

TARA GOVERNMENT COLLEGE (A)
SANGAREDDY-502001, SANGAREDDY DISTRICT



Academic Institutional Plan : 2018-19

June 2018				
Month & Date	Activity	Description	Lecturer in charge	Whether conducted If not conducted give reasons
2nd	Telangana State Formation Day	Celebration in Colleges		
5th	World Environment Day	Conduct of activities to create awareness among students on environment		
14th	World Blood Donor Day	Red Ribbon Clubs shall conduct activities to promote awareness among students and parents		
21st	International Yoga Day	Celebration of Yoga day in Colleges		
I Week	Result Analysis	College Level & Department Wise Result analysis and submission to O/o CCE.		
	Preparation of Semester Curricular Plan (Lecturer-wise)	Preparation of Lecturer- wise Semester Curricular Plan incorporating curricular, co-curricular and extra-curricular activities as per formats provided. Preparation of NCC/NSS/ others Annual Action Plan.		
	College Level Review Meeting by Principal	Review of Department wise Annual Curricular Plans - share & discuss innovative teaching learning techniques etc.		
	Commencement of classes for II & III year students	Semester Curricular Plans shall be followed strictly & reflected in Teaching Diary and Teaching Notes		
II week	DRC Meeting by ID College Principals	Review of all colleges in the district by ID College Principals – Finalization of Annual DRC activities plan.		
	Review Meeting by RJDCE	Review of all colleges		
	Sports & Games	Maintenance of tracks and sports equipment, laying of new tracks & courts and purchase of sports material		
	DCEDRC	First meeting of DCEDRC		

III Week	Anti-Ragging campaign	Organizing Anti Ragging Campaign in the college premises		
Every Saturday	Student Seminars	Conduct of student seminars and quizzes.		
Departmental Activities				
II-III Week	Health and Nutrition	Awareness programme on General Health, Hygiene and Nutrition by inviting Doctors or Medical Officers		
III Week	T-SAT- Nipuna	One day Workshop and topic selection for preparation of the annual T-SAT Nipuna Schedule for 2018-19		
June	Quality Enhancement Initiative -- NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.		

July 2018				
Month & Date	Activity	Description	Lecturer in charge	Whether conducted If not conducted give reasons
2 nd		Commencement of 1 Year Class Work		
5 th	TSKC	Setting a Goal and Plan of Action		
15 th		Awareness Programme for I year students on TSKC Curriculum, MOOCs, Certificate Courses.		
12 th	Telangana Harithaharam Ku	Organizing planting programme in consultation with District authorities		
I week	Review Meetings at different Levels and Student Progression	Review of Academic, Administrative and financial aspects and Recording Student progression		
	IQAC- 2018-19	IQAC - Preparation of Institutional Plan		
	Student Representatives meeting	Nomination of select students on committees like Academic, Sports, Cultural, literary, etc.		
	CBCS	Orientation for I year students on CBCS and College activities, Facilities, Certificate/Add-On Courses etc.		
II Week	Commencement of Student- Centric activities	Classroom Seminars, Study Projects, Field Trips and Competitions etc.,		
	Harivillu	Meeting of all clubs and preparation of action plan for 2018-19 and enrolment of students into different clubs.		
	State Teacher Awards	Inviting proposals from Colleges/Universities		
	Extension Activities & College Social Responsibility Cell	Enrolment of students into NCC/ NSS Organizing related activities		

5th of July	Staff Council meeting	Meeting of the Principal with HoDs to review previous month's activities and plan for current month's activities		
1st of every month	Staff Meeting	Staff Meeting with the Principal of the College		
3rd Saturday	Academic Audit	Conduct of academic audit in Colleges.		
4th Saturday	Swachha Bharath	Cleaning of College Premises including rooftops, terraces, overhead tanks & sumps.		
July	Academic Records	Verification of academic records.		
Every Saturday	Student Seminars	Conduct of student seminars and quizzes.		
Departmental Activities				
9th July	T-SAT Nipuna	Commencement of T-SAT Nipuna Live Telecast		
II Week	Health and Nutrition	Blood grouping and Haemoglobin test to identify anemic students. BMI Check, distribution of Health cards and awareness programme on <i>Anaemia</i> .		
3rd Saturday	T-SAT Nipuna Special Live Telecast	Dial the Doctor/ Nutritionist		
II Week	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals		
July	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation.		

August 2018

Date	Activity	Description	Lecturer in charge	Whether conducted If not conducted give reasons
15th	Independence Day celebrations	Conduct of related activities at college level. Presentation of awards to District toppers (subject wise) of academic year 2017-18		
26th	Women's Equality Day	Conduct of related activities by ICC		
29th	Telugu Bhasha Dinotsavam	Conduct of various activities like debates, group discussions, essay writing etc.		
I week	DRC	II Meeting		
	IQAC	Meeting of IQAC Executive Body		
I & II week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects		
	Internal Assessment -I	Conduct of examinations and recording of marks as per the proforma		
	Harivillu	Meeting of all clubs - Review and progress		
III Week	Add-on Courses	Organizing Two-Day workshop for students by each Department.		
	Field/Industry visit	Organizing field/ industrial visits for students		
	Consumer awareness programmes	Intercollegiate / Interdepartmental activities		
	Career Counseling programmes	Display of notifications on Notice Boards, Magazine & providing guidance for application		
5th of August	Staff Council Meeting	Meeting with the Heads of various Departments to review previous month's activities and plan for current month's activities.		
1st of every month	Staff Meeting	Staff Meeting with the Principal		
4th Saturday	Swachha Bharath	Cleaning of college premises including rooftops, terraces, overhead tanks & sumps.		
August	Telangana ku Haritaharam	Organizing related activities to increase the Green cover in consultation with District authorities		
	Ecofest	Organizing activities related to Environment protection like Water Management, Waste Management etc. Display of student projects		

		and conduct of competitions		
	Jignasa- Student Study Projects	Topic Selection and allotment of Study Projects		
	ICC	Training to all girl students in Unarmed Combat Techniques		
Every Saturday	Student Seminars	Conduct of student seminars and quizzes.		
Departmental Activities				
1 Week	State Level Review Meeting	Video Conference/ Meeting – CCE with JD,RJDCE & Principals		
II week	Yuvatarangam- 2018	Meeting with State Level/ Cluster level Coordinators		
II Week	Health and Nutrition	Administering Deworming tablets and providing medical insurance to students.		
3rd Saturday	T-SAT- Nipuna Special Live Telecast	Environment Protection.		

September 2018

Date	Activity	Description	Lecturer in charge	Whether conducted If not conducted give reasons
5th	Teachers' Day	Celebration of Teachers' Day		
8th	International Literacy Day	Organizing Inter/Intra College Literary Fest		
22nd	Hindi Divas celebrations	Conduct of various activities like debates, group discussions, essay writing etc.		
24th	NSS Day	NSS activities		
I week	DRC	III Meeting – Review of activities		
	Extension & Outreach activities	Organizing Guest lectures / Field visits/ social/community development activities etc.		
	IQAC	IQAC Meeting with all the departments		
II week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects		
	CPDC meeting	Meeting of College CPDC to review and discuss various matters		
II week	Student evaluation of Teacher performance	<ul style="list-style-type: none"> • Collection of student feedback on every teacher by IQAC • Analysis & Action taken by Principal 		
	Harivillu	Meeting of all clubs - Review and progress		
Last Week	Student centric activities	<ul style="list-style-type: none"> • Class room seminars, Study Projects and competitions etc., • Remedial Instruction 		
	College Social Responsibilities Cell	Organizing related activities		
5th of September	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities		
I Saturday	Parents -Teacher Meeting	Teachers meeting with the Parents		

1st of every month	Staff Meeting	Staff Meeting with the Principals		
3rd Saturday	Swachha Bharath	Cleaning of college premises including rooftops, terraces, overhead tanks & sumps		
September	Telangana ku Haritaharam	Maintenance of Plants		
	Yuvatarangam 2018	College Level – Sports & Games and Cultural and Literary competitions		
Every Saturday	Student Seminars	Conduct of student seminars and quizzes.		
Departmental Activities				
1st Week	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals		
1st Week	Health and Nutrition	Celebration of National Nutritional Week-organizing food festivals and awareness programmes on the Nutritional value of food.		
3rd Saturday	T-SAT Nipuna Special Live Telecast	Special Live Telecast – Dial your CCE		
I Week	State Teacher Awards	Presentation of Best Teacher Awards on Teachers' Day		
September	Quality Enhancement Initiative - NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation.		

October 2018				
Date	Activity	Description	Lecturer in charge	Whether conducted If not conducted give reasons
2nd	Gandhi Jayanthi & Lal Bahadur Shastri Jayanti	Celebration in Colleges		
10th	TSKC	Timelines & other details of various PG Entrances and Competitive Examinations - A PPT presentation to III year Students.		
31st	National Integration Day	Conduct of related activities		
I Week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects		
III Week	Harivillu	Meeting of all clubs - Review and progress Conduct of Science/Arts/Commerce Fest.		
	Jignasa	Project Presentation at College level- Selection of best Projects.		
5th of October	Staff Council meeting	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	Staff Meeting with the Principals		
3rd Saturday	Swachha Bharath	Cleaning of College Premises including rooftops, terrace, overhead tanks & sumps		
October	Internal Assessment -II	Conduct of examinations and recording of marks as per the proforma		
	DCEDRC	2 nd Meeting of DCEDRC		
	Telangana ku Haritaharam	Maintenance of Plants		

Every Saturday	Student Seminars	Conduct of student seminars and quizzes.		
Departmental Activities				
1st Week	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals		
II Week	Health and Nutrition	Celebration of World Sight Day – Organizing eye check up		
2nd Week	Yuvatarangam-2018	Cluster Level – Sports & Games and Cultural and Literary competitions		
4th Week	Yuvatarangam-2018	State Level – Sports & Games and Cultural and Literary competitions		
4th Saturday	T-SAT Nipuna Special Live Telecast	Stress Management and Life Skills Education		
October	Quality Enhancement Initiative -- NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.		

November 2018				
Date	Activity	Description	Lecturer in charge	Whether conducted If not conducted give reasons
11 th	National Education day	Conduct of related activities		
14 th	Pandit Jawahar Lal Nehru Birthday	Conduct of related activities		
14 th -20 th	National Library Week	1.Organizing programmes to inculcate reading habits 2.Assignments to encourage students to visit libraries and use the resources to the maximum extent		
I Week	IQAC	IQAC Meeting with all the departments		
	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects		
	TSKC	Conducting coaching classes for students to prepare for Ed CET/ PG CET/Competitive Examinations etc.		
Last Week	DRC	IV Meeting		
5 th of November	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities		
1 st of every month	Staff Meeting	Staff Meeting with the Principals		
4 th Saturday	Swachha Bharath	Cleaning of College Premises including rooftops, terraces, overhead tanks & sumps		
November	CBCS	1 st Semester Practical & Theory Examinations		
	Telangana ku Haritaharam	Maintenance of Plants		

Every Saturday	Student Seminars	Conduct of student seminars and quizzes.		
Departmental Activities				
I week	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals		
	Yuvatarangam-2018	Grand Finale		
II Week	Health and Nutrition	Awareness Programme on <i>Diabetes</i> on the occasion of World Diabetes Day		
3rd Saturday	T-SAT Nipuna Special Live Telecast	Methods/Strategies/Best Practices adopted by colleges		
November	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.		

December 2018				
Date	Activity	Description	Lecturer in charge	Whether conducted If not conducted give reasons
1st	AIDS day	Red Ribbon Clubs conduct AIDS awareness programmes in collaboration with District officials		
10th	Human Rights Day	Conduct of related activities		
24th	National Consumer Day	Competitions & Awareness Programmes		
I week	Communal Harmony/ College Social Responsibility Week	Conduct of related activities etc.		
	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects		
	IQAC	Meeting of IQAC Executive Body		
	TSKC	Conducting coaching classes for students to prepare for Ed CET/ PGCET/Competitive Examinations etc-III year		
5th of December	Staff Council meeting	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	Staff Meeting with the Principals		
III Saturday	Swachha Bharath	Cleaning of College premises including rooftops, terrace, overhead tanks & sumps		
December	CBCS	Commencement of II,IV & VI Semester classes		
	DCEDRC	3 rd Meeting of DCEDRC		
	Telangana ku Haritaharam	Maintenance of Plants		

Every Saturday	Student Seminars	Conduct of student seminars and quizzes.		
Departmental Activities				
I Week	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals		
I Week	Health and Nutrition	Awareness programme on AIDS and organizing AIDS rally.		
3rd Saturday	T-SAT Nipuna Special Live Telecast	Preparation for Competitive Examinations: Tips and strategies		
December	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.		

January 2019				
Date	Activity	Description	Lecturer in charge	Whether conducted if not conducted give reasons
12th	National Youth day	Celebration of the day		
25th	National Voters day	Organize awareness programmes to sensitize students on exercising their franchise		
26th	Republic day	Celebration of Republic Day		
I week	IQAC	IQAC Meeting with all the departments		
5th of January	Staff Council Meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities		
I & II week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects		
II Week	Jignasa- Study Projects	State Level Presentation of study Projects by students.		
1st of every month	Staff Meeting	Staff Meeting with the Principals		
IV Week	Jignasa – Study Projects	Prize Distribution programme		
4th Saturday	Swachha Bharath	Cleaning of College premises including, rooftops, terrace, overhead tanks & sumps		
January	Internal Assessment - I	Conduct of examinations and recording of marks as per the proforma		
	TSKC	<ul style="list-style-type: none"> • Personality Development • Conducting coaching classes for students to prepare for Ed.CET/ PGCET/Competitive examinations etc. 		
	Telangana ku Harithaharam	Maintenance of Plants		
Every Saturday	Student Seminars	Conduct of student seminars and quizzes.		

Departmental Activities				
I Week	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals		
III Week	Health and Nutrition	Haemoglobin test and invited lecture on Menstrual Hygiene for Girls.		
3rd Saturday	T-SAT- Nipuna Live Telecast	Focus on Examination Preparation and Study opportunities in Higher Education		
Last Week	Review Meeting with all Academic Advisers	To review the Academic Audit conducted both in GDCs & Private aided colleges during 2017-18		
January	Quality Enhancement Initiative -- NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes		

February 2019				
Date	Activity	Description	Lecturer in charge	Whether conducted if not conducted give reasons
21 st	Antarjaatiya Matru Bhasha Dinotsavam	Celebrating the Day		
I Week	CPDC meeting	Meeting of College CPDC to review and discuss various matters		
	IQAC	IQAC Meeting with all the departments		
II Week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects		
	Performance improvement activities	Revision and Remedial classes for students		
5 th of February	Staff Council meeting	Meeting with Heads of Departments to review previous month's activities and plan for current month's activities		
1 st of every month	Staff Meeting	Staff Meeting with the Principals		
III Saturday	Parent -Teacher Meeting	Teachers meet the Parents to discuss the performance of the ward.		
February	Telangana ku Haritaharam	Maintenance of Plants		
Every Saturday	Student Seminars	Conduct of student seminars and quizzes.		
Departmental Activities				
I Week	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals		
III Week	Health and Nutrition	World Cancer Day- Awareness programme on the <i>Prevention and Cure</i>		

		<i>of Cancer.</i>		
February	Quality Enhancement Initiative -- NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes		

March 2019				
Date	Activity	Description	Lecturer in charge	Whether conducted If not conducted give reasons
8th	International Women's Day	Conduct of various activities & competitions for students & staff		
I Week	Budget	<ul style="list-style-type: none"> • Submission of all bills to DTO • Preparation of Financial plan for 2018-19: • 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. • Sending proposals to O/o CCE for budget requirement for 2019-20 		
	IQAC	IQAC Meeting with all the departments		
II week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects		
Last Week	Stock Verification	Stock verification of Laboratories and Libraries.		
5th of March	Staff Council meeting	Meeting with Heads of departments to review previous month's activities and plan for current month's activities		
1st of every month	Staff Meeting	Staff Meeting with the Principals		

March	Internal Assessment -II	Conduct of examinations and recording of marks as per the proforma		
	DCEDRC	4 th Meeting of DCEDRC		
	Telangana ku Harithaharam	Maintenance of Plants		
Departmental Activities				
I Week	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals		
II Week	Health and Nutrition	Awareness Programme on drug abuse by organizing rallies and lectures. Celebration of World Oral Health Day by organizing dental check up in Colleges.		
March	Quality Enhancement Initiative - - NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.		

April 2019				
Date	Activity	Description	Lecturer in charge	Whether conducted If not conducted give reasons
5 th	Babu Jagjivan Ram's birthday	Celebrating the day		
14 th	Dr. B.R. Ambedkar's birthday	Celebrating the day		
I week	Preparation of Annual Academic Performance Report	Prepare of college Annual Academic Performance Report (AAPR) and submit soft copy to O/o CCE		
	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 2019-20.	Preparation of draft college Annual Academic Plan for 2019-20.		
	Preparation of DRC Annual Activity plan for 2019-20	Preparation of DRC Annual activity plan for 2019-20		
5 th of April	Staff Council meeting	Meeting with Heads of departments to review previous month's activities and plan for current month's activities		
April	TSKC	Conducting coaching classes for students to prepare for EdCET/PGCET/Competitive examinations etc.		
	Telangana ku Haritaharam	Maintenance of Plants		
	CBCS	I, III, & V Semester Examinations		
Departmental Activities				

I Week	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals		
I Week	Health and Nutrition	Celebration of World Health Day		
April	Quality Enhancement Initiative - NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes		

May 2019				
Month & Date	Activity	Description	Lecturer in charge	Whether conducted If not conducted give reasons
1st	Publicity Campaign	<ul style="list-style-type: none"> • Release of College Brochure by District Collector • Campaigning through brochures, flexis, scrolling in local TV, door to door canvassing for online admissions etc. 	•	•
May	Students' Help Desk	Establishment of a Students' Help Desk in the College and online registration of students to various courses to be taken up		
	Telangana ku Haritaharam	Maintenance of Plants		
Departmental Activities				
May	State Level Review Meeting	Meeting/Video Conference - CCE with JD, RJDCE & Principals - Review on Admissions		