

GOVERNMENT DEGREE COLLEGE, BELLAMPALLY**DIST.MANCHERIAL, TELANGANA 504251****INSTITUTIONAL ACADEMIC ANNUAL PLAN FOR THE ACADEMIC YEAR 2021-22**

Sl. No.	Month & Week	Activity	Description	Conducted or not if not reasons	Resource Persons	Remarks
1	June II Week : 09-06-2021-Reopening of College	Institutional Plan for 2021	Preparation of Institutional Plan for the academic year 2021-22	Conducted	Smt. P. Sreelatha- Academic Coordinator & G. Mohan Lecturer in Pub. Administration	
2	June III & IV Weeks	Review Meeting	Review of Academic and Administrative activities of 2020-2021	Conducted	Principal and the staff	
3	July I & II Weeks	Student Centric activities(Online Activities)& Review on Syllabus completion	Webinar on Effective Life Management through YOGA and Life Skills in the changing environment & Review on Syllabus completion	Conducted by Department of Zoology	A.Meenakshi, Asst.Prof, GDC (W), Karimnagar (Yoga Trainer)	
4	July III & IV-Weeks	Preparing the institution for online instruction as per GOI & TS COVID Guidelines	Instruction through online mode	Conducted	All the teaching staff	
5	August I & II Week	College Website	Updation of College website &10-08-2021 onwards SemesterVI Examinations	Conducted	IQAC Coordinator	
6	August III Week	Independence Day	Independence Day Celebration	Conducted	Principal and staff	
7	August IV Week	Review meeting	Review of Academic and Administrative activities and updating college activities	Conducted	Principal and staff	

8	Sep. I Week	Physical classes for semesters III and V and Review of Institutional Plan for 2021-22	Review of Institutional Annual Plan 2021-22 & Time Table	Classes commenced, Annual plan reviewed and time table prepared	All the teaching staff	
9	Sep. II Week	Admissions : 2021 -22	Admission process through DOST	Conducted	DOST Coordinator and All the teaching staff	
10	Sep. III Week	Admissions - 2021 -22 and Semester I Examinations	16-09-2021 onwards Semester I Examinations & Admission process through DOST	Conducted	DOST Coordinator and All teaching staff	
11	Sep. IV Week	Review Meeting	Review meeting on Admissions	Conducted	All teaching staff	
12	October I Week	Gandhi Jayanti	Celebrations	Organised	NSS Coordinator Sri G. Mohan	
13	October II Week	Dussehra Vacation, Student Centric Activities	Conduct of Related activities- Student seminars, Field Trips etc. and documentation	Conducted	All the departments	
14	III Week	Review Meeting	Review Meeting, Academic & Administrative matters	Conducted	Principal and staff	
15	IV Week	Orientation for New students	Induction to students about college activities - Antiragging, NSS, Code of Conduct	Conducted	All the teaching staff	
16	November I Week	Student Centric activities(Online Activities)& Review on Syllabus completion	Seminars/Project Works	Conducted	All the teaching staff	
17	II Week	Internal Assessment I for III & V Semesters	Conducting, evaluating and recording the marks	Conducted	All the teaching staff	

18	III Week	Swacch Bharat, NAAC Preparatory Activity	Cleaning of the college premises, sanitization as per COVID guidelines, Submission of Departmental Activity Registers, Profiles and PPTs	Conducted	All the teaching staff	
19	IV Week	College Website	Website updation	*	IQAC Coordinator	
20	December I Week	World AIDS Day (1-12-2020)	Conducting AIDS awareness programme following covid protocol	*	NSS Coordinator & all the staff and students Sri G. Mohan	
21	December II Week	Academic Competitions	Conduct of various academic competitions and documentation	*	All the teaching staff	
22	III Week	Student Centric Activity	Seminars, Field Trips, Project Works etc.	*	All the teaching staff	
23	IV Week	Internal examinations and Jignasa student study project	Internal Assessment II for III&V Sem. And submission of student study projects		All teaching staff	
24	January 2022 I & II Week	Official Meeting	DCEDRC Review Meeting	*	College principal & District level DRC Committee	
22	January III Week	Practical and Theory Examinations for III & V Sem.	Conduct of examinations and recording marks.	*	All teaching staff	\
23	IV Week	Republic Day	Celebrating the republic day and conduct of related activities	*	Principal and staff	
24	Feb-I Week	Commencement of theory exams for Sem III & V semesters	conduct of examinations	*	*	
25	II & III Week	College level review meeting	Conduct of meeting on various academic and administrative issues.	*	*	
26	IV Week	National Science Day & Commencement of semesters II, IV, VI classes.	Celebrating the Science Day & commencement of classroom instruction	*	All teaching staff	

27	March I & II Week	1. Review Meeting on budget utilisation and office management 2. Internal Assessment II for Sem. I 3. International Womens' Day	1. Review on administrative & financial aspects 2. I.A II for Sem I, Conducting Exam and recording marks 3. Conducting activities on women and their role	*	Principal and staff		
28	III & IV Week	Stock Verification	Verifying the stock of library and labs.	*	Principal and staff		
29	April I & II Week	1. Internal Assessment I for II, IV, VI Semesters	1. Conducting exam and recording marks .	*	*		
30	April III & IV Weeks	Student Centric activities(Online Activities)& Review on Syllabus completion	Conduct of related activities band documentation	*	*		
31	May	Summer Vacation					

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1	June II Week : 09-06-2021- Reopening of College	Institutional Plan for 2021-22	Preparation of Institutional Plan for the academic year 2021-22	Conducted	Smt. P. Sreelatha- Academic Coordinator & G. Mohan Lecturer in Pub. Administration	College was re opened on 1-09-2021 due to the delay of previous academic year 2020-21 till the end of August-2021(COVID pandemic)
2	June III & IV Weeks	Review Meeting	Review of Academic and Administrative activities of 2020-2021	Conducted	Principal and the staff	****
3	July I & II Weeks	Student Centric activities(Online Activities)& Review on Syllabus completion	Webinar on Effective Life Management through YOGA and Life Skills in the changing environment & Review on Syllabus completion	Conducted by Department of Zoology	A.Meenakshi, Asst.Prof, GDC (W), Karimnagar (Yoga Trainer)	****
4	July III & IV- Weeks	Preparing the institution for online instruction as per GOI & TS COVID Guidelines	Instruction through online mode	Conducted	All the teaching staff	
5	August I & II Weeks	College Website	Updation of College website 10-08-2021 onwards Semester VI Examinations	Conducted	IQAC Coordinator	***
6	August III Week	Independence Day	Independence Day Celebration	Conducted	Principal and staff	***

7	August IV Week	Review meeting	Review of Academic and Administrative activities and updating college activities	Conducted	Principal and staff	***
8	Sep. I Week	Physical classes for semesters III and V and Review of Institutional Plan for 2021-22	Review of Institutional Annual Plan 2021-22 & Time Table	Classes commenced, Annual plan reviewed and time table prepared	All the teaching staff	Commencement of Sem III & V from 26-10-2021 as per the revised almanac dated 26-10-2021
9	Sep. II Week	Admissions : 2021 -22	Admission process through DOST	Conducted	DOST Coordinator and All the teaching staff	Admissions for 2021-22
10	Sep. III Week	Admissions - 2021 -22 and Semester I Examinations	16-09-2021 onwards Semester I Examinations & Admission process through DOST	Conducted	DOST Coordinator and All teaching staff	
11	Sep. IV Week	Review Meeting	Review meeting on Admissions	Conducted	All teaching staff	***
12	October I Week	Gandhi Jayanti	Celebrations	Organised	NSS Coordinator Sri G. Mohan	Sem- I Classes commenced from 1-10-2021 as per revised almanac dated 1-10-21
13	October II Week	Dussehra Vacation, Student Centric Activities	Conduct of Related activities- Student seminars, Field Trips etc. and documentation	Conducted	All the departments	***
14	III Week	Review Meeting	Review Meeting, Academic & Administrative matters	Conducted	Principal and staff	****
15	IV Week	Orientation for New students	Induction to students about college activities - Antiragging, NSS, Code of Conduct	Conducted	All the teaching staff	****

16	Nov. I Week	Student Centric activities(Online Activities)& Review on Syllabus completion	Organisingng Student Seminars, GDs,Project Work etc.	Conducted	All the teaching staff	**
17	II Week	I.A. I for III & V Semesters	Conducting, evaluating and recording the marks	Conducted	All the teaching staff	Conducted in Dec.22 as per revised almanac
18	III Week	Swacch Bharat, NAAC Preparatory Activity	Cleaning of the college premises, sanitization as per COVID guidelines, Submission of Departmental Activity Registers,Profiles and PPTs	Conducted	All the teaching staff	***
19	IV Week	College Website	Website updation	*	IQAC Coordinator	IA -I for Sem I from 29-11-21 to 4-12-21
20	December I Week	World AIDS Day (1-12-2020)	Conducting AIDS awareness programme following COVID protocol	*	INSS Coordinator & all the staff and students Sri G. Mohan	***
21	December II Week	Academic Competitions	Conduct of various academic competitions and documentation	Conducted	All the teaching staff	***
22	III Week	Student Centric Activity	Seminars, Field Trips, Project Works etc.	Conducted	All the teaching staff	IA -I for Sem III & V as per almanac
23	IV Week	Internal examinations and Jignasa student study project	I. A. II for III&V Sem. And submission of student study projects	Conducted	All teaching staff	****
24	January 2022 I & II Week	Official Meeting Swachch bharath	DCEDRC Review Meeting Cleaning of the college premises,	Conducted	ID College principal & District level DRC Committee	****

25	January III Week	Practical and Theory Examinations for III & V Sem.	Cleaning of the college premises, sanitization as per COVID guidelines, Submission of Departmental Activity Registers, Profiles and PPTs	Exams not Conducted as per the revised almanac	All teaching staff	IA -II for Sem III& V as per almanac & IA II for Sem I 24-01-22 to 29-01-22
26	IV Week	Republic Day	Celebrating the republic day and conduct of related activities	Celebrated	Principal and staff	***
27	Feb-I Week	Commencement of theory exams for Sem III & V semesters	conduct of examinations	*	*	***
28	II & III Week	College level review meeting	Conduct of meeting on various academic and administrative issues.	*	*	17-2-2022 L.D.I & Preparatory holiday and proactical exams 18 02-2022 to 25-02-2022 and L.D.I for Sem I-10-2-22 and exams
29	IV Week	National Science Day & Commencement of semesters II, IV, VI classes	Celebrating the Science Day & commencement of classroom instruction	Conducted	All teaching staff	Commencement of exams
30	March I & II Week	1. Review Meeting on budget utilisation and office management 2. Internal Assessment II for Sem. I 3. International Womens' Day	1. Review on administrative & financial aspects 2. I.A II for Sem I, Conducting Exam and recording marks 3. Conducting activities on women and their role	Conducted	Principal and staff	Not Conducted I A as per the new almanac
31	III & IV Week	Stock Verification	Verifying the stock of library and labs.	*	Principal and staff	
32	March I & II Week	Review meeting	Departmental review meetings	Conducted	All the teaching staff	

33	March III week	Student Centric activities(Online Activities)& Review on Syllabus completion	Conduct of related activities and documentation	Conducted	All teaching staff	Commencement of classes for II,IV,VI Semesters-28-3-22
34	March IV week	Review on budget and stock verification	Reviewing & Verifying the stock of all departments.	Conducted	Verification Committees	****
35	April I & II Week	1. Internal Assessment I for II, IV, VI Semesters	1. Conducting exam and recording marks .	Conducted in May 22 as per the revised almanac	All teaching staff	***
36	April III & IV Weeks	Student Centric activities(Online Activities)& Review on Syllabus completion	Conduct of related activities and documentation	Conducted	All teaching staff	***
37	May I&II week	L.A.D for Sem II,IV,VI from 2-5-22 to 5-5-22	1. Conducting exam and recording marks .	Conducted	All teaching staff	***
38	May III & IV weeks	Swacch Bharat	Cleaning of the college ground	Conducted	All teaching staff	***
39	June I & II weeks	1. I.A.II for Sem for II, IV, VI Semesters 1-6-22 to 3-6-22 2.L.D.I. for Sem II,IV,VI- 6-6-22 3.Preparation and practical exam: 7-6-22 to 9-6-22 & commencement of exams from 10-6-22	Conducting exams and recording marks .	Conducted	All teaching staff	****
40	June III & IV week	Review meeting of departments	Conducting meetings and recording minutes	Conducted	All teaching staff	***

41	July I & II week	Student Centric activities	Organising Field Trips, Seminars etc	Conducted	All teaching staff	***
42	July III & IV week	Academic Competitions	Conducting competitions and documentation	Conducted	All teaching staff	***
43	August I & II weeks	Haritha haram	Conducting Plantation programme	Conducted	All teaching staff	***
44	August III & IV weeks	Swacch Bharat	Cleaning of the college ground	Conducted	All teaching staff	***
45	Sep I & II week	Review meeting on syllabus	Conducting meetings	Conducted	All teaching staff	***
46	Sep III & IV weeks	UG exams from 16-9-21 onwards	Conducting U G exams	Attended exam duties	All teaching staff	UG exams from 16-9-21 onwards