

**MKR GOVERNMENT DEGREE COLLEGE**

**DEVARAKONDA**



**ACADEMIC CALENDER**

**2021-2022**

**MKR GOVERNMENT DEGREE COLLEGE, DEVARAKONDA**

**INSTITUTIONAL ACADEMIC CALENDER FOR 2021-22**

**AUGUST,2021**

Month/Date	Activity	In-charge	Activity to be conducted
6th	Prof.k. Jayashankar's Birth Anniversary celebrations	Literary & Cultural	Conduct of Related Activities
15th	Independence Day	Entire College-Principal	Flag Hoisting
29th	Telugu Basha Dinotsavam	Dept of Telugu	Related Activities
August- 11th	Commencement of classes for SEMESTER- V	All Departments	Annual curricular Plan should be followed strictly & reflected in Teaching Diary and Teaching Notes.
	Preparation of Annual Curricular plan (Lecturer Wise)	Departmental In-charges	Preparation of Dept. Wise/Lecturer wise Annual Curricular plan incorporating curricular-curricular and extra-curricular activities.
			Preparation of NCC/NSS/College social responsibility cell & Others Annual Action plan
I Saturday	Swatch Bharath-Swath Telangana & Hobby Day	NSS, NCC, & ECO-CLUB	Cleaning of college premises including Rooftops, Terraces, and Overhead Tanks & Sumps. Exhibition of literary works like poetry, short stories, news reports collected or written by students/staff
III Saturday	Extracurricular Activities	Nss/Ncc/Harithaharam/All Clubs/committees/Cultural/Sports & Games	Plantation of trees & related Activities
IV Saturday	Cultural/games/sports	Concerned departments	Related activities to be performed

**SEPTEMBER,2021**

Month/ Date	Activity	In-charge	Activity to be conducted
5th	Teachers Day	Entire College	Celebration of Teachers Day
8th	International Literacy Day	Literary & Cultural	organizing Inter/Intra college Literary Fest
9th	Telangana Basha Dinotsavam	Literary & Cultural	organizing a seminar on Kaloji-Life, Literature & movement
22nd	Hindi Diwas	Languages	organizing Related Activities
24th	NSS Day	NSS	NSS Activities
28-9-21 to 2-10-21	I- Internal Exams for SEM-V	Examination Branch	Conduct of Internal Exams
I week	1.Review Meetings at different levels	IQAC,	Review of Academic, Administrative and financial aspects
	Students' representatives' meetings	IQAC	Nomination of select students on committees
	Commencement of student centric activities	All Departments	seminars, student projects and competitions etc.
	DRC Meeting	Principal	Meeting at ID College
II WEEK	Academic Records	IQAC & Academic	Verification of Academic Records
III WEEK	Health & Nutrition	Bhagya	Celebration of world sight Day-Organizing eye check up
Ist working day	Staff review meeting	principal	Meeting of principal with Heads of departments to review previous month activities and plan for current months activities.
5 <sup>th</sup> working day	Staff council meeting	principal	
IV Saturday	All clubs/Cultural/games/sports/parents teacher meeting	Concerned departments	Related activities to be performed

OCTOBER, 2021			
Month/Date	Activity	In-charge	Activity to be conducted
2nd	Gandhi Jayanthi & Lal Bahadur Shastri Jayanthi	IQAC	Celebration of Days
31st	National Integration Day	Literary & Cultural	organizing Related Activities
OCTOBER 1ST	Commencement of Classes for Semester-I	All Departments	Annual curricular Plan should be followed strictly & reflected in Teaching Diary and Teaching Notes.
October-22nd	Commencement of Classes for Semester-III	All Departments	
II WEEK	DRC	PRINCIPAL	ID College
	IQAC	IQAC	Meeting of IQAC Executive Body
			Collection of student feedback on all teaching faculty members by IQAC coordinator
	Review Meeting at different levels	Principal	Analysis & action taken report by principal
III WEEK	DCEDEC		Review of academic, Administrative and financial aspects
III WEEK	Examinations for VI Sem Outgoing students	Examinations Branch	DCEDEC MEETING
IV WEEK	HEALTH & NUTRITION	BHAGYA	Conduct of Exams
Ist working day	Staff review meeting	principal	Awareness programs on Diabetes on the occasion of world Diabetes Day
5 <sup>th</sup> working day	Staff council meeting	principal	Meeting of principal with Heads of departments to review previous month's activities and plan for current months activities.
I Saturday	NSS/ All clubs/Cultural/games/sports/ /Any Activity	Entire college	Related Activities
III Saturday	Harithaharam	Entire college	Plantation of trees
IV Saturday	Swatch Bharath-Swatch Telangana	Concerned departments	Cleaning of college premises including Rooftops, Terrace, and Overhead Tanks & Sumps.

**NOVEMBER, 2021**

<b>Month/ Date</b>	<b>Activity</b>	<b>In-charge</b>	<b>Activity to be conducted</b>
11th	National Education Day	IQAC	Conduct of Related Activities
14th	Jawaharlal Nehru Birthday	IQAC	Conduct of Related Activities
14th	World Diabetes Day	Bhagya	Conduct of Awareness & Related activities at college level
14th to 20th	National Library Week	Bhagya	Programs to inculcate Reading Habits among the students.
29-11-21 to 4-12-21	I-Internal Exams for SEM-I	Exam Branch	Conduct of Exams
1 <sup>st</sup> working Day	Staff review meeting	Principal & IQAC	Review of Academic, Administrative and financial aspects
5 <sup>th</sup> working Day	Staff council meeting		
I WEEK	Health & Nutrition	Bhagya	Awareness programs on Aids and organizing Aids rally
	Orientation for I year Students	IQAC& Departments	Students Induction program Identification of Teacher counsellors
	Extension Activities	NSS/NCC/RRC	Enrollment of Students in various clubs
II WEEK	DRC	DRC	Meeting
	IQAC	IQAC	IQAC Meeting with all Departments.
			Collection of student feedback on every teacher by IQAC
			Analysis & Action taken by principal
			Documentation for Academic Audit
III WEEK	CPDC Meeting	Principal	Meeting of college CPDC to review and discuss various matters

ALL Saturdays	All clubs/NSS/NCC/SWATCH Bharath/Harithaharam/Games & sports-	Entire college	Cleaning of college premises including Rooftops, Terraces, and Overhead Tanks & Sumps.
			Exhibition of literary works like poetry, short stories, news reports collected or written by students/staff
<b>DECEMBER,2021</b>			
<b>Month/</b>			
<b>Date</b>	<b>Activity</b>	<b>In-charge</b>	<b>Activity to be conducted</b>
1st	Aids Day	NCC/NSS/RED RIBBON	Conduct of Aids Awareness Programs
10th	Human Rights Day	NSS/DEPT OF POLITICAL SCIENCES	Awareness programs
24th	National Consumer Day	CONSUMER CLUB	Awareness programs & competitions
6-12-21 to 10-12-21	II-Internal Exam for SEM V	Examination Branch	Conduct of Exams
11-12-21 to 17-12-2021	Practical Exams for SEM-V	Examination Branch	Conduct of Exams
18-12-2021	Commencement of theory exams for Sem-V	Examination Branch	Conduct of Exams
29-12-2021	Commencement of classes for SEM-VI (Revised date: 19/01/2022)	All Departments	Annual curricular Plan should be followed strictly & reflected in Teaching Diary and Teaching Notes.
15-12-21 to 20-12-21	I-Internal Exams for SEM-III	Examination Branch	Conduct of Exams
1 <sup>st</sup> working day	Staff Review meeting	Principal & IQAC	Meeting of the principal with heads of departments to review previous months activities and plan for current months activities

5 <sup>th</sup> Working day	Staff council meeting	principal	Review of academic, administrative and financial aspects
I Week	State level Review Meeting	principal	Video conference/meeting-CCE With JD, RJDCE & Principals
II Week	DRC	principal	Meeting
	IQAC	IQAC	IQAC Meeting with all Departments,
			<ul style="list-style-type: none"> <li>collection of students feedback on teachers and Analysis,</li> </ul>
			<ul style="list-style-type: none"> <li>submission of Analysis report to principal</li> </ul>
			<ul style="list-style-type: none"> <li>Action of principal on students' feedback on teachers</li> </ul>
	DCEDRC		2 <sup>nd</sup> meeting of DCEDRC
IV WEEK	Health & Nutrition	Bhagya	Hemoglobin Test and invited Lecture on Menstrual Hygiene for Girls
I Saturday	Swatch Bharath-Swatch Telangana & Hobby Day	Entire college	Cleaning of college premises including Rooftops, Terraces, and Overhead Tanks & Sumps.
			Exhibition of literary works like poetry, short stories, news reports collected or written by students/staff
III Saturday	Extra -curricular Activites	Nss/Ncc/All Clubs/Cultural/Sports & Games	Related Activities

JANUARY, 2022			
Month/ Date	Activity	In-charge	Activity to be conducted
12th	National Youth Day	NSS & NCC	Celebration of the Day
25th	National Voters Day	NSS & NCC	Organize the programs to sensitize students on exercising the Franchise
26th	Republic Day	Entire college	Celebration of the Day
24-1-22 to 29-1-22	II-Internal Exams for SEM-I	Exam Branch	Conduct of Exams
1 <sup>st</sup> working day	Staff Review meeting	Principal & IQAC	Meeting of the principal with heads of departments to review previous months activities and plan for current months activities
5 <sup>TH</sup> Working day	Staff council meeting	principal	Review of academic, administrative and financial aspects
I week	Anti-Ragging Campaign	Discipline & Anti Ragging	Organizing Anti Ragging campaign in the college premises.
II WEEK	DRC		Meeting
	IQAC	IQAC	IQAC Meeting with all Departments,
			<ul style="list-style-type: none"> <li>collection of students feedback on teachers and Analysis</li> </ul>
			<ul style="list-style-type: none"> <li>submission of Analysis report to principal</li> </ul>
<ul style="list-style-type: none"> <li>Action of principal on students' feedback on teachers</li> </ul>			
III Week	Health & Nutrition	Bhagya	World Cancer Day-Awareness program on prevention & cure of cancer



IV Week	I Internal Examinations (I SEM)	Examinations	Conduct of Examinations
I Saturday	Swatch Bharath-Swatch Telangana & Hobby Day	Entire college	Cleaning of college premises including Rooftops, Terraces, and Overhead Tanks & Sumps.  Exhibition of literary works like poetry, short stories, news reports collected or written by students/staff
III & IV Saturday	Extracurricular Activities	Nss/Ncc/Harithahar am/All Clubs/committees/C ultural/Sports & Games	Related Activities
<b>FEBRUARY, 2022</b>			
Month/ Date	Activity	In-charge	Activity to be conducted
21st	Antarjatiya Matru Basha Dinotsavam	Languages, Literary & Cultural	Celebration of the Day
22nd	National Science Day	Department of Sciences	Celebration of the Day
1 <sup>st</sup> working day	Staff Review meeting	Principal & IQAC	Meeting of the principal with heads of departments to review previous months activities and plan for current months activities
5 <sup>TH</sup> Working day	Staff council meeting	principal	Review of academic, administrative and financial aspects
3-2-22 to 7-2-22	II Internal Examinations (III SEM)	Examinations Branch	Conduct of Exams
21-2-22 to 26-2-22	I-Internal Exams for SEM-VI (Revised Dates: 15/3/2022 to 17/3/2022)	Examinations Branch	Conduct of Exams
14-2-22 to 24-2- 22	practical Exams for SEM-I	Examinations Branch	Conduct of Exams

25-2-22	Commencement of Semester End Examinations (I SEM)	Examinations Branch	Conduct of Exams
20-2-22 to 1-3-22	practical Exams for SEM-III	Examinations Branch	Conduct of Exams
I WEEK	Commencement of Practical Examinations (III & V SEM)	Examinations Branch	Practical Exams for III & V Semester students
I WEEK	DRC		III Meeting
	IQAC	IQAC	IQAC Meeting with all departments
II WEEK	Budget Utilization	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, State Government etc. Keep proposals ready for additional requirements of the college. Submission of bills to DTO
IV WEEK	HEALTH & NUTRITION	Bhagya	Celebration of world Health Day by organizing Dental checkup in colleges
	Stock Verification	Concerned departments	Stock Verification of Laboratories & Libraries
I Saturday	Swatch Bharath-Swatch Telangana & Hobby Day	Nss/Ncc/Harithaharam/All Clubs/committees/Cultural/Sports & Games	Cleaning of college premises including Rooftops, Terraces, and Overhead Tanks & Sumps.
			Exhibition of literary works like poetry, short stories, news reports collected or written by students/staff
III Saturday	Extension Activities	Nss/Ncc/Harithaharam/All Clubs/committees/Cultural/Sports & Games	Related Activities

MARCH,2022

Date	Activity	In charge	Activity to be Conducted
8TH	International Women's	WEC & ICC	CELEBRATING THE DAY & CONDUCTING COMPETITIONS FOR THE STUDENTS
23/2022	Commencement of Semester End Exams (SEM III)	Exam Branch	Conduct of Exams
1 <sup>st</sup> working day	Staff Review meeting	Principal & IQAC	Meeting of the principal with heads of departments to review previous months activities and plan for current months activities
5 <sup>TH</sup> WORKING day Working day	Staff council meeting	principal	Review of academic, administrative and financial aspects
I WEEK	DRC		Meeting
	IQAC	IQAC	IQAC Review meeting with all the Departments
II WEEK	State level Review Meeting	principal	Video conference/meeting-CCE With JD, RJDCE & Principals
III WEEK	DCEIDRC		3rd Meeting of DCEIDRC
IV WEEK	Health & Nutrition	Bhagya	Celebration of World Health Day
I Saturday	Swatch Bharath-Swatch Telangana & Hobby Day	Entire college	Cleaning of college premises including Rooftops, Terraces, and Overhead Tanks & Sumps. Exhibition of literary works like poetry, short stories, news reports
III Saturday	Extracurricular Activities	Nss/Ncc/Harithaharam/All Clubs/committees/Cultural/Sports & Games	Related Activities

APRIL, 2022

Month/ Date	Activity	In-charge	Activity to be conducted
5TH	Babu Jagajeevan Ram Birthday	Literary & Cultural	Celebration of the Day
14TH	Dr.B.R. Ambedkar Birthday	Literary & Cultural	Celebration of the Day
5 <sup>TH</sup> Working day	Staff council meeting	principal	Review of academic, administrative and financial aspects
10-4-22 to 22-4-22	II-Internal exam for SEM-VI(Revised Dates:11/5/2022 to 13/5/2022)	Exam Branch	Conduct of Exams
27-4-22 to 3-5-22	Practical Exams for Sem-VI	Exam Branch	Conduct of Exams
1/4/2022	commencement of classes for sem II & IV	All Departments	Classes should be conducted. Annual curricular Plan should be followed strictly & reflected in Teaching Diary and Teaching Notes.
I WEEK	DRC		II Meeting
	IQAC	IQAC	IQAC Review meeting with all the Departments
I Saturday	Swatch Bharath- Swatch Telangana & Hobby Day	NSS, NCC, & ECO- CLUB	Cleaning of college premises including Rooftops, Terraces, and Overhead Tanks & Sumps.
			Exhibition of literary works like poetry, short stories, news reports collected or written by students/staff
III Saturday	Extracurricular Activities	Nss/Ncc/Haritha haram/All Clubs/committees/C ultural/Sports & Games	Related Activities
IV Saturday	Parent Teacher Meeting	All Departments	Parents meeting with teachers

MAY, 2022

Month/ Date	Activity	In-charge	Activity to be conducted
1 <sup>st</sup> working day	Staff Review meeting	Principal & IQAC	Meeting of the principal with heads of departments to review previous months activities and plan for current months activities
5 <sup>th</sup> Working day	Staff council meeting	principal	Review of academic, administrative and financial aspects
26/5/2022 to 28/05/2022	Internal Assessment I SEM-II & IV	Examination Branch	Conduct of Exams
5/5/2022	Commencement of Semester VI end Examinations (Revised Date: 1/6/2022)	Exam Branch	Conduct of Exams
	DRC		III Meeting
	IQAC	IQAC	IQAC meeting with all the Departments
II WEEK	State level Review Meeting	Principal	Video conference/meeting-CCE with JD/RJDCE & Principals
III WEEK	DCEDRC		4 <sup>th</sup> Meeting of DCEDRC
IV WEEK	Harithaharam	Entire college	Plantation of trees
I Saturday	Swatch Bharath- Swatch Telangana & Hobby Day	Entire college	Cleaning of college premises including Rooftops, Terraces, and Overhead Tanks & Sumps. Exhibition of literary works like poetry, short stories, news reports collected or written by students/staff
III & IV Saturday	Extra -curricular Activites	Nss/Ncc/All Clubs/Cultural/Sports & Games	Related Activities

**JUNE,2022**

Month/ Date	Activity	In-charge	Activity to be conducted
2nd	Telangana State Formation Day	Principal	Celebration of the Day
5th	World Environment Day	ECO Club	Awareness Activities To be conducted Among Students on Environment
14th	World Blood Donor Day	NCC.NSS, RRC	Awareness Activities To be conducted Among Students & parents
21st	International Yoga Day	Entire College	Celebration of the Day
26th	International Day against Drug Abuse	IQAC	Awareness program on Drug Abuse
1 <sup>st</sup> working day	Staff Review meeting	Principal & IQAC	Meeting of the principal with heads of departments to review previous months activities and plan for current months activities
5 <sup>th</sup> Working day	Staff council meeting	principal	Review of academic, administrative and financial aspects
I Saturday	Swatch Bharath-Swatch Telangana & Hobby Day	NSS, NCC, & ECO-CLUB	Cleaning of college premises including Rooftops, Terraces, and Overhead Tanks & Sumps. Exhibition of literary works like poetry, short stories, news reports collected or written by students/staff
III Saturday	Extracurricular Activities	Nss/Ncc/Harithaharam/All Clubs/committees/Cultural/Sports & Games	Related Activities
IV Saturday	Parent Teacher Meeting	All Departments	Parents meeting with teachers

JULY, 2022			
Month/ Date	Activity	In-charge	Activity to be conducted
15/7/2022 to 15/07/2022	II Internal Assessment- SEM II & IV	Exam Branch	Conduct of Exams
III Week	Semester End exams SEM-II & IV	Exam Branch	Conduct of Exams
7th to 14th	Tejanganaku Harithaharam	NCC, NSS, ECO-CLUB, Harithaharam	To create awareness among students on environment Planning & organizing plantation programme in consultation with District authorities
I WEEK	Health & Nutrition	Bhagya	Administering Deworming Tablets and providing medical insurance to students
	Preparation of Annual Academic Performance Report	IQAC & Academic & examinations	Preparation of college Annual Academic Performance Report (AAPR) And submit soft copy to O/O CCE.
	IQAC	IQAC	Preparation of IQAC Report, upload to college website and submission of soft copy to naac.tgce@gmail.com
			Campaigning through brochures, flexes, scrolling in local TV, door to door canvassing for online Admissions etc.
Entire month	Students Help Desk	DOST	Establishment of students help desk in the college and online registration of students to various courses to be taken up
	State level Review meeting	Principal	Video conference/meeting-CCE with JD/RJDCE & Principals

Signature of Academic Coordinator

Signature of the Principal