

Government Degree College, Hayathnagar Institutional Academic Calender for the year 2016-17

Month / Date	Activity	Incharge	Activity to be conducted
June 1st	TSKC	TSKC	Commencement of TSKC I batch training
2nd	Telangana State Formation Day	Principal	Celebrations for 1st to 6th June
5th	World Environment Day & Telangana Haitaharam	NSS, & Eco-Club	To create awareness among students on environment
			Planning and organising plantation programme in consultation with District authorities
14th	World Blood Donor Day	RRC, NSS	Awareness among students by RRC, NSS
15th	Job Mela	TSKC & CGC	Job Mela to be attended by TSKC Trained Students
I Week	Preparation of Institutional Plans		Preparation of Institutional plan by incorporating all the activities given in CCE Academic Calender (2016-17)
	Preparation of Annual Curricular Plan (Lecturer wise)	Departmental Incharges	Preparatio of Dept wise/ Lecturer wise Annual curricular plan incorporating curricular, co-curricular and extra-curricular activities. Preparatio of/NSS/College Social responsibility Cell & others Annual Action Plan.
	Student Admissions	Academic Coordinator	Commencement of Admisssions as per respective university norms

Month / Date	Activity	Incharge	Activity to be conducted
	College Level Review Meeting by Principal	Principal	Review of Department wise Annual Curricular Plans - share & discuss innovative teaching learning techniques etc.
II Week	District Level Review Meeting by ID College Principal	Principal	Review of all GDCs in the district by ID College Principal - Finalization of Annual DRC activities pan.
			Meeting with all the departments
	Review Meeting by RJDCE	Principal	Review of all colleges under jurisdiction through ID Principals
	Commencement of classes for II & III year students	All Departments	Annual Curricular plans shall be followed strictly & reflected in Teaching Diary and Teaching Notes
	Result Analysis	Academic Coordinator	College Level, Department wise & Lecturer wise Progressive Result analysis and submission to O/o CCE. Planning for Remedial teaching.
IV Saturday	Swachha Bharath - Swachha Telangana & Hobby Day	NSS, & Eco-Club	Cleaning of College Premises including Rooftops, Terraces, Overhead Tanks & Sumps Exhibition of literary works like poetry, Short stories, news reports collected or written by students / staff
June	DCEDRC		1st Meeting of DCEDRC
JULY 1st	CBCS	Academic Coordinator	Commencement of 1st Semester to I year students

Month / Date	Activity	Incharge	Activity to be conducted
15th	Job Mela	TSKC & CGC	Job Mela to be organized at all ID Colleges
I Week	Orientation for First year students	& Departments	College activities, Facilities, Certificate / Add on Courses etc. Identitification of Teacher counsellors to each class and display the list
	Anti-Ragging campaign	Discipline & Anti Ragging Committee	Organising Anti Ragging Campaign in the college premises
			Meeting of Executive Body
I & II Week	1. Review Meetings at different Levels 2. Student Progression	, Departments & Committees	Review of Academic, Administrative and financial aspects Recording student progression
II Week	Student Representatives meeting		Nomination of select students on committees
	Commencement of Student centric activities	All Departments	Class room seminars, Study Projects, Field trips and competitions etc.,
III Week	Medical Camp	NSS, & RRC	Medical camp in collaboratio with District Health Officials
	Extension Activities & College Social Responsibility Cell	NSS,, RRC & Eco-Club	Enrolment of students into / NSS / Sprts / Cultural etc. Organising related activities.
I Saturday	Staff Council meeting	Principal	Meeting of the Principal with Heads of departments to review prevoius month's activities and plan for current month's activities

Month / Date	Activity	Incharge	Activity to be conducted
III Saturday	Staff Meeting	Principal	Meeting of the Principal with staff
IV Saturday	Swachha Bharath - Swachha Telangana & Hobby Day	NSS,, Eco-Club & All Departments	Cleaning of College Premises including Rooftops, Terraces, Overhead Tanks & Sumps Crafts exhibition by students / staff
July	Telangana ku Haritaharam	NSS,, Eco-Club & All Departments	Organizing plantation program in consultation with District authorities
	TSKC Day	TSKC & CGC	APPT presentation / Talk / Skit / Seminar to all students (class wise) on Career Prospects by H.R. representative / TSKC trainee / Coordinator or Mentor / Guest Lecturers etc.
AUGUST 6th	Prof. K. Jayashankar's Birth Anniversary Celebrations	Literary & Cultural Cell	Conduct of related activities on Jayashankar's contribution for Telangana
15th	Independence Day Celebrations Academic Festival 2014-15	Entire College	Conduct of related activities at college level. Presentation of awards to toppers in Academics (subject wise & group wise).
26th	Women's Equaligy Day	WEC & ICC	Conduct of related activities
29th	Telugu Bhasha Dinotsavam	Department of Telugu	Conduct of related activities
I Week	DRC		II Meeting
			Meeting with all the departments

Month / Date	Activity	Incharge	Activity to be conducted
I & II Week	Review Meeting at different Levels	Principal	Review of Academic, Administrative and financial aspects
III Week	Field / Industry visit	Concerned Departments	Organising field/ industrial visits to students
Last Week	I Unit Exams - II & III yrs	Academic, Examinations	Conduct of examinations and recording of marks in the proforma provided
	Add-on Courses	Concerned Departments	2 day workshop to students by each department
	Consumer awareness programs	Consumer Club	Intercollegiate / interdepartmental activities
	Career Counselling programs	CGC	Display of notifications on College Wall Magazine & guidance for application
I Saturday	Staff Council Meeting	Principal	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
III Saturday	Staff Meeting	Principal	Meeting of the Principal with staff
IV Saturday	Swachha Bharath - Swachha Telangana & Hobby Day	Entire College	Cleaning of College Premises including Rooftops, Terraces, Overhead Tanks & Sumps Dance, Music, Dramatics, Street plays, Skits etc. by students / staff
	Telangana harithaharam	Entire College	Organising related activities in consultation with District authorities

Month / Date	Activity	Incharge	Activity to be conducted
August	Eco Fest	Eco-Club	Organising activities related to Environment protection like Water management, Waste management etc. Display of student projects and conduct of competitions
	ICC	ICC	Training to all girl students in Un Armed Combat Techniques
SEPTEMBER 5th	Teachers' Day	Entire College	Celebration of Teacher's Day
8th	International Literacy Day	Literary & Cultural	Organizing Inter/Intra College Library Fest
9th	Telangana Basha Dinotsavam	Literary & Cultural	Organising a seminar "Kaloji - Life, Literature & Movement"
15th	Job Mela	TSKC & CGC	Job Mela to be organised at all ID colleges
22nd	Hindi Divas Celebrations	Languages	Organizing related activities
24th	NSS Day	NSS	NSS activities
I Week	DRC	DRC	III Meeting Workshop with UGC coordinators on mobilization & utilization of UGC funds
	Extension activities	Concerned Departments	Organizing Guest lecturers / Field visits etc.

Month / Date	Activity	Incharge	Activity to be conducted
			Meeting with all the departments
II Week	Review Meetings at different Levels	Principal	Review of academic, Administrative and financial aspects
	CPDC meeting	Principal	Meeting of College CPDC to review and discuss various matters
II Week	Teacher Evaluation Process		Collection of student feedback on every teacher by Analysis & Action taken by Principal Documentation for Academic Audit
	Parents Meeting	Principal	Teachers meet the parents
	Annual Sports, Cultural & literary Meet	Physical Education, Literary & Cultural	Organizing annual Sports, Cultural & Literary fest, conducting competitions
III Week	CBCS		College level review on CBCS
Last Week	II Unit Exams - II & III yrs	Academic & Examinations and	Conduct of examinations and recording of marks as per the proforma
	Student centric activities	Concerned Departments	Class room seminars, Study Projects and competitions etc., Remedial Instruction
	College Social Responsibility Cell	College Social Responsibility Cell	Organizing related activities

Month / Date	Activity	Incharge	Activity to be conducted
I Saturday	Staff Council meeting	Principal	Meeting of the Principal with Heads of departments
III Saturday	Staff Meeting	Principal	Meeting of the Principal with staff
IV Saturday	Swachha Bharath - Swachha Telangana & Hobby Day	Entire College	Cleaning of College Premises including Rooftops, Terraces, Ovrhead Tanks & Sumps. Photo, Drawing, Sketching & Painting Exhibitin by students / staff
August	DCEDRC		2nd Meeting of DCEDRC
OCTOBER 2nd	Gandhi Jayanti & Lal Bahdur Sastri Jayanti		Celebration of days
31st	National Integration Day	& Literary & Cultural	Conduct of related activities
I Week	Review Meetings at different Levels	Principal	Review of Academic, Administrative and financial aspects
	Evaluation		Meeting with all the departments, Collection of students feedback on teachers, Analysis, submission of analysis report to Principal Action of Principal on Students' feedback on teachers
	Projects Display Day	Concerned Departments	Conduct of Science / Arts / Commerce rest display of Research, study projects and achievements.

Month / Date	Activity	Incharge	Activity to be conducted
	TSKC Day	TSKC	APPT presentation / Talk/ Skit / Seminar to all students (class wise) on Career prospects by H.R. representative / TSKC/ trainee, Coordinator or Mentor / Guest Lecturers etc.,
III Week	Bathukamma Festival	Literary & Cultural	Conduct of related activities
I Saturday	Staff Council meeting	Principal	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities.
III Saturday	Staff Meeting	Principal	Meeting of the Principal with staff
IV Saturday	Swachha Bharath - Swachha Telangana	Entire College	Cleaning of College Premises including Rooftops, Terrace, Overhead Tanks & Sumps
NOVEMBER 11th	National Education Day		Conduct of related activities
14th	Pandit Jawahar Lal Nehru Birthday/ World Diabetes Day		Conduct of related activities
15th	Job Mela	TSKC & CGC	Job Mela to be organized at all ID colleges
14th-20th	National Library Week	Library	1. Organizing programs to inculcate reading habits 2. Assignments to encourage students to visit libraries and use the resources to the maximum.
	Communal Harmony College Social Responsibility Week	College Social Responsibility Cell	Conduct of related activities etc.

Month / Date	Activity	Incharge	Activity to be conducted
I Week	Meeting		Meeting with all the departments
	TSKC - 2nd batch training, organising campus drive	TSKC & CGC	Commencement of TSKC II batch training Organizing Campus drive
	Career Guidance Cell	CGC	Conducting coaching classes for students to prepare for EdCET / PGCET / Competitive examinations etc.
II Week	Review Meetings at different Levels	Principal	Review of Academic, Administrative and financial aspects
	DRC - IV Meeting	DRC	IV Meeting
III Week	III Unit Exams	Academic, Examinations	Conduct examinations, ensure student attendance and record marks
Last Week	Sports & Cultural Fest	Physical Education & Literary & Cultural	Organizing District level Sports, cultural & Literary festival
I Saturday	Staff Council Meeting	Principal	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities.
III Saturday	Staff Meeting	Principal	Meeting of the Principal with staff
IV Saturday	Swachha Bharath - Swachha Telangana & Hobby Day	Entire College	Conduct specified activities Food Mela and Exhibition of Stamps, Coins, etc. collected by students / staff

Month / Date	Activity	Incharge	Activity to be conducted
DECEMBER 1st	CBCS	Principal	Commencement of 2nd Semester to I Year students
	AIDS Day	RRC	Red Ribbon Clubs conduct AIDS awareness programs in collaboration with District officials
10th	Human Rights Day		Conduct of related activities
24th	National Consumer Day	Consumer Club	Copetitions & awareness programmes
I Week	Communal Harmony / College Social Responsibility Week	College Social Responsibility Cell	Conduct of related activities etc.,
	Review Meetings at different Levels	Principal	Review of Academic, Administrative and financial apsects
			Meeting of Executivve Body
	TSKC	TSKC & CGC	Commencement of KC trainingg & Organizing Campus drive
	Career Guidance Cell	CGC	Conducting coaching classes for students to prepare for EdCET / PG CET / Competitive examinations etc.
	Term Exams	Academic, Examinations	Conduct eaminaitons, ensure student attendance and record marks

Month / Date	Activity	Incharge	Activity to be conducted
II Week	Staff Level Sports & Cultural Fest	Physical Education & Literary & Cultural	Organising State level Sports & Cultural Festival
	Staff Council Meeting	Principal	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
I Saturday	Staff Meeting	Principal	Meeting of the Principal with staff
III Saturday	Swachha Bharath - Swachha Telangana & Hobby Day	Entire College	Cleaning of College Premises including Foottops, Terrace, Overhead Tanks & Sumps Rangoli competition
December	DCEDRC	DRC	3rd Meeting of DCEDRC
JANUARY 2017 12th	National Youth Day	NSS, & Eco-Club	Celebration of the day
25th	National Voters Day	NSS, & Eco-Club	organize programmes to sensitize students on exercising the franchise
26th	Republic Day	Entire College	Celebration of Republic Day
I Week			Meeting with all the departments
I & II Week	Review Meetings at different Levels	Principal	Review of academc, Administrative and financial aspects
Last Week	Pre-Final Exams	Principal, Academic & Examinations	Conduct Pre final examinations in theory & practical, ensure student atndance and record marks

Month / Date	Activity	Incharge	Activity to be conducted
I Saturday	Staff Council Meeting	Principal	Meeting of the Principal with Heads of departmentns to review previous month's activitiesa and plan for current month's activities
III Saturday	Staff Meeting	Principal	Meeting of the Principal with staff
IV Saturday	Swachha Bharath - Swachha Telangana	All Departments	Cleaning of College premises including Rooftops, Terrace, Overhead Tanks & Sumps
January	TSKC	TSKC & CGC	Organizing Campus drives TSKC Day - A PPT presentation / Talk / Skit/ Seminar to all students (class wise) on Career Prospects by H.R. representative /
	Career Guidance Cell	CGC	Conducting coaching classes for students to prepare for Ed.CET / PGCET / Competitive.
FEBRUARY 2017 15th	Job Mela	TSKC	Job Mela to be organised at all ID colleges
21st	Antarjaatiya Matru Bhasha Dinotsavam	Languages, Literary & Cultural	Celebrating the day
I Week	CPDC Meeting	Principal	Meeting of College CPDC to review and discuss various matters
			Meeting with all the departments
II Week	Review Meetings at different Levels	Principal	Review of Academic, Administrative and financial aspects.
	Practical Exams	All Departments	Commencement of University Practical examinations

Month / Date	Activity	Incharge	Activity to be conducted
II Week	Performance improvement activities	All Departments	Revision and Remedial classes to needy students
	TSKC & Career Guidance Cell	TSKC & CGC	Organizing Campus drives
III Week	Parents Meeting	Principal	Teachers meet the parents
I Saturday	Staff Council Meeting	Principal	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
III Saturday	Staff Meeting	Principal	Meeting of the Principal with staff
February	DCEDRC	Principal	4th Meeting of DCEDRC
MARCH 2017 8th	International Women's Day	WEC & ICC	Conduct of related activities & competitions for students & staff
I Week	Budget Utilization		Submission of all bills to DTO
			Meeting with all the departments
II Week	Review Meetings at different Levels	Principal	Review of Academic, Administrative and financial aspects
III Week	University Exams	Principal, Academic & Examinations	Commencement of University Theory examinations (2013-14)

Month / Date	Activity	Incharge	Activity to be conducted
Last Week	Stock Verification	Principal, Academic & Examinations, , All Committees &	Stock verification of Laboratories and Libraries
I Saturday	Staff Council Meeting	Principal	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
III Saturday	Staff Meeting	Principal	Meeting of the Principal with staff
APRIL 2017 5th	Babu Jagjivan Ram's Birthday	Literary & Cultural	Celebration the day
14th	Dr. B.R.Ambedkar's Birthday	Literary & Cultural	Celebration the day
I Week	Preparation of Annual Academic Performance Report	& Academic & Examinations	Prepare of college Annual Academic Performance Report (AAPR) and submit soft copy to CCE
			Preparation of report, upload to college website and submission of softcopy to naac.tgce@gmail.com
	Preparation of College Annual Academic Plan for 2016-17		Preparation of college Annual Academic Plan for 2016-17
	Preparation of DRC Annual Activity plan for 2016-17	DRC	Preparation of DRC Annual Activity plan for 2016-17
II Week	Preparation of Financial plan for 2017-18	Principal, , 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 Govt. etc. Keeping proposals ready for additional requirements of the college

Month / Date	Activity	Incharge	Activity to be conducted
I Saturday	Staf Council meeting	Principal	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
April	Career Guidance Cell	CGC	Conducting coaching classes for students to prepare for EdCET / PG CET / Competitive examinations etc.

Coordinator

Principal