

**Government Degree College, Gajwel, District Medak –
Telangana**

Academic Calendar - 2013-14

May 2013		
Month & Date	Activity	Description
May/ June	Student Admissions	Formation of Admission Committees
	College Handbook	Preparation of College Prospectus / Hand Book and posting on College website
	Preparations for reopening	<ol style="list-style-type: none"> 1. Preparation and issue of Applications 2. Cleaning the campus, providing drinking water, sanitation facilities to students 3. Select specific place for college “Wall Magazine” 4. Start college” Wall Magazine”. All information related to students to be displayed on this and it should be like a source for the students to receive information.
	Alumni/CPDC Meeting	To involve all stake holders in the academic activity and to explore ways of income generation
	Academic Records	<ol style="list-style-type: none"> 1. To prepare & Finalize proformas for academic Records

June 2013		
Month & Date	Activity	Description
May/ June	Action plan on Extension activities	Preparation of proposals for conduct of National/State Level Seminars/Workshops/NSS activities
	Student admissions	Commencement of Admissions for first year students
II Week	Commencement of classes for II & III year students	Preparation of Annual Curricular Plan incorporating all curricular and extra -curricular activities.
Last Week	Staff Meeting	<ol style="list-style-type: none"> 1. The meeting among other things shall discuss innovative teaching learning techniques 2. Review of Annual Curricular Plans & conduct activities as per schedule 3. All resolutions are to be recorded in the Minutes Book 4. Constitution of college level committees
June/ July	Result Analysis	<ol style="list-style-type: none"> 1. Group wise, Subject wise and Lecturer wise Result Analysis 2. Preparation of schedule for conduct of remedial classes.

	UGC schemes/funds	Preparation action plan for utilization of UGC funds
	MANA TV	Preparation and repairs for MANA TV for receiving telecast from 1st June
5	World Environment Day	Conduct of related activities
June 14	World Blood Donor Day	Red Ribbon Clubs shall conduct activities to promote awareness among students and parents

July 2013

Month & Date	Activity	Description
I week	Orientation to students	Orientation for First year students about College activities, facilities, Conduct of Bridge Courses, Certificate/Add on Courses, NCC & NSS etc.
	Anti Ragging Activities	Organize Anti Ragging activities
II Week	Class Representatives Meeting	1.Two representatives from each class(one girl & one Boy in case of Co-ed colleges) are to be selected and meeting should be convened in the II week of every month for feedback on all activities of the college including syllabus coverage, teaching, sanitation , drinking water facilities etc. 2.Review on student grievance redressal
	Student Centric Activities	Sensitization programme on conduct of Student seminars & Study Projects (Each class should undertake at least 3 Study Projects)
	Data base on Admissions	Preperation of comprehensive database of II and III year students.
Last Week	Staff Meeting	Review of academic and administrative aspects
	Medical Camp	Organizing a medical camp for students in collaboration with District Health Officials.
	Fresher"s Day	Conducting related programmes
	Vanamahosthavam	Colleges to organize tree plantation programs in association with concern departments
	JKC	Review on JKC Activities, Curriculum, implementation and action Plan

		August 2013
Date	Activity	Description
	Scholarships	Issue of scholarship application forms
15	Independence day celebrations	Conduct of activities
	Parent Teacher Meeting	College to organize a meeting with Parents
	Staff Meeting	Review of academic and administrative matters
	I unit Examinations	Marks registers shall be maintained as per the given proforma
	Extension Activities	Conduct of Seminars, Workshops
	Consumer awareness programs	Conduct of related activities
	Career Counseling	Career Guidance Cell shall display all notifications in the College "Wall magazine " and file them in chronological order
	JKC	Commencement of II batch training as per JKC Action Plan
26	Women"s Equality Day	1.Inculcate the Concept of Women equality and organize programs for Women students & staff 2. Women Empowerment Cell shall involve all girl students in the activities
29	Telugu Bhasha Dinotsavam -	Conduct of related activities

September 2013		
Date	Activity	Description
	Teacher Evaluation	Principals shall collect feedback from students on teachers in prescribed Teacher Evaluation form and document the analysis of the Feedback for Academic Audit
	Staff Meeting	Preparations to conduct I term examinations
	II unit Examinations	Marks registers shall be maintained as per the given proforma
	Extension Activities	Extension lectures, Seminars, Workshops, Field visits
5	Teachers day celebrations	Conduct of related activities
8	International Literacy Day	Competitions to students, NSS units can adopt a village to educate illiterate people
24	NSS Day	NSS activities

October 2013		
Date	Activity	Description
	Principal Evaluation	1.The Principal shall obtain the opinion of all faculty members in a prescribed form regarding the transparency, administration and leadership and document the analysis. 2.Grievances shall be redressed and see that healthy atmosphere is created in colleges
	I Term Examinations	1.Syllabus to be completed and students attendance to be ensured 2.Marks registers shall be maintained as per the given proforma
		lectures, Seminars, Workshops and Field visits and Curricular Plan
2	Gandhi Jayanti & LalBahdur SastriJayanti	Conduct of related activities
31	National Integration Day	Conduct of related activities

November 2013		
Date	Activity	Description
	Staff Meeting	<ol style="list-style-type: none"> 1. Revision of Supplementary results and updating Lecturer wise Result Analysis 2. Review of quarterly examinations results 3. Review of Institutional Plan
	JKC	Special preparatory training to students on attending placement Drives
	III Unit Examinations	Marks registers shall be maintained as per the given proforma
11	National Education day	Essay writing, Elocution, Quiz competition, etc...
14	Children"s Day /World Diabetes day	Conduct of related activities
14-20	National Library Week	<ol style="list-style-type: none"> 1. Organize Programmes to inculcate reading habits & encourage students to visit libraries.

December 2013		
Date	Activity	Description
	Review of financial plan	Principal shall review financial plan and take necessary measures to utilize the budget allocated.
	University Examinations	Submission of Examination forms
	Staff Meeting	1. Preparations to conduct II Term examinations
	JKC	Commencement of JKC IPG training as per JKC Action Plan
1	AIDS day	Colleges to conduct AIDS awareness programs in collaboration with concerned District officials.
10	Human Rights Day	Conduct of relevant activities
24	National Consumer Day	Conduct of Competitions & awareness programs
January 2014		
Date	Activity	Description
	DRC -Activities	Display of study Projects (College/District Exhibition) 1.All departments should display their Research, study projects and achievements. 2.Invite Academicians from Society and Alumni 3.Feedback is to be collected in a separate record 4.Submission of Student Study Projects to CCE along with the photocopy of the feedback
	Performance improvement activities	Conduct of Revision and Remedial classes to needy students
	Staff Meeting	Preparations to conduct theory & Practical examinations, issue of Hall tickets
	Preparatory examinations	Pre-Final Examinations in theory and practicals
26	Republic day	Celebration of Republic Day
	JKC	Organizing Job fairs & Campus drives
	College/Sports day	Conduct of activities
12	National youth day	Conduct of activities
25	National Voters day	Colleges to organize programmes to inculcate the importance of vote in students

February 2014		
Date	Activity	Description
	Practical Examinations	Commencement of Practical examinations
	Performance improvement activities	Revision and Remedial classes to needy students
	JKC	Organizing Job fairs & Campus drives
	Staff Meeting	Preparations to conduct theory & Practical examinations

March 2014		
Date	Activity	Description
	Budget utilization	Submission of all bills to DTO
	University Examinations	Commencement of Theory examinations (2013-13)
	Stock Verification	All colleges should complete stock verification
8	International Women's Day	Conduct of relevant activities

		April 2014			
Month & Date	Activity	Description			
April / May	NAAC-Activities	1.All Colleges should submit a soft copy of Annual Quality Assurance Report (AQAR) /College Annual Report to SQAC of CCE at cce.naac@gmail.com			
		1.Details of revenue expected through different sources			
		2.Details of expenditure expected to be incurred on various items			
		Preparation of Financial plan for 2014-15	3.Preparation of proposals with all necessary enclosures for submission for financial assistance to agencies like UGC, State Govt. etc.		
			JKC	Commencement of I Batch of training as per Action Plan	
				Training for Entrance examinations	Training for PG Entrance/ICET/Competitive Exams during summer.
		5	BabuJagjivan Ram's birthday		Celebrating the day
		14	Dr.B.R.Ambedkar Birthday	Celebrating the day	