

**K.R.R. GOVT. ARTS AND SCIENCE COLLEGE
KODAD – SURYAPET**

Annual Academic Plan: 2021-22



Affiliated to Mahatma Gandhi University - Nalgonda

(www.krrgasckodad.com)

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Dist. SURYAPET—TELANGANA St..

May 2021

COLLEGE ACTIVITIES		
Month & Date	Activity	Description
May 1 st Week	Publicity Campaign.	Release of College Brochure. Campaigning through Broachers, Flexi, Scrolling in local TV, Door to door canvassing.
2 nd Week	TSKC Commencement of II & III year classes.	To Commence TSKC Summer batch training. To commence II & III year classes from 04-06-2021
3 rd Week	Student Help Desk. Infrastructure	To establish Student Help Desk in the college to facilitate hassle free registration to various courses in the college. To clean the campus area and class rooms for commencement of classes.
4 th Week	CBCS	To conduct One – day Workshop to faculty on implementation of CBCS (Choice Based Credit System).

June 2021

COLLEGE ACTIVITIES		
Month & Date	Activity	Description
June	TSKC	Commencement of TSKC 1 st batch training
1 st Week	Telangana Stage Formation Day, Student Admissions. Preparation of Institutional Plan for 2017-18. Preparation of Annual Curricular Plan (Lecturer Wise).	<p>To make arrangements for celebrations from 1st to 6th June.</p> <p>The responsibility of enrolment for 1st Year, as per University norms, is allotted to respective departments.</p> <p>To prepare the Institutional Plan by incorporating all the activities given in CCE Academic Calendar (2021-22) & College Annual Academic Performance Report (AAPR) 2021-22.</p> <p>To prepare Department wise/Lecturer wise Annual curricular plan incorporating curricular, co-curricular and extra-curricular activities.</p> <p>The IQAC and Staff Council shall discuss and finalise on the following aspects to improve the quality of education.</p> <ul style="list-style-type: none"> ❖ Curricular aspects. ❖ Teaching, Learning and Evaluation. ❖ Research, Consultancy and Extension. ❖ Infrastructure and Learning Resources. ❖ Student support and progression ❖ Governance, Leadership and Management ❖ Innovations and Best Practices.

	<p>IQAC</p> <p>Review Meeting by Principal.</p> <p>World Environment Day</p>	<p>To conduct IQAC Meeting with all Departments.</p> <p>To conduct Department wise review meeting to discuss Annual Curricular Plan & teaching-learning activities.</p> <p>To Organize activities creating awareness among the students on environment on 05/06/2021.</p>
2 nd Week	<p>Commencement of classes for II & III Year students.</p> <p>Result Analysis.</p>	<p>Classes for II & III Year students shall commence as per university schedule. Annual Curricular Plan shall be followed strictly & reflected in Teaching Dairy and Teaching Notes.</p> <p>To compile College level, Department wise & Lecturer wise Progressive Result analysis.</p>
3 rd Week	<p>World Blood Donor Day</p>	<p>Red Ribbon Club shall conduct activities to promote awareness among students and parents on 14/06/2021.</p>
4 th Week	<p>Swach Bharath – Swachha Telangana & Hobby Day on IV Saturday.</p> <p>International Yoga Day on 21-06-2017</p>	<p>To organize 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.</p> <p>To organize awareness on Yoga and better living to staff and students.</p>

July 2021

COLLEGE ACTIVITIES		
Month & Date	Activity	Description
July	CBCS	To commence 1 st Semester to I Year students.
	Orientation to I Year students.	Orientation class shall be conducted for the newly joined students of all departments. They shall be enlightened about the curriculum, academic schedule, fee particulars, internal exams and future opportunities.
	Mentoring and Counselling	To allocate Teacher counsellors to each class and display the list.
	Anti-/ragging Campaign	To organize Anti-ragging campaign in the college to instruct the students on the repercussions of ragging.
1 st Week	IQAC	To conduct IQAC Executive Body meeting
	Wall Journal (Disha)	To allocate responsibility to different departments to maintain Wall Journal month wise.
	Wall Journal	Department of Political Science..
2 nd Week	Student Representatives Meeting.	Students Representative Meeting shall be convened, and selected students shall be nominated to committees like Academic, Sports, Cultural, literary ect.
	Student centric activities.	To initiate Student centric activities like Student Seminars, Study Projects, Group Discussions, Quiz etc.

	Graduation Day	To organize Graduation Day for the award of Gold Medals to meritorious students.
3 rd Week	Medical Camp Extension Activities & College Social Responsibility Cell.	To organize a Medical Camp in collaboration with District Health Officials. To create a 'Social Responsibility Cell' to cater to Extension activities. To enrol students into NSS/Red Ribbon Club/Sports/Cultural and other units.
4 th Week	International Seminar in Chemistry. Swach Bharath – Swachha Telangana & Hobby Day on IV Saturday. Telangana Harithaharam TSKC Day	To organize International Seminar in Chemistry. To organize 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. To take up plantation program in consultation with District authorities. To conduct Seminars/talks/skills to all students on Career Prospects by H.R. representatives/TSKC trainees/Coordinators or Guest Lecturers etc.

August 2021

COLLEGE ACTIVITIES

Month & Date	Activity	Description
August 1 st Week	IQAC 1 st Unit Test for II & III years. Staff Council Meeting. IQAC Wall Journal	To conduct IQAC meeting with all departments. To conduct 1 st unit test following University pattern Question Paper. To convene meeting of the Principal with Heads of departments to review previous month's activities on 01-08-2021. IQAC shall organize a workshop on Quality and Accreditation in Higher Education Institutions. Department of Zoology.
2 nd Week	Add-on Courses Eco Audit. State Seminar in Botany.	Each Department shall organize two days workshop to students on Certificate Courses. To conduct Eco audit and to organize activities related to Environment protection like Preparation of Bio-fertilisers, Vermi – compost, Water Management, Waste Management etc. Preparations have to be made to conduct UGC sponsored State Seminar in Botany on the topic "Recent trends in the study of plant sciences".
3 rd Week	Independence Day Staff Meeting	To celebrate Independence Day on 15-08-2021. To convene Staff Meeting on 17-08-2021.

4 th Week	<p>Swach Bharath – Swachha Telangana & Hobby Day on IV Saturday.</p> <p>Telangana Harithaharam</p> <p>Women’s Equality Day on 26-08-2021</p> <p>Telugu Basha Dinosthavam on 29-08-2021.</p> <p>Career Counselling Program Consumer Awareness Program.</p>	<p>To organize 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.</p> <p>To organize Clean & Green program in the college.</p> <p>To conduct programs related to Women Empowerment and Gender sensitisation.</p> <p>To take up activities for promoting Telugu language and literature.</p> <p>To display notifications on College Wall Magazine & to give guidance for application. To organize Consumer Awareness program under the guidance of Commerce department.</p>
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September 2021

COLLEGE ACTIVITIES

Month & Date	Activity	Description
September. 1 st Week	Teachers Day on 05-09-2021 IQAC Extension activities. Staff Council Meeting. Wall Journal.	To make arrangements for the celebration of Teachers Day. To organize review meeting with all departments. Organizing Guest Lectures/Extension lectures. Staff Council Meeting shall be conducted on 04-09-2021. Department of Physics.
2 nd Week	CPDC Meeting. Teacher evaluation process Parents Meeting	Meeting of CPDC to review and discuss various matters. To collect student feedback on every lecturer by IQAC. Later, analysis shall be done by the Principal and necessary action shall be taken. Parents meeting shall be conducted by the Principal, with the participation of the staff.
3 rd Week	CBCS	College level review on CBCS.
4 th Week	NSS Day on 24-09-2021. II Unit Test.	To organize NSS activities like Blood Donation/clean and green/plantation etc. 2 nd Unit Test shall be conducted for all the

	<p>Swach Bharath – Swachha Telangana & Hobby Day on IV Saturday.</p> <p>Supplementary Exams</p>	<p>students.</p> <p>To organize 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.</p> <p>University Supplementary Exams shall be conducted from 18-10-2021 to 17-11-2021(As per MG University Schedule)</p>
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October 2021

COLLEGE ACTIVITIES		
Month & Date	Activity	Description

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<p>October. 1st Week</p>	<p>IQAC evaluation. Projects Display Day. TSKC Day. Staff Meeting Staff Council Meeting</p>	<p>IQAC shall collect Student Feedback on lecturers. To prepare analysis and submit to Principal. Action of Principal on Student Feedback. Conduct of Science/Arts/ Commerce Fest. Display of Research, Study Projects and achievements. To conduct Seminars/talks/skills to all students on Career Prospects by H.R. representatives/TSKC trainees/Coordinators or Guest Lecturers etc. To convene Staff Meeting with all the lecturers. To convene meeting of the Principal with Heads of departments to review previous month's activities.</p>
<p>2nd Week</p>	<p>Mid Term Vacation Supplementary Examinations.</p>	<p>06-10-2021to 13-10-2021. Supplementary Exams shall be conducted as per University Time-table.</p>
<p>3rd&4th Week</p>	<p>National Integration Day on 31-10-2021</p>	<p>To organize related programmes.</p>

November 2021

Month & Date	Activity	Description
November 1 st Week	College Social Responsibility Week IQAC TSKC Career Guidance Cell Staff Council Meeting on 03-11-2021. Wall Journal	To organize programs on Communal Harmony. Meeting with all departments. To commence II batch training organizing Campus Drives. To conduct free coaching for students to prepare for LLB, EdCET, PG CET, Competitive Exams ect. To convene meeting of the Principal with Heads of departments to review previous month's activities. Department of History.
2 nd Week	III Unit Test National Education Day on 11-11-2021.	To conduct III Unit Test for all the students preparing question papers according to University pattern. To organize literary and cultural competitions.
3 rd Week	Staff Meeting on 17-11-2021. National Library Week from	To convene Staff Meeting with all the lecturers. To organize programs facilitating Reading Habits

	14 th to 20 th Nov, 2021. Mega Fellowship for meritorious students.	among the students. To identify the meritorious students and organize a event to award cash award to them.
4 th Week	Swach Bharath – Swachha Telangana & Hobby Day on IV Saturday.	To organize 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.

December 2021

COLLEGE ACTIVITIES		
Month & Date	Activity	Description
December 1 st Week	<p style="text-align: center;">IQAC</p> <p style="text-align: center;">TSKC</p> <p style="text-align: center;">Aids Day on 01-12-2021</p> <p style="text-align: center;">Staff Council Meeting on 05-12-2021</p> <p style="text-align: center;">Career Guidance Cell</p> <p style="text-align: center;">College Social Responsibility Week</p> <p style="text-align: center;">Wall Journal</p>	<p style="text-align: center;">Meeting of IQAC Executive Body.</p> <p style="text-align: center;">TSKC training and Job Drives shall be commenced.</p> <p style="text-align: center;">Red Ribbon Chub shall organize awareness programme and rally.</p> <p style="text-align: center;">To convene meeting of the Principal with Heads of departments to review previous month's activities.</p> <p style="text-align: center;">To conduct free coaching for students to prepare for LLB, EdCET, PGCET, Competitive Exams ect.</p> <p style="text-align: center;">To organize programs on Communal Harmony.</p> <p style="text-align: center;">Department of Telugu.</p>
2 nd Week	<p style="text-align: center;">Human Rights Day on 10-12-2021</p> <p style="text-align: center;">Term Exams.</p>	<p style="text-align: center;">To organize a Seminar on Human Rights.</p> <p style="text-align: center;">To conduct Half Yearly exams for all the students preparing question papers according to</p>

	Extension Lectures.	University pattern. To organize Extension Lectures in those subjects where the syllabus is pending.
3 rd Week	Staff Meeting on 19-12-2021	To convene Staff Meeting with all the lecturers.
4 th Week	National Consumer Day on 24-12-2021 Swach Bharath – Swachha Telangana & Hobby Day on IV Saturday.	Awareness programme shall be organized. To organize 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.

January 2022

COLLEGE ACTIVITIES		
Month & Date	Activity	Description

<p>January</p> <p>1st Week</p>	<p>IQAC</p> <p>Staff Council Meeting on 02-01-2022</p> <p>Question Bank</p> <p>Wall Journal</p> <p>Sports and Cultural Events.</p>	<p>To conduct IQAC meeting with all departments.</p> <p>To convene meeting of the Principal with Heads of departments to review previous month's activities.</p> <p>To prepare the Question Bank in all subjects and distribute a copy to all the students. Make the students thorough in Question Bank.</p> <p>Department of Commerce.</p> <p>The Physical Director and Cultural Committee Shall take conduct competitions in sports, games and cultural events.</p>
<p>2nd Week</p>	<p>Remedial Classes</p> <p>Midterm Vacation</p>	<p>To conduct Remedial Classes for slow learners.</p> <p>10-01-2022 to 16-01-2022</p>
<p>3rd Week</p>	<p>Staff Meeting on 19-1-2022</p> <p>TSKC</p> <p>Career Guidance Cell</p>	<p>To convene Staff Meeting with all the lecturers.</p> <p>Organizing Campus Drives.</p> <p>To conduct coaching for competitive exams.</p>

	NSS Winter Special Camp.	To organize NSS Winter Special Camp for 3 units in the month of January.
4 th Week	<p>National Consumer Day on 24-1-2022</p> <p>Pre-final Exams.</p> <p>National Voters Day</p> <p>Republic Day</p> <p>Swach Bharath – Swachha Telangana & Hobby Day on IV Saturday.</p>	<p>Awareness programme shall be organized.</p> <p>To conduct Pre-final exams in last week strictly following University pattern.</p> <p>To Celebrate National Voters Day on 25-01-2022.</p> <p>To celebrate Republic Day on 26-01-2022.</p> <p>To organize 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.</p>

February 2022

COLLEGE ACTIVITIES		
Month &	Activity	Description

Date		
February 1 st Week	<p data-bbox="517 367 600 400">IQAC</p> <p data-bbox="517 506 600 539">CPDC</p> <p data-bbox="392 667 724 757">Staff Council Meeting on 06-02-2022.</p> <p data-bbox="416 808 700 842">Career Guidance Cell</p> <p data-bbox="461 949 655 983">Question Bank</p> <p data-bbox="472 1169 644 1202">Wall Journal</p>	<p data-bbox="804 374 1254 450">To conduct IQAC meeting with all departments.</p> <p data-bbox="812 501 1246 577">To conduct CPDC to reviews and discuss various matters.</p> <p data-bbox="793 658 1265 763">To convene meeting of the Principal with Heads of departments to review previous month's activities.</p> <p data-bbox="770 804 1289 909">To conduct free coaching for students to prepare for LLB, EdCET, PGCET, Competitive Exams ect.</p> <p data-bbox="775 954 1286 1111">To prepare the Question Bank in all subjects and distribute a copy to all the students. Make the students thorough in Question Bank.</p> <p data-bbox="860 1162 1198 1196">Department of Chemistry.</p>
2 nd Week	<p data-bbox="387 1308 730 1384">Last day of instruction for II & III year.</p> <p data-bbox="424 1435 694 1469">College Annual Day</p>	<p data-bbox="1002 1308 1155 1341">25-02-2022</p> <p data-bbox="783 1447 1374 1523">To celebrate Cultural Day and Annual Day in the 2nd week.</p>
3 rd Week	<p data-bbox="384 1628 735 1744">Commencement of II & III year Practical Examinations.</p> <p data-bbox="448 1850 671 1926">Staff Meeting on 20-02-2018.</p>	<p data-bbox="999 1628 1158 1662">26-02-2022.</p> <p data-bbox="799 1839 1358 1915">To conduct meeting with teaching and non-teaching staff.</p>

	TSKC Career Guidance Cell	Organizing Campus Drives. To conduct coaching for competitive exams.
4 th Week	National Consumer Day on 24-2-2022 Pre-final Exams.	Awareness programme shall be organized. To conduct Pre-final exams in last week strictly following University pattern.

March 2022

COLLEGE ACTIVITIES		
Month & Date	Activity	Description

March	IQAC	To conduct IQAC meeting with all departments.
1 st Week	Staff Council Meeting on 05-03-2022 Commencement of Theory Exams.	To convene meeting of the Principal with Heads of departments to review previous month's activities. 08-03-2022 (As per MGU time-table)
2 nd Week	IQAC	Preparation of AQAR for the academic year 2021-22 Preparation of YPR.
3 rd Week	Different wings	Different wings of the institution like TSKC, NSS, UGC, Red Ribbon Club, Women Empowerment Cell shall prepare a report of activities during the academic year 2021-22.
4 th Week	Stock verification	Stock verification of Laboratories and Libraries.