

**MKR GOVERNMENT DEGREE COLLEGE,DEVARAKONDA**

**INSTITUTIONAL ACADEMIC CALENDER FOR 2019-20**

**JUNE**

<b>Month/Date</b>	<b>Activity</b>	<b>In-charge</b>	<b>Activity to be conducted</b>	<b>Date/Done</b>	<b>Remarks</b>
2nd	Telangana State Formation Day	Principal	Celebration of the day		
5TH	World Environment Day	ECO-CLUB	Awareness activities to be conducted among students on Environment		
14th	World Blood Donor Day	RRC,NSS, NCC	Awareness programs to students and parents		
21st	International Yoga Day	PD/NSS/NCC/Entire college	Celebration of Yoga Day		
26th	International Day against Drug Abuse	IQAC	Awareness programs on Drug Abuse		
Ist working day	Staff review meeting	Principal	Review of department wise annual curricular plans-share & discuss innovative teaching learning techniques etc.		
5th working day	Staff council meeting	principal			
I week	Preparation of Institutional plans	IQAC	Preparation of institutional plan by incorporating all the activities given in CCE Academic calendar		
	Preparation of Annual Curricular plan(Lecturer Wise)	Departmental In-charges	Preparation of Dept. Wise/Lecturer wise Annual Curricular plan incorporating curricular,		
			Co-curricular and extra-curricular activities.		
			Preparation of NCC/NSS/College social responsibility cell & Others Annual Action plan		
II week	DRC Meeting	Principal	Preparation of DRC Annual Activity Plan For 2019-20		
	IQAC	IQAC	IQAC Meeting with all Departments		

II WEEK	Commencement of classes for III & V Semesters (from 17/6/2019)	All Departments	Annul curricular Plan should be followed strictly & reflected in Teaching Diary and Teaching Notes.		
I Saturday	Swatch Bharath-Swatch Telangana & Hobby Day	Entire college	Cleaning of college premises including Rooftops, Terraces, and Overhead Tanks & Sumps. Exhibition of literary works like poetry, short stories, news reports collected or written by students/staff		
III Saturday	Harithaharam	Entire college	Plantation of trees		
IV Saturday	Cultural/games/sports	Concerned departments	Related activities to be performed		
<b>JULY</b>					
Month/ Date	Activity	In-charge	Activity to be conducted	Date/ Done	Remarks
1ST	Commencement of classes for I semester	All Departments	Annul curricular Plan should be followed strictly & reflected in Teaching Diary and Teaching Notes		
7th to 14th	TelanganakuHaritha Haram	NSS,NCC	To create awareness among students on environment		
		Eco-Club	Planning & organising plantation programme in consultation with District authorities		
I week	Orientation for 1st Year students	IQAC & Departments	Student induction programme on CBCS, College activities, facilities, certificate/Add on Courses etc		
			Identification of Teacher counsellors to each class and display the list		
	Anti-ragging campaign	Discipline & Anti Ragging	Organising Anti Ragging campaign in the college premises		
	Extension Activities & college social responsibility Activities	NSS,NCC,	NCC	Enrolment of students into NCC/NSS/Sports/cultural etc.	
RRC			Organising related activities		
Eco-club					
	1. Review Meetings at different levels	IQAC,	Review of Academic, Administrative and financial aspects		

II week	Students Talent Hunt	Jignasa,	Identification of students talents through curricular, extracurricular & co curricular activities		
		Yuvatarangam			
		TSAT/MANA TV			
	Students representatives meetings	IQAC	Nomination of select students on committees		
	Commencement of student centric activities	All Departments	Class room seminars, student projects, Field trips and competitions etc.		
DRC Meeting	Principal	Meeting at ID College			
IV week	Result Analysis	Academic & Examinations	Student Result Analysis-subject wise, course wise, college wise		
		Jignasa			
	State Teacher Awards	All Departments	Applying for State Teacher Awards		
	Academic Records	IQAC & Academic	Verification of Academic Records		
Ist working day	Staff review meeting	principal	Meeting of principal with Heads of departments to review previous month activities and plan for current months activities.		
5th working day	Staff council meeting	principal			
I Saturday	Swatch Bharath-Swatch Telangana	Entire college	Cleaning of college premises		
III Saturday	Harithaharam	Entire college	Plantation of trees		
IV Saturday	All clubs/Cultural/games/sports/parents teacher meeting	Concerned departments	Related activities to be performed		
<b>AUGUST</b>					
<b>Month/Date</b>	<b>Activity</b>	<b>In-charge</b>	<b>Activity to be conducted</b>	<b>Date/Done</b>	<b>Remarks</b>

6th	Prof.k.Jayashankar's Birth Anniversary celebrations	Literary & cultural cell	Conduct of related activities at college level. Presentation of awards to toppers in Academics (subject wise & group wise)		Graduation day	
15th	Independence day celebrations	Entire college	Conduct of related activities			
	Academic Festival	Entire college	Presentation of awards to toppers in Academics (subject wise & group wise)		Graduation day	
26th	Womens Equality Day	WEC & ICC	Conduct of related Activities			
29th	Telugu Basha	Department of Telugu	Conduct of related Activities			
	Dinotsavam					
I WEEK	State level Review meeting	principals	Video conference/meeting-CCE with JD,RJDCE & Principals			
II WEEK	DRC	PRINCIPAL	ID College			
	IQAC	IQAC	Meeting of IQAC Executive Body			
		Collection of student feedback on all teaching faculty members by Iqac coordinator				
			Analysis & action taken report by principal			
	Yuvatarangam		Meeting with State level/cluster level coordinators			
	Review Meeting at different levels	principal	Review of academic, Administrative and financial aspects			
III WEEK	DCEDRC		DCEDRC MEETING			
IVWEEK	Internal Examinations	Academic & Examinations	Conduct of Internal Examinations I for I,III & V Semesters			
	Health & Nutrition	Bhagya	Administering Deworming Tablets and providing medical insurance to students			
Ist working day	Staff review meeting	principal	Meeting of principal with Heads of departments to review previous month's activities and plan for current months activities.			
5th working day	Staff council meeting	principal				

I Saturday	NSS/ All clubs/Cultural/games/sports/ /Any Activity	Entire college	Related Activities		
III Saturday	Harithaharam	Entire college	Plantation of trees		
IV Saturday	Swatch Bharath-Swatch Telangana	Concerned departments	Cleaning of college premises including Rooftops, Terrace ,and Overhead Tanks & Sumps.		
	ICC	ICC	Training to girl studentsin unarmed combat Techniques		
V Saturday	TSAT –Nipuna Live Telecast	MANA TV	Environment Protection		
<b>SEPTEMBER</b>					
<b>Month/</b>	<b>Activity</b>	<b>In-charge</b>	<b>Activity to be conducted</b>	<b>Date/</b>	<b>Remarks</b>
<b>Date</b>				Done	
5th	Teachers Day	Entire college	Celebration of teachers day		
8th	International literacy day	Literary &cultural	Organising inter/intra college Literary Fest		
9th	Telanganabashadinotsavam	Literary & cultural	Organising a seminar on “kaloji-life,Literature, & Movement”		
15th	Job Mela	TSKC& CGC	Job Mela to be organised at all ID Colleges		
22nd	Hindi Divas Celebrations	Languages	Organising related activities		
24th	NSS Day	NSS	NSS Activities		
1st working Day	Staff review meeting	Principal & IQAC	Review of Academic , Administrative and financial aspects		
5th working Day	Staff council meeting				
I WEEK	Health & Nutrition	BHAGYA	Celebration of Nutrition WEEK-Organising food festivals and awareness programs on the nutritional value of food		
II WEEK	DRC	DRC	Meeting		

	IQAC	IQAC	IQAC Meeting with all Departments.		
			Collection of student feedback on every teacher by IQAC		
			Analysis & Action taken by principal		
			Documentation for Academic Audit		
	CPDC Meeting	Principal	Meeting of college CPDC to review and discuss various matters		
ALL Saturdays	All clubs/NSS/NCC/SWATCH Bharath/Harithaharam/Games & sports-	Entire college	Cleaning of college premises including Rooftops, Terraces, and Overhead Tanks & Sumps. Exhibition of literary works like poetry, short stories, news reports collected or written by students/staff		

OCTOBER

Month/ Date	Activity	In-charge	Activity to be conducted	Date/ Done	Remarks
2nd	Gandhi Jayanthi & Lal Bahadur Shastri Jayanthi	IQAC	Celebration of days		
25th	T-SAT Nipuna special live telecast	MANA TV	Dial your CCE		
31st	National Integration Day	Literary & cultural	Organising related activities		
1st working day	Staff Review meeting	Principal & IQAC	Meeting of the principal with heads of departments to review previous months activities and plan for current months activities		
5TH Working day	Staff council meeting	principal	Review of academic, administrative and financial aspects		
I Week	State level Review Meeting	principal	Video conference/meeting-CCE With JD, RJDCE & Principals		
II Week	DRC	principal	Meeting		
	IQAC	IQAC	IQAC Meeting with all Departments,		

			· collection of students feedback on teachers and Analysis,		
			· submission of Analysis report to principal		
			· Action of principal on students feedback on teachers		
	Health & Nutrition	BHAGYA	Celebration of world sight Day-Organizing eye check up		
III WEEK	Internal Examinations	Academic & Examinations	Conduct of Internal Examinations II for I, III & V Semesters		
	DCEDRC		2nd meeting of DCEDRC		
I Saturday	Swatch Bharath-Swatch Telangana & Hobby Day	Entire college	Cleaning of college premises including Rooftops, Terraces, and Overhead Tanks & Sumps.		
		Exhibition of literary works like poetry, short stories, news reports collected or written by students/staff			
III Saturday	Extra –curricular Activites	Nss/Ncc/All Clubs/Cultural/Sports & Games	Related Activities		
IV Saturday	T-SAT Nipuna Special Live Telecast	MANA TV	Stress Management and Life skills Education		
<b>NOVEMBER</b>					
<b>Month/Date</b>	<b>Activity</b>	<b>In-charge</b>	<b>Activity to be conducted</b>	<b>Date/Done</b>	<b>Remarks</b>
11th	National Education day	IQAC	Conduct of related activities at college level.		
14th	Jawaharlal Nehru Birthday	IQAC	Conduct of related activities at college level.		
	World Diabetes Day				
14th to 20 th	National Library Week	Library	Organising programs to inculcate reading habits		
16th to 22nd	Jignasa		College level Selections		
23rd to 25th	Jignasa		Submission of selected projects to CCE		

1st working day	Staff Review meeting	Principal & IQAC	Meeting of the principal with heads of departments to review previous months activities and plan for current months activities		
5TH Working day	Staff council meeting	principal	Review of academic,		
			administrative and financial aspects		
I WEEK	Commencement of Examinations (III& V SEM)	Examinations	Practical & Semester End Exams for III & V Semester students		
II WEEK	Commencement of Examinations (I SEM)	Examinations	Practical & Semester End Exams for I Semester students		
	DRC		Meeting		
	IQAC	IQAC	IQAC Meeting with all Departments,		
			· collection of students feedback on teachers and Analysis,		
			· submission of Analysis report to principal		
			· Action of principal on students feedback on teachers		
	Yuvatarangam	Principal	Meeting with state level & cluster level coordinators		
	Health & Nutrition	BHAGYA	Awareness programs on Diabetes on the occasion of world Diabetes Day		
	Career guidance	CGC	Conducting coaching classes for students to prepare for Edcet/PGCET/Competitive exams etc.		
III Week	Commencement of classes for IV & VI Semesters (from 25/11/2019)	All Departments	Annul curricular Plan should be followed strictly & reflected in Teaching Diary and Teaching Notes.		
I Saturday	Swatch Bharath-Swatch Telangana & Hobby Day	Entire college	Cleaning of college premises including Rooftops, Terraces, and Overhead Tanks & Sumps.		
			Exhibition of literary works like poetry, short stories, news reports collected or written by students/staff		



III & IV Saturday	Extracurricular Activities	Nss/Ncc/Harithaharam/All Clubs/committees/Cultural/Sports & Games	Related Activities		
V Saturday	T-SAT Nipuna Special Live Telecast	MANA TV	Methods/strategies/Best practices adopted by colleges		
<b>DECEMBER</b>					
<b>Month/ Date</b>	<b>Activity</b>	<b>In-charge</b>	<b>Activity to be conducted</b>	<b>Date/ Done</b>	<b>Remarks</b>
1st	AIDS DAY	RRC&Bhagya	Conduct of Aids awareness programs		
10th	Human Rights Day	IQAC	Conduct of related activities		
24th	National consumer Day	Consumer club	Awareness programs and competitions		
1st working day	Staff Review meeting	Principal & IQAC	Meeting of the principal with heads of departments to review previous months activities and plan for current months activities		
5TH Working day	Staff council meeting	principal	Review of academic, administrative and financial aspects		
I WEEK	Commencement of classes for I Semester (from 2/11/2019)	All Departments	Annul curricular Plan should be followed strictly & reflected in Teaching Diary and Teaching Notes.		
	Health & Nutrition	Bhagya	Awareness programs on Aids and organising Aids rally		
II WEEK	DRC		Meeting		
	IQAC	IQAC	IQAC Review meeting with all the Departments		
	Career guidance cell	CGC	Conducting coaching classes for students to prepare for Edcet/PGCET/Competitive exams etc		
III Week	Jignasa	Jignasa	State level selections		

IV WEEK	Yuvatarangam	PD/Cultural & Literal	College Level Games ,Sports, Cultural & Literary Competitions		
I Saturday	Swatch Bharath-Swatch Telangana & Hobby Day	Entire college	Cleaning of college premises including Rooftops, Terraces, and Overhead Tanks & Sumps.		
			Exhibition of literary works like poetry, short stories, news reports collected or written by students/staff		
III Saturday	Extracurricular Activities	Nss/Ncc/Harithaharam/All Clubs/committees/Cultural/Sports & Games	Related Activities		
IV Saturday	T SAT Nipuna Live Telecast	MANA TV	Preparation for competitive Examinations		
<b>JANUARY</b>					
<b>Month/ Date</b>	<b>Activity</b>	<b>In-charge</b>	<b>Activity to be conducted</b>	<b>Date/ Done</b>	<b>Remarks</b>
12th	Natioanal Youth Day	NSS,NCC, ECO CLUB	Celebration of the Day		
25th	National Voters Day	NSS,NCC, ECO CLUB	Organise programs to sensitize students on exercising the franchise		
26th	Republic Day	Entire college	Celebration of the day		
1st working day	Staff Review meeting	Principal & IQAC	Meeting of the principal with heads of departments to review previous months activities and plan for current months activities		
5TH Working day	Staff council meeting	principal	Review of academic, administrative and financial aspects		
I WEEK	DRC		Meeting		
	IQAC	IQAC	IQAC Review meeting with all the Departments		

	State level Review Meeting	principal	Video conference/meeting-CCE With JD,RJDCE & Principals		
II WEEK	Yuvatarangam	PD/Cultural & Literal	Cluster level Games, sports, cultural & literary competitions		
III WEEK	DCEDRC		3Rd Meeting of DCEDRC		
	Jignasa	Jignasa	Presentations at state level-selection of Best projects		
	Health & Nutrition	Bhagya	Hemoglobin Test and invited Lecture on Menstrual Hygiene for Girls		
IV WEEK	Jignasa	Jignasa	Prize Distribution Programme		
	Yuvatarangam	PD/Cultural & Literal	State level Games, sports, cultural & literary competitions		
	Internal exams	Academic & Examinations	Conduct of internal exams I for IV & VI Semester students		
I Saturday	Swatch Bharath-Swatch Telangana & Hobby Day	NSS,NCC,&ECO-CLUB	Cleaning of college premises including Rooftops, Terraces, and Overhead Tanks & Sumps.		
			works like poetry, short stories, news reports collected or written		
III Saturday	Extracurricular Activities	Nss/Ncc/Harithaharam/All Clubs/committees/Cultural/Sports & Games	Related Activities		
IV Saturday	T SAT Nipuna Live Telecast	MANA TV	Focus on Examination preparation and study opportunities in Higher Education		
<b>FEBRUARY</b>					
Month/ Date	Activity	In-charge	Activity to be conducted	Date/ Done	Remarks
21ST	Antarjatiya Matru Basha Dinotsavam	Languages, Literary & cultural	Celebrating the day		
28th	National Science Day	Department of sciences	Celebrating the day		

1st working day	Staff Review meeting	Principal & IQAC	Meeting of the principal with heads of departments to review previous months activities and plan for current months activities		
5TH Working day	Staff council meeting	principal	Review of academic,		
			administrative and financial aspects		
I Week	Internal Examinations	Academic & Examinations	Conduct of Internal Examinations I for I Semester students		
	DRC		II Meeting		
	IQAC	IQAC	IQAC Review meeting with all the Departments		
II WEEK	Yuvatarangam 2019-20	PD/Cultural & Literal	Grand Finale		
III Week	Health & Nutrition	Bhagya	World Cancer Day-Awareness program on prevention & cure of cancer		
I Saturday	Swatch Bharath-Swatch Telangana & Hobby Day	NSS,NCC,&ECO-CLUB	Cleaning of college premises including Rooftops, Terraces,and Overhead Tanks & Sumps.		
			Exhibition of literary works like poetry, short stories, news reports collected or written by students/staff		
III Saturday	Extracurricular Activities	Nss/Ncc/Harithaharam/All Clubs/committees/Cultural/Sports & Games	Related Activities		
IV Saturday	Parent Teacher Meeting	All Departments	Parents meeting with teachers		
<b>MARCH</b>					
<b>Month/</b>	<b>Activity</b>	<b>In-charge</b>	<b>Activity to be conducted</b>	<b>Date/</b>	<b>Remarks</b>
<b>Date</b>				<b>Done</b>	
8TH	International Women's Day	WEC & ICC	Celebrating the day and conducting competitions for students & staff		

1st working day	Staff Review meeting	Principal & IQAC	Meeting of the principal with heads of departments to review previous months activities and plan for current months activities		
5TH Working day	Staff council meeting	principal	Review of academic,		
			administrative and financial aspects		
I WEEK	Budget Utilization	Principal,	Preparation of details of income through different sources, expenditure and other requirements etc.		
		IQAC,	preparation of necessary proposals along with enclosures for submission for financial assistance from different agencies like UGC, RUSA,		
		Staff council	State Government etc.		
		,Academic & Examinations	Keep proposals ready for additional requirements of the college		
			Submission of bills to DTO		
	DRC		III Meeting		
	IQAC	IQAC	IQAC meeting with all the Departments		
	State level Review Meeting	Principal	Video conference/meeting-CCE with JD/RJDCE & Principals		
II WEEK	Health & Nutrition	Bhagya	Awareness program on Drug Abuse by organising rallies and lectures		
			Celebration of world Health Day by organising Dental checkup in colleges		
III WEEK	DCEDRC		4th Meeting of DCEDRC		
	Internal exams	Academic & Examinations	Conduct of internal exams II for II, IV & VI Semester students		
IV Week	Stock Verification	Concerned departments	Stock Verification of Laboratories & Libraries		
I Saturday	Swatch Bharath-Swatch Telangana & Hobby Day	Entire college	Cleaning of college premises including Rooftops, Terraces, and Overhead Tanks & Sumps.		
			Exhibition of literary works like poetry, short stories, news reports collected or written by students/staff		

III & IV Saturday	Extra –curricular Activites	Nss/Ncc/All Clubs/Cultural/Sport s & Games	Related Activities		
<b>APRIL</b>					
<b>Month/ Date</b>	<b>Activity</b>	<b>In-charge</b>	<b>Activity to be conducted</b>	<b>Date/ Done</b>	<b>Remarks</b>
5TH	BabuJagajivan Ram Birthday	Literary & cultural	Celebrating the day		
14th	Dr.B.R. Ambedkar birthday	Literary & cultural	Celebrating the day		
1st working day	Staff Review meeting	Principal & IQAC	Meeting of the principal with heads of departments to review previous months activities and plan for current months activities		
5TH Working day	Staff council meeting	principal	Review of academic,		
			administrative and financial aspects		
I WEEK	Health & Nutrition	Bhagya	Celebration of World Health Day		
	IQAC	IQAC	Preparation of IQAC Report, upload to college website and submission of soft copy to naac. tgce@gmail.com		
II WEEK	Commencement of Examinations (II,IV& VI SEM)	Examinations	Practical & Semester End Exams for II,IV&VI Semester students		
	Preparation of Annual Academic Performance Report	IQAC & Academic & examinations	Preparation of college Annual Academic Performance Report (AAPR) And submit soft copy to O/O CCE.		
I Saturday	Swatch Bharath-Swatch Telangana & Hobby Day	NSS,NCC,&ECO- CLUB	Cleaning of college premises including Rooftops, Terraces, and Overhead Tanks & Sumps.		
			Exhibition of literary works like poetry, short stories, news reports collected or written by students/staff		

III Saturday	Extracurricular Activities	Nss/Ncc/Harithaharam/All Clubs/committees/Cultural/Sports & Games	Related Activities		
IV Saturday	Parent Teacher Meeting	All Departments	Parents meeting with teachers		
<b>MAY</b>					
<b>Month/ Date</b>	<b>Activity</b>	<b>In-charge</b>	<b>Activity to be conducted</b>	<b>Date/ Done</b>	<b>Remarks</b>
1ST	Publicity Campaign	Principal & All Departments	Release of college Brochure by District collector Campaigning through brochures, flexes, scrolling in local TV, door to door canvassing for online Admissions etc.		
Entire month	Students Help Desk	DOST	Establishment of students help desk in the college and online registration of students to various courses to be taken up		
	State level Review meeting	principal	Video conference/meeting-CCE with JD/RJDCE & Principals		