**ACADEMIC CALENDER-2015-16**

**GOVT. DEGREE COLLEGE, YELLAREDDY**

**NIZAMABAD (DIST)-503122**

**COMMISSIONERATE OF COLLEGIATE EDUCATION**

**GOVT.OF TELANGANA STATE**

**HYDERABAD-500001**

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| **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** |  |  |

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| **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** |  |

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| **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** |  |

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| **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** |  |

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| **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** |  |

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| **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** |  |

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| **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** | |  |

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| **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** |  |

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| **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** |  |

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|  | **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** | |  |
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| **MONTH/WEEK** | **MARCH-2016** | | | |
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| **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** |  | |