

Government Degree College, Hayathnagar Institutional Academic Calender for the year 2018 - 19

Month / Date	Activity	Incharge	Activity to be conducted
Jun-18	Telangana State Formation Day	Principal & CQAMS	Celebrations
2nd			
5th	World Environment Day & Telangana Haitaharam	NSS, NCC & 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 & NCC	Awareness among students by RRC, NSS & NCC
21st	International Yoga Day	Physical Edn. NCC, NSS	Celebration of yoga day
III Week	Preparation of Institutional Plans	CQAMS	Preparation of Institutional plan by incorporating all the activities given in CCE Academic Calender (2018 - 19)
	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 NCC/NSS/College Social responsibility Cell & others Annual Action Plan.
	Commencement of classes for III & V Semesters	Academic Coordinator	Commencement of classes as per the almanac issued by the university
	College Lever Review Meeting by Principal	Principal	Review of Department wise Annual Curricular Plans - share & discuss innovative teaching learning techniques etc.
IV 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.
	CQAMS	CQAMS	CQAMS Meeting with all the departments
	Review Meeting by RJDCE	Principal	Review of all colleges under jurisdiction through ID Principals

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	Sports & Games	Physical Education	Maintenance of tracks & sports equipment, laying of new tracks & courts and purchase of sports material
	Anti-Ragging campaign	Discipline & Anti Ragging Committee	Organising Anti Ragging Campaign in the college premises
Every Saturday	Student Seminars	All Departments	Conduct of student seminars, quizzes etc.,
June	DCEDRC		1st Meeting of DCEDRC
JULY 1st, 2018	CBCS	Academic Coordinator & CQAMS	Commencement of 1st Semester to I year students
5th to 15th	TSKC	TSKC & CQAMS	Setting a goal and plan of action & arranging awareness programmes for Semester I students' on TSKC Curriculum, MOOCs, Certificate Courses etc.,
I Week	Review Meetings at different Levels	CQAMS & Departments	Review of academic, administrative and financial aspects and recording student progression.
	Orientation Programme	CQAMS & Academic & Examinations	Orientation for 1st Sem students' on CBCS & college activities, facilities, certificate/Add-on courses.
	CQAMS	CQAMS	Meeting of CQAMS Executive Body
	Student Representatives meeting	CQAMS	Nomination of select students on committees
II Week	Commencement of Student centric activities	All Departments	Class room seminars, Study Projects, Field trips and competitions etc.,
III Week	Harivillu	Clubs, Literary & Cultural Wing	Meeting of all clubs including literary & cultural wing and prepare the action plan for 2018 - 20. Enrolment of students' in different clubs
	Extension Activities & College Social Responsibility Cell	NSS, NCC, RRC & Eco-Club	Enrolment of students into NCC / NSS / Sprts / Cultural etc. Organising related activities.

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5th July	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
1st of every month	Staff Meeting & Academic Audit	Principal & CQAMS	Meeting of the Principal with staff & conduct of academic audit in colleges.
IV Saturday	Swachha Bharath - Swachha Telangana & Hobby Day	NSS, NCC, Eco-Club & All Departments	Cleaning of College Premises including Rooftops, Terraces, Overhead Tanks & Sumps Crafts exhibition by students / staff
Every Saturday	Student Seminars	All Departments	Conduct of student seminars, quizzes etc.,
JULY	Academic Records	All Departments	Verification of academic records
AUGUST 2018 6th	Prof. K. Jayashankar's Birth Anniversary Celebrations	Literary & Cultural Cell	<u>Conduct of related activities on Jayashankar's contribution for Telangana</u>
15th	Independence Day Celebrations Academic Festival 2018 - 19	Entire College	Conduct of related activities at college level. Presentation of awards to toppers in Academics (subject wise & group wise).
26th	Women's Equality Day	WEC & ICC	Conduct of related activities
29th	Telugu Bhasha Dinotsavam	Department of Telugu	Conduct of related activities
I Week	DRC	Principal	II Meeting
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	Internal Assessment - I	Academic, Examinations & CQAMS	Conduct of examinations and Posting of marks online
	Add-on Courses	Concerned Departments	2 day workshop to students by each department

Month / Date	Activity	Incharge	Activity to be conducted
Last week	Consumer awareness programs	Consumer Club	Intercollegeiate / interdepartmental activities
	Career Counselling programs	CGC	Display of notifications on College Wall Magazine & guidance for applicaion
5th August	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
1st of every month	Staff Meeting	Principal & CQAMS	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
August	Telangana harithaharam	Entire College	Organising related activities in consultation with District authorities
	JIGNASA - Student Study Projects	All Departments	Topic selection and allotment of study projects
	Every Saturday	Student Seminars	All Departments
SEPTEMBER 2018 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 al all ID colleges

Month / Date	Activity	Incharge	Activity to be conducted
22nd	Hindi Divas Celebrations	Languages	Organizing related activities
24th	NSS Day	NSS	NSS activities
I Week	DRC	DRC	III Meeting - Review of activities
	Extension activities	Concerned Departments	Organizing Guest lecturers / Field visits etc.
	CQAMS	CQAMS	CQAMS Meeting with all the departments
II Week	Review Meetings at different Levels	Principal & CQAMS	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	CQAMS	Collection of student feedback on every teacher by CQAMS Analysis & Action taken by Principal Documentation for Academic Audit
	Parents Meeting	Principal & CQAMS	Teachers meet the parents
	Harivillu	Literary & Cultural	Meeting of all clubs: Review and progress
Last Week	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
5th September	Staff Council meeting	Principal	Meeting of the Principal with Heads of departments

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1st of every month	Staff Meeting	Principal & CQAMS	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
SEPTEMBER	YUVATARANGAM - 2018	Physical Education & Literary & Cultural	College level games & sports and literary & cultural competitions
OCTOBER 2018 2nd	Gandhi Jayanti & Lal Bahdur Sastri Jayanti	Entire College	Celebration of days
31st	National Integration Day	CQAMS & Literary & Cultural	Conduct of related activities
I Week	Review Meetings at different Levels	Principal	Review of Academic, Administrative and financial aspects
	CQAMS Evaluation	CQAMS	CQAMS 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.
	TSKC	TSKC	Timelines & other details of various PG Entrances and competitive examinations - PPT presentation to II year students.
III Week	Bathukamma Festival	Literary & Cultural	Conduct of related activities
5th October	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.

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Every Saturday	Student Seminars	All Departments	Conduct of student seminars and quizzes
IV Saturday	Swachha Bharath - Swachha Telangana	Entire College	Cleaning of College Premises including Rooftops, Terrace, Overhead Tanks & Sumps
NOVEMBER 2018 11th	National Education Day	CQAMS	Conduct of related activities
14th	Pandit Jawahar Lal Nehru Birthday/ World Diabetes Day	CQAMS	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.
I Week	CQAMS Meeting	CQAMS	CQAMS Meeting with all the departments
	TSKC	TSKC & All departments	Conducting coaching classes for students to prepare for Ed CET/ PG CET/ Competitive Examinations
II Week	Review Meetings at different Levels	Principal	Review of Academic, Administrative and financial aspects
	DRC - IV Meeting	DRC	IV Meeting
III Week	Internal Assessment - II	Academic & Examinations	Conduct examinations, ensure student attendance and record marks
Every Saturday	Student Seminars	All Departments	Conduct of student seminars and quizzes

Month / Date	Activity	Incharge	Activity to be conducted
5th November	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.
1st of every month	Staff Meeting	Principal & CQAMS	Meeting of the Principal with staff
IV Saturday	Swachha Bharath - Swachha Telangana & Hobby Day	Entire College	Conduct specified activities Food Mela and Exhiition of Stamps, Coins, etc. collected by students / staff
DECEMBER 2018 1st	AIDS Day	RRC	Red Ribbon Clubs conduct AIDS awareness programs in collaboration with District officials
10th	Human Rights Day	CQAMS	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
	CQAMS	CQAMS	Meeting of CQAMS Executivve Body
	TSKC	TSKC & CGC	Conducting coaching classes for students to prepare for EdCET / PG CET / Competitive examinations etc.
	Career Guidance Cell	CGC	
	Semester Exams	Academic & Examinations	Conduct of examinaitons

Month / Date	Activity	Incharge	Activity to be conducted
31st December	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
1st of every month	Staff Meeting	Principal & CQAMS	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	D CEDRC	DRC	3rd Meeting of D CEDRC
JANUARY 2019 12th	National Youth Day	NSS, NCC & Eco-Club	Celebration of the day
25th	National Voters Day	NSS, NCC & Eco-Club	organize programmes to sensitize students on exercising the franchise
26th	Republic Day	Entire College	Celebration of Republic Day
I Week	CQAMS	CQAMS	CQAMS Meeting with all the departments
I & II Week	Review Meetings at different Levels	Principal & CQAMS	Review of academe, Administrative and financial aspects
III Week	Internal Assessment - I	Academic, Examinations & CQAMS	Conduct of examinations and Posting of marks online
Every Saturday	Student Seminars	All Departments	Conduct of student seminars and quizzes
5th January	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

Month / Date	Activity	Incharge	Activity to be conducted
1st of every month	Staff Meeting	Principal & CQAMS	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	Personality Development Conducting coaching classes for students to prepare for EdCET/ PG CET/ Competitive examinations etc.,
	Career Guidance Cell	CGC	Conducting coaching classes for students to prepare for Ed.CET / PG CET / Competitive.
FEBRUAR Y 2019 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
	CQAMS	CQAMS	CQAMS Meeting with all the departments
II Week	Review Meetings at different Levels	Principal & CQAMS	Review of Academic, Administrative and financial aspects.
	Performance improvement activities	All Departments	Revision and Remedial classes to needy students
III Week	Parents Meeting	Principal & CQAMS	Teachers meet the parents
5th February	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

Month / Date	Activity	Incharge	Activity to be conducted
1st of every month	Staff Meeting	Principal & CQAMS	Meeting of the Principal with staff
Every Saturday	Student Seminars	All Departments	Conduct of student seminars and quizzes
MARCH 2019 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
	CQAMS	CQAMS	CQAMS Meeting with all the departments
II Week	Review Meetings at different Levels	Principal & CQAMS	Review of Academic, Administrative and financial aspects
III & Last Week	Stock Verification	Principal, Academic & Examinations, CQAMS, All Committees & Departments	Stock verification of Laboratories and Libraries
	Internal Assessment - II	Academic, Examinations & CQAMS	Conduct of examinaions and Posting of marks online
5th March	Staff Council Meeting	Principal & CQAMS	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
1st of every month	Staff Meeting	Principal	Meeting of the Principal with staff
APRIL 2019 5th	Babu Jagjivan Ram's Birthday	Literary & Cultural	Celebration the day
14th	Dr. B.R.Ambedkar's Birthday	Literary & Cultural	Celebration the day

Month / Date	Activity	Incharge	Activity to be conducted
I Week	Preparation of Annual Academic Performance Report	CQAMS & Academic & Examinations	Prepare of college Annual Academic Performance Report (AAPR) and submit soft copy to CCE
	CQAMS	CQAMS	Preparation of CQAMS report, upload to college website and submission of softcopy to naac.tgce@gmail.com
	Preparation of College Annual Academic Plan for 2019 - 21	CQAMS	Preparation of college Annual Academic Plan for 2019 - 21
	Preparation of DRC Annual Activity plan for 2019 - 21	DRC	Preparation of DRC Annual Activity plan for 2019 - 21
II Week	Preparation of Financial plan for 2019 - 21	Principal, CQAMS, 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
5th April	Staff Council meeting	Principal & CQAMS	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
April	CBCS	Academic & Examinations	II, IV & VI Semester Examinations

Coordinator CQAMS

PRINCIPAL