CCE’s Instructions implementation.** | **Action programme to be prepared** |  |
| **MONTH/WEEK** | **NOVEMBER-2015** |
| **WEEK** | **ACTIVITY** | **DESCRIPTION** | **REMARKS** |
| **I & II Week** | **Internal Assessment Test-I**1. **Assignments**
2. **Fresh scholarships (SC, ST & BC, minorities)**
 | 1. **To conduct internal assessment test I for Ist year students.**
2. **Maintain marks register and attendance.**
3. **Assignments to II & III year students.**
4. **To inform students to apply in online process.**
 |  |
| **III Week** | 1. **Youth festival at college level**
2. **DRC activates**
 | **a. To conduct cultural and literary competitions.****b. To conduct games and sports.** **c. DRC classes****.** |  |
|  **IV Week** | 1. **Staff meeting**

**2. Youth festival at district level** | **a. To conduct staff meeting** **b. To send selected students to district level competitions in youth festival.** |  |
| **I to V Week** | **Observation of important Days and CCE’s Instructions implementation.** | **Action programme to be prepared** |  |

|  |  |
| --- | --- |
| **MONTH/WEEK** | **DECEMBER-2015** |
| **WEEK** | **ACTIVITY** | **DESCRIPTION** | **REMARKS** |
| **I & II Week** | **University Annual exams EAF collection** | 1. **Annual exam fee collection from students.**
2. **Preparation to submit in the University**
 |  |
| **III Week** | 1. **Scholarships & Verification**
2. **NSS special camps.**
 | **a. To collect hard copies of fresh scholarship holders.**1. **To conduct NSS special camps.**
 |  |
|  **IV Week** | **1. Half yearly exams.** **2. Internal Assessment Test-II****3. Staff meeting****4. CPDC meeting** | **a. To conduct** **half yearly exams****b. To conduct Internal Assessment Test-II for the students.****c. To conduct staff meeting to review academic matters.****d. To conduct CPDC meeting** |  |
| **I to IV Week** | **Observation of important Days and CCE’s Instructions implementation.** | **Action programme to be prepared** |  |

|  |  |
| --- | --- |
| **MONTH/WEEK** | **JANUARY-2016** |
| **WEEK** | **ACTIVITY** | **DESCRIPTION** | **REMARKS** |
| **I WEEK** | 1. **DRC activity**
2. **Extension lectures**
 | 1. **To conduct DRC activities**
2. **To conduct Extension lectures**
 |  |
| **II Week** | 1. **Student study projects**
2. **CPDC meeting**
 | 1. **To undertake Student study projects**
2. **To conduct CPDC meeting**
 |  |
|  **III Week** | **Special classes to slow learners** | **Prepare average students by taking special classes.** |  |
| **IV Week** | **Prefinal exams** | **To conduct Prefinal exams** |  |
| **V Week** | **1. College Annual Day preparations****2. Staff meetings.****3. Class representatives meeting** | **1.To conduct various competitions for Annual Day.****2. To conduct Staff meetings.****3. To conduct Class representatives meeting** |  |
| **I to V Week** | **Observation of important Days and CCE’s Instructions implementation.** | **Action programme to be prepared** |  |

|  |  |
| --- | --- |
|  | **FEBRUARY-2016** |
| **WEEK** | **ACTIVITY** | **DESCRIPTION** | **REMARKS** |
| **I & IIWeek** | **1.Practical Exams****2.Remedial classes/Special classes****3.Study material** | **1. To conduct University practical exams.****2. To conduct Special classes for needy students in examination point of view.****3. To supply study material to students.** |  |
| **III Week** | **Staff meeting** | **To conduct Staff meeting** |  |
|  **IV Week** | **Special classes** | **To conduct Special classes** |  |
| **I to IV Week** | **Observation of important Days and CCE’s Instructions implementation.** | **Action programme to be prepared** |  |
|  |  |  |  |
| **MONTH/WEEK** | **MARCH-2016** |
|  |  |
| **WEEK** | **ACTIVITY** | **DESCRIPTION** | **REMARKS** |
| **I Week** | **Budget utilization** | **Submission of bills to STO** |  |
|  **IIWeek** | **University Exams** | **Commencement of Exams****Smooth conduct of exams** |  |
| **III Week** | **Stock verification** | **To appoint committees for stock verification** |  |
|  **IV Week** | **Staff meeting** | **To conduct Staff meeting** |  |
| **I to IV Week** | **Observation of important Days and CCE’s Instructions implementation.** | **Action programme to be prepared** |  |