

**Government Degree College, Hayathnagar Institutional Academic Calender for the year 2019 - 20**

<b>Month / Date</b>	<b>Activity</b>	<b>Incharge</b>	<b>Activity to be conducted</b>
June 2019	Telangana State Formation Day	Principal & IQAC	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	IQAC	Preparation of Institutional plan by incorporating all the activities given in CCE Academic Calender (2019 - 20)
	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.
	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.
	IQAC	IQAC	IQAC Meeting with all the departments

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IV Week	Review Meeting by RJDCE	Principal	Review of all colleges under jurisdiction through ID Principals
	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
<b>JULY 1st, 2019</b>	CBCS	Academic Coordinator & IQAC	Commencement of 1st Semester to I year students
5th to 15th	TSKC	TSKC & IQAC	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	IQAC & Departments	Review of academic, administrative and financial aspects and recording student progression.
	Orientation Programme	IQAC & Academic & Examinations	Orientation for 1st Sem students' on CBCS & college activities, facilities, certificate/Add-on courses.
	IQAC	IQAC	Meeting of IQAC Executive Body
	Student Representatives meeting	IQAC	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 2019 - 20. Enrolment of students' in different clubs

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	Extension Activities & College Social Responsibility Cell	NSS, NCC, RRC & Eco-Club	Enrolment of students into NCC / NSS / Sports / Cultural etc. Organising 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 & Academic Audit	Principal & IQAC	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
<b>AUGUST 2019 6th</b>	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 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 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

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Last Week	Internal Assessment - I	Academic, Examinations & IQAC	Conduct of examinaions and Posting of marks online
	Add-on Courses	Concerned Departments	2 day workship to students by each department
	Consumer awareness programs	Consumer Club	Intercollegeiate / interdepartmental activities
	Career Counselling programs	CGC	Display of notifications on College Wall Magazine & guidance for applicaion
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 & IQAC	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
<b>SEPTEMBER 2019</b> <b>5th</b>	Teachers' Day	Entire College	Celebration of Teacher's Day
8th	International Literacy Day	Literary & Cultural	Organizing Inter/Intra College Library Fest

<b>Month / Date</b>	<b>Activity</b>	<b>Incharge</b>	<b>Activity to be conducted</b>
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 - Review of activities
	Extension activities	Concerned Departments	Organizing Guest lecturers / Field visits etc.
	IQAC	IQAC	IQAC Meeting with all the departments
II Week	Review Meetings at different Levels	Principal & IQAC	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	IQAC	Collection of student feedback on every teacher by IQAC Analysis & Action taken by Principal Documentation for Academic Audit
	Parents Meeting	Principal & IQAC	Teachers meet the parents
	Harivillu	Literary & Cultural	Meeting of all clubs: Review and progress

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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
I Saturday	Staff Council meeting	Principal	Meeting of the Principal with Heads of departments
III Saturday	Staff Meeting	Principal & IQAC	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 - 2019	Physical Education & Literary & Cultural	College level games & sports and literary & cultural competitions
<b>OCTOBER 2019 2nd</b>	Gandhi Jayanti & Lal Bahdur Sastri Jayanti	Entire College	Celebration of days
31st	National Integration Day	IQAC & Literary & Cultural	Conduct of related activities
I Week	Review Meetings at different Levels	Principal	Review of Academic, Administrative and financial aspects
	IQAC Evaluation	IQAC	IQAC 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	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
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.
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
<b>NOVEMBER 2019</b> <b>11th</b>	National Education Day	IQAC	Conduct of related activities
14th	Pandit Jawahar Lal Nehru Birthday/ World Diabetes Day	IQAC	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	IQAC Meeting	IQAC	IQAC 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

<b>Month / Date</b>	<b>Activity</b>	<b>Incharge</b>	<b>Activity to be conducted</b>
	DRC - IV Meeting	DRC	IV Meeting
III Week	Internal Assessment - II	Academic & Examinations	Conduct examinaitions, ensure student attendance and record marks
Every Saturday	Student Seminars	All Departments	Conduct of student seminars and quizzes
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 & IQAC	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
<b>DECEMBER 2019 1st</b>	AIDS Day	RRC	Red Ribbon Clubs conduct AIDS awareness programs in collaboration with District officials
10th	Human Rights Day	IQAC	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 aspects
	IQAC	IQAC	Meeting of IQAC Executivve Body
	TSKC	TSKC & CGC	Conducting coaching classes for students to prepare for EdCET / PG CET /



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	Career Guidance Cell	CGC	Competitive examinations etc.
II Week	Semester Exams	Academic & Examinations	Conduct of examinaitons
	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 & IQAC	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
<b>JANUAR Y 2020 12th</b>	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	IQAC	IQAC	IQAC Meeting with all the departments
I & II Week	Review Meetings at different Levels	Principal & IQAC	Review of academc, Administrative and financial aspects
Every Saturday	Student Seminars	All Departments	Conduct of student seminars and quizzes
I Saturday	Staff Council Meeting	Principal	Meeting of the Principal with Heads of departmetns to review previous month's activitiesa and plan for current month's activities

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III Saturday	Staff Meeting	Principal & IQAC	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.
<b>FEBRUARY 2020</b> <b>15th</b>	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
	IQAC	IQAC	IQAC Meeting with all the departments
II Week	Review Meetings at different Levels	Principal & IQAC	Review of Academic, Administrative and financial aspects.
	Performance improvement activities	All Departments	Revision and Remedial classes to needy students
III Week	Parents Meeting	Principal & IQAC	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

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III Saturday	Staff Meeting	Principal & IQAC	Meeting of the Principal with staff
Every Saturday	Student Seminars	All Departments	Conduct of student seminars and quizzes
<b>MARCH 2020 8th</b>	International Women's Day	WEC & ICC	Conduct of related activities & competitions for students & staff
I Week	Budget Utilization		Submission of all bills to DTO
	IQAC	IQAC	IQAC Meeting with all the departments
II Week	Review Meetings at different Levels	Principal & IQAC	Review of Academic, Administrative and financial aspects
III & Last Week	Stock Verification	Principal, Academic & Examinations, IQAC, All Committees & Departments	Stock verification of Laboratories and Libraries
I Saturday	Staff Council Meeting	Principal & IQAC	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
<b>APRIL 2020 5th</b>	Babu Jagjivan Ram's Birthday	Literary & Cultural	Celebration the day
14th	Dr. B.R.Ambedkar's Birthday	Literary & Cultural	Celebration the day

<b>Month / Date</b>	<b>Activity</b>	<b>Incharge</b>	<b>Activity to be conducted</b>
I Week	Preparation of Annual Academic Performance Report	IQAC & Academic & Examinations	Prepare of college Annual Academic Performance Report (AAPR) and submit soft copy to CCE
	IQAC	IQAC	Preparation of IQAC report, upload to college website and submission of softcopy to naac.tgce@gmail.com
	Preparation of College Annual Academic Plan for 2020 - 21	IQAC	Preparation of college Annual Academic Plan for 2020 - 21
	Preparation of DRC Annual Activity plan for 2020 - 21	DRC	Preparation of DRC Annual Activity plan for 2020 - 21
II Week	Preparation of Financial plan for 2020 - 21	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,
I Saturday	Staff Council meeting	Principal & IQAC	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 IQAC

PRINCIPAL