

MKR GOVERNMENT DEGREE COLLEGE,DEVARAKONDA

INSTITUTIONAL ACADEMIC CALENDER FOR 2020-21

September

Month/Date	Activity	In-charge	Activity to be conducted	Date/Done	Remarks
5th	Teachers Day	Entire college	Celebration of Teachers Day		
8th	International Literacy Day	Literary cultural	Organising Inter/Intra college Literary Fest		
9th	Telangana Basha Dinotsavam	Literary cultural	Organising a seminar on Kaoji-Life, Literature & movement		
22nd	Hindi Divas	Languages	Organising Related Activities		
24th	NSS Day	NSS	NSS Activities		
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		
	DRC Meeting	Principal	Preparation of DRC Annual Activity		

II week	DRC meeting	Principal	Plan For 2020-21		
	IQAC	IQAC	IQAC Meeting with all Departments		
	Commencement of classes for III & V Semesters (from 01/09/2020)	All Departments	Annual curricular Plan should be followed strictly & reflected in Teaching Diary and Teaching Notes		
III WEEK	Examinations for VI sem Out going students	Examinations	Conduct of Examinations		
I Saturday			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		
October					
Month/	Activity	In-charge	Activity to be conducted	Date/	Remarks
				Done	
Date					
2nd	Gandhi Jayanthi & Lal Bahadur Shastri Jayanthi	IQAC	Celebration of DAYS		
31ST	National Integration Day	Literary & Cultural	Organising Related Activities		
I week	1. Review Meetings at different levels	IQAC,	Review of Academic, Administrative and financial aspects		
	Students representatives meetings	IQAC	Nomination of select students on committees		
	Commencement of student centric activities	All Departments	seminars, student projects and competitions etc.		
	DRC Meeting	Principal	Meeting at ID College		
II WEEK	Academic Records	IQAC & Academic	Verification of Academic Records		

III WEEK	Health & Nutrition	Bhagya	Celebration of world sight Day- Organizing eye check up		
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			
IV Saturday	All clubs/Cultural/games/sports/parents teacher meeting	Concerned departments	Related activities to be performed		
NOVEMBER					
Month/ Date	Activity	In-charge	Activity to be conducted	Date/ Done	Remarks
11 th	National Education Day	IQAC	Conduct Related activities at college level		
14th	Jawaharlal Nehru Birthday	IQAC	Conduct Related activities at college level		
14th	World Diabetes Day	Bhagya	Conduct of Awareness & Related activities at college level		
14th to 20 th	National Library WEEK	Library	Programs to inculcate Reading Habits among the students.		
I WEEK	State level Review meeting	principals	Video conference/meeting-CCE with JD,RJDCE & Principals		
	DRC	PRINCIPAL	ID College		
	IQAC	IQAC	Meeting of IQAC Executive Body Collection of student feedback on all teaching faculty members by IQAC coordinator		

II WEEK			Analysis & action taken report by principal		
	Internal Examinations	Examination Branch	Conduct of I Internal Exams for III&V Semesters		
	Review Meeting at different levels	Principal	Review of academic, Administrative and financial aspects		
III WEEK	DCEDRC		DCEDRC MEETING		
IV WEEK	HEALTH & NUTRITION	BHAGYA	Awareness programs on Diabetes on the occasion of world Diabetes Day		
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.		
DECEMBER					
Month/	Activity	In-charge	Activity to be conducted	Date/	Remarks
Date				Done	
1st	AIDS Day	NSS & Bhagya	Conduct of Aids Awareness programs		
10th	Human Rights Day	NSS & Political Sciences	Awareness programs		
24th	National Consumer Day	consumer club	Awareness programs & competitions		
Ist working Day	Staff review meeting	Principal & IQAC	Review of Academic , Administrative and financial aspects		

5th working Day	Staff council meeting				
I WEEK	Commencement of classes for I Semester I(7/12/2020)	All Departments	Classes should be conducted on Online mode. Annual curricular Plan should be followed strictly & reflected in Teaching Diary and Teaching Notes.		
	Health & Nutrition	Bhagya	Awareness programs on Aids and organising Aids rally		
	Orientation for Iyear Students	IQAC& Departments	ents Induction program Identification of Teacher counsellors		
	Extension Activities	NSS/NCC/RRC	Enrollment of Students in various clubs		
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		
	Commencement of Examinations for II & IV Semesters	Examinations Branch	Conduct of Exams		
III WEEK	CPDC Meeting	Principal	Meeting of college CPDC to review and discuss various matters		
IV WEEK	Internal Examinations	Examinations Branch	conduct of II Internal Exams for III & V Semesters		
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		

JANUARY					
Month/ Date	Activity	In-charge	Activity to be conducted	Date/ Done	Remarks
12th	National Youth Day	NSS& NCC	Celebration of the Day		
25th	National Voters Day Day	NSS& NCC	Organise the 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	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		
	DCEDRC		2nd meeting of DCEDRC		
IV WEEK	Health & Nutrition	Bhagya	Hemoglobin Test and invited Lecture on Menstrual Hygiene for Girls		
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		
FEBRUARY					
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	Anti Ragging Campaign	Discipline & Anti Ragging	Organising Anti Ragging campaign in the college premises.		
II WEEK	DRC	IQAC	Meeting		
	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		
III Week	Health & Nutrition	Bhagya	World Cancer Day-Awareness program on prevention & cure of cancer		
IV Week	I Internal Examinations (I SEM)	Examinations	Conduct of Examinations		

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		
MARCH					
Month/	Activity	In-charge	Activity to be conducted	Date/	Remarks
Date				Done	
8th	International Womens Day	WEC & ICC	CELEBRATING THE DAY & CONDUCTING COMPETITIONS FOR THE STUDENTS		
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 Practical Examinations (III& V SEM)	Examinations Branch	Practical Exams for III &V Semester students		
I WEEK	DRC		III Meeting		
	IQAC	IQAC	IQAC Meeting with all departments		
III Week	Commencement of Semester End Examinations (III& V SEM)	Examinations Branch	Conduct of Exams for III &V Semester students		

	Budget Utilization	PRINCIPAL,IQAC,STAFF COUNCIL,ACADEMIC & EXAMINATIONS	Preparation of details of income through different sources, expenditure and other requirements etc. preparation of necessary proposals along with enclosures for submission for financial assistance from different agencies like UGC, RUSA,State Government etc Keep proposals ready for additional requirements of the college. Submission of bills to DTO		
IV WEEK	HEALTH & NUTRITION	Bhagya	Celebration of world Health Day by organising Dental checkup in colleges		
	Stock Verification	Concerned departments	Stock Verification of Laboratories & Libraries		
	II Internal Examinations (I SEM)	Examinations Branch	conduct of Practical Exams		
	COMMENCEMENT OF CLASSES FOR IV & VI SEMESTERS	ALL Departments			
I Saturday	Swatch Bharath-Swatch Telangana & Hobby Day	Nss/Ncc/Harithaharam/All Clubs/committees/Cultural/Sports & Games	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	Extension Activities	Nss/Ncc/Harithaharam/All Clubs/committees/Cultural/Sports & Games	Related Activities		
APRIL					
Month/	Activity	In-charge	Activity to be conducted	Date/	Remarks
Date				Done	

5TH	Babu Jagajeevan 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 Working day	Staff council meeting	principal	Review of academic, administrative and financial aspects		
I WEEK	Commencement of practical Examinations (SEM I)	Examinations Branch	Conduct of practical Exams		
	DRC		Meeting		
	IQAC	IQAC	IQAC Review meeting with all the Departments		
II WEEK	State level Review Meeting	principal	Video conference/meeting-CCE With JD,RJDCE &Principals		
III WEEK	Commencement of Semester End Examinations (SEM I)	Examinations Branch	Conduct of Examinations		
	DCEDRC		3rd Meeting of DCEDRC		
IV WEEK	Health & Nutrition	Bhagya	Celebration of World Health Day		
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		
III Saturday	Extracurricular Activities	Nss/Ncc/Harithaharam/All Clubs/committees/Cultural/Sports & Games	Related Activities		

MAY					
Month/ Date	Activity	In-charge	Activity to be conducted	Date/ Done	Remarks
9	International Mothers Day	WEC	Celebration of the Day		
8	world Red Cross Day	RRC/NSS	Related Activities		
18	world Museum Day	Department of History	Related Activities		
31	Anti Tobacco Day	Bhagya	Awareness Programs		
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		
5/1/2021	commencement of classes for sem II	All Departments	Classes should be conducted on Online mode. Annual curricular Plan should be followed strictly & reflected in Teaching Diary and Teaching Notes.		
I Week	I Internal Examinations for IV & VI Semesters	Academic & Examinations			
	DRC		II Meeting		
	IQAC	IQAC	IQAC Review meeting with all the Departments		
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		
JUNE					
Month/ Date	Activity	In-charge	Activity to be conducted	Date/ Done	Remarks
2nd	Teangana 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	NCC.NSS,RRC	Awareness Activities To be conducted Among Students & parents		
21st	International Yoga Day	Entire College	Celebration of the Day		
26th	International Day against Drug Abuse	IQAC	Awareness program on Drug Abuse		
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		
	DRC		III Meeting		
	IQAC	IQAC	IQAC meeting with all the Departments		
II WEEK	State level Review Meeting	Principal	Video conference/meeting-CCE with JD/RJDCE & Principals		
III WEEK	DCEDRC		4th Meeting of DCEDRC		
	Internal exams	Academic & Examinations	Conduct of internal exams II for II, IV & VI Semester students		
IV WEEK	Harithaharam	Entire college	Plantation of trees		

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 Activities	Nss/Ncc/All Clubs/Cultural/Sports & Games	Related Activities		
JULY					
Month/ Date	Activity	In-charge	Activity to be conducted	Date/ Done	Remarks
7th to 14th	Telanganaku Harithaharam	NCC,NSS,ECO-CLUB, Harithaharam	To create awareness among students on environmen Planning & organising plantation programme in consultation with District authoritiest		
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		
II WEEK	I Internal(Sem II) & II Internal Examinations for IV &VI Semesters	Examinations	Conduct of Examinations		
	Commencement of Examinations (IV& VI SEM)	Examinations	Practical & Semester End Exams 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.		
			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		
AUGUST					
Month/ Date	Activity	In-charge	Activity to be conducted	Date/ Done	Remarks
6th	Prof.k.Jayashankar's Birth Anniversary celebrations	Literary & Cultural	Conduct of Related Activities		
15th	Independence Day	Entire Collge-Principal	Flag Hoisting		
26th	Womens Equality Day	WEC & ICC	Conduct of Related Activities		
29th	Telugu Basha Dinotsavam	Dept of Telugu	Related Activities		
I WEEK	Health & Nutrition	Bhagya	Administering Deworming Tablets and providing medical insurance to students		
II WEEK	II Internal Examinations for II Semester	Examinations	Conduct of Exams		
IV WEEK	Practical & Semester End Exams for SEM II	Examinations	Conduct of Exams		
	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.		
	IQAC	IQAC	Preparation of IQAC Report, upload to college website and submission of soft copy to naac.tgce@gmail.com		
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		