

## Institution Annual Action Plan

### Model

JUNE

Date	Activity	Description
2nd	Telangana State Formation Day	Celebrations 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
26th	International Day against Drug Abuse	Awareness on Drug Abuse
1 <sup>st</sup> working day of every month –staff Review Meeting		
5th working day of every month –staff Council Meeting		
All Saturdays		
II Week	1. IQAC/ NAAC Meeting 2. DRC Meeting – Preparation of DRC Annual Activity plan for AY____ 3. Preparation of College Annual Academic Plan for AY____	
All Saturdays	Activities related to NCC/NSS/ Swachh Bharat/ Telanganaku Haritha Haram / All clubs/ Committees/ Outreach / Academic / Cultural/ Games/ & Sports/ Extra- curricular etc...	

### **DEPARTMENTAL ACTIVITIES**

JUNE	<ol style="list-style-type: none"><li>1. Preparation of Action Plan by all Coordinators for respective activities</li><li>2. Preparation of Action Plan by all teaching faculty regarding Departmental activities</li><li>3. Preparation of Action Plan by the Principal and staff regarding institutional</li></ol>
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JULY

Date	Activity	Description
1st		Commencement of I/III/V Semesters Class work
I week	Student Induction Programme for I semester students on CBCS and College activities, Facilities, certificate /Add-on Courses etc.	
	1 <sup>st</sup> working day of every month – staff Review Meeting	
	5th working day of every month – staff Council Meeting	
	Telangna ku Haritha Haram	Organizing planting programme in consultation with District authorities
II	<ol style="list-style-type: none"> <li>1. Students talent hunt for jignasa / Yuvatarangam / TSAT Student as a Teacher Programmme / any other Curricular / co-curricular/ Extra-Curricular activities</li> <li>2. Classroom Seminars, Study Projects, Field Trips and Competitions etc.</li> <li>3. IQAC/NAAC meeting</li> <li>4. DRC Meeting</li> </ol>	
IV	<ol style="list-style-type: none"> <li>1. Result analysis – Student result Analysis – Subject wise, Course wise, College wise.</li> <li>2. JIGNASA –Selection of Topic and Allotment of Projects</li> </ol>	
	State Teacher Awards	Inviting proposal from Colleges/ Universities
	College Social Responsibility Cell & Extension Activities	Enrolment of students into NCC/ NSS Organizing related activities
	Academic Records	Verification of academic records
All Saturdays	Activities related to NCC/NSS/ Swachh Bharat/ Telanganaku Haritha Haram / All Clubs/ Committees/ Outreach / Academic / Cultural/ Games/ & Sports/ Extra- curricular/ Parent Teacher Meetings etc...	

DEPARTMENTAL ACTIVITIES

JULY	T-SAT Nipuna	Commencement of T – Sat Nipuna Live Telecast
II Week	Health and Nutrition	<ul style="list-style-type: none"> <li>- Awareness programme on General Health, Hygiene and Nutrition by inviting Docors or Medical Officers</li> <li>- Blood grouping and Haemoglobin test to identify anemic students, BMI Check, distribution of health cards and awareness programme on Anaemia</li> </ul>
4 <sup>th</sup> Saturday	T-Sat nipuna Special Live Telecast	Dial the Doctor / Nutritionist



AUGUST

Date	Activity	Description
15 <sup>th</sup>	Independent Day celebrations	Conduct of related activities at college level. Presentation of awards to District toppers ( Subject wise) of academic year _____
26 <sup>th</sup>	Women's Equality Day	Conduct of related activities by ICC
29 <sup>th</sup>	Telugu Bhasha Dinotsavam	Conduct of various activities like debates, group discussions, essay writing etc.
1 <sup>st</sup> working day of every month – staff Review Meeting		
5th working day of every month – staff Council Meeting (Review of Academic, Administrative and financial Aspects )		
II week	DRC	Meeting
	IQAC	Meeting of IQAC Executive Body - Collection of student feedback on all teaching faculty members by IQAC coordinator - Analysis & Action taken report by Principal
III week	DCEDRC	DCEDRC Meeting
4 <sup>th</sup> Saturday	Swachh Bharath	Cleaning of college premises including rooftops, terraces, overhead tanks & sumps.
	ICC	Training to all girl students in Unarmed Combat techniques
Every Saturday	Activities related to NCC/NSS/ Swachh Bharat/ Telanganaku Haritha Haram / All Clubs/ Committees/ Outreach / Academic / Cultural/ Games/ & Sports/ Extra-curricular/ Parent Teacher Meetings etc...	

DEPARTMENTAL ACTIVITIES

I week	State Level Review Meeting	Video Conference / meeting – CCE with JD, RJDC & Principals
II week	YUVATARANGAM-	Meeting with State Level / Cluster level Coordinators
II week	Health and Nutrition	Administering De-worming tablets and providing medical insurance to students.
5 <sup>th</sup> Saturday	T-Sat – Nipuna Special Live Telecast	Environment Protection

SEPTEMBER

Date	Activity	Description
5th /	Teacher's day	Celebration of Teacher's day
8th /	International Literacy day	Organizing Inter / Intra College Literary fest
14th /	Hindi Divas celebration	Conduct of various activities like debates, group discussions, essay writing etc.
24th /	NSS day	NSS Activities
1 <sup>st</sup> working day of every month – staff Review Meeting		
5th working day of every month – staff Council Meeting (Review of Academic, Administrative and financial Aspects )		
II WEEK	DRC	Meeting
	IQAC	Meeting of IQAC Executive Body - Collection of student feedback on all teaching faculty members by IQAC coordinator - Analysis & Action taken report by Principal
I & II Week	CPDC	Meeting of College CPDC Committee to review and discuss various matters
Every Saturday	Activities related to NCC/NSS/ Swachh Bharat/ Telanganaku Haritha Haram / All Clubs/ Committees/ Outreach / Academic / Cultural/ Games/ & Sports/ Extra- curricular/ Parent Teacher Meetings etc...	

DEPARTMENTAL ACTIVITIES

1 <sup>st</sup> week	Health and Nutrition	Celebration of National Nutritional Week – organizing food festivities and awareness programs on the Nutritional value of food
I week	State teacher Awards	Presentation of Best teacher Awards on teacher's day

OCTOBER

Date	Activity	Description
2nd	Gandhi Jayanthi & Lal Bahadur Shastri Jayanthi	Celebration in colleges
31st	International Literacy day	Conduct of related activities
1 <sup>st</sup> working day of every month – staff Review Meeting		
5th working day of every month – staff Council Meeting (Review of Academic, Administrative and financial Aspects )		
II WEEK	DRC	Meeting
	IQAC	Meeting of IQAC Executive Body - Collection of student feedback on all teaching faculty members by IQAC coordinator - Analysis & Action taken report by Principal
III Week	DCEDRC	2 <sup>nd</sup> Meeting of DCEDRC
Every Saturday	Activities related to NCC/NSS/ Swachh Bharat/ Telanganaku Haritha Haram / All Clubs/ Committees/ Outreach / Academic / Cultural/ Games/ & Sports/ Extra- curricular/ Parent Teacher Meetings etc...	

Departmental Activities

1 <sup>st</sup> week	State level Review Meeting	Video Conference / Meeting – CCE with JD, RJDC & Principals
II week	Health and Nutrition	Celebration of World Sight Day - organizing eye check up
25 <sup>th</sup> October	T-SAT Nipuna Special Live Telecast	Dial your CCE
4 <sup>th</sup> Saturday	T – SAT Nipuna Special Live Telecast	Stress Management and Life Skills Education



NOVEMBER

Date	Activity	Description
11th	National Education Day	Conduct related activities
14th	Pandit Jawaharlal Nehru Birth day	Conduct related activities
14 <sup>th</sup> to 20th	Natinal Library week	Conduct related activities
1st working day of every month – Staff Review meeting		
5th working day of every month – Staff Council meeting ( Review of Academic , Administrative and financial aspects)		
II week	DRC	Meeting
	IQAC	Meeting of IQAC Executive Body  - Collection of student feedback on all teaching faculty members by IQAC coordinator - Analysis & Action Taken Report by Principal
16 <sup>th</sup> to 22 <sup>nd</sup>	JIGNASA	College level selections
23 <sup>rd</sup> to 25 th	JIGNASA	Submission of selected projects to ÇCE
Every Saturday	Activities related to NCC / NSS/ Swachh Bharat/ Telangana ku Haritha haram / All Clubs/ Committees/ Outreach/ Academc / Culltural/ Games & Sports/ Extra Curricular/ Parent teacher meetings etc...	

DEPARTMENTAL ACTIVITIES

II WEEK	TUVATARANGAM	Meeting with state level/ cluster level coordinators
II WEEK	Health and nutrition	Awareness program on Dia bêtes on the occasion of world Diabetes day
5 <sup>TH</sup> SATURDAY	T-SAT Nipuna – Special Live telecast	Methods / Strategies / Best Practices adopted by Colleges

DECEMBER

Date	Activity	Description
1st	AIDS day	Red Ribbon Club – conduct of AIDS awareness programmes in collaboration with district officials
10 <sup>th</sup>	Human Right's day	Conduct of related activities
24 <sup>th</sup>	National Consumer's day	Competitions & Awareness Programmes
1st working day of every month – Staff Review meeting		
5th working day of every month – Staff Council meeting ( Review of Academic , Administrative and financial aspects)		
II WEEK	DRC	Meeting
	IQAC	Meeting of IQAC Executive Body  - Collection of student feedback on all teaching faculty members by IQAC coordinator - Analysis & Action Taken Report by Principal
III WEEK	JIGNASA	State level selections
Every saturday	Activities related to NCC / NSS/ Swachh Bharat/ Telangana ku Haritha haram / All Clubs/ Committees/ Outreach/ Academic / Cultural/ Games & Sports/ Extra Curricular/ Parent teacher meetings etc...	

DEPARTMENTAL ACTIVITIES

I week	Health and Nutrition	Awareness Programme on AIDS and organizing AIDS rally
IV Week	Yuvatarangam	College level games,sports, cultural & Literary Competitions
4 <sup>th</sup> Saturday	T-SAT Nipuna Special Live TeleCast	Preparing for Competitive Examinations: Tips and strategies



JANUARY

Date	Activity	Description
12st	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
1 <sup>st</sup> working day of every month – staff Review Meeting		
5th working day of every month – staff Council Meeting (Review of Academic, Administrative and financial Aspects )		
II WEEK	DRC	Meeting
	IQAC	Meeting of IQAC Executive Body - Collection of student feedback on all teaching faculty members by IQAC coordinator - Analysis & Action taken report by Principal
III Week	DCEDRC	3rd Meeting of DCEDRC.
	JIGNASA	Presentation at state level – selection of best Projects
IV Week	JIGNASA	Prize Distribution Programme
Every Saturday	Activities related to NCC/NSS/ Swachh Bharat/ Telanganaku Haritha Haram / All Clubs/ Committees/ Outreach / Academic / Cultural/ Games/ & Sports/ Extra- curricular/ Parent Teacher Meetings etc...	

**Departmental Activities**

I week	State Level Review Meeting	Video Conference / Meeting – CCE with JD, RJDC & Principals
II week	Yuvatarangam	Cluster Level Games, Sports, Cultural & Literary Competitions
III Week	Health & Nutrition	Hemoglobin test and invited lecture on Menstrual Hygiene for Girls
IV Week	Yuvatarangam	State level Games, Sports, Cultural & Literary Competitions
4 <sup>th</sup> Saturday	T- Sat –Nipuna Live telecast	Focus on Examination Preparation and Study opportunities in Higher Education
Last Week	Revoew with all academic Advisers	To review the Academic Audit conducted both in GDCs & Private aided colleges during AY_____



FEBRUARY

Date	Activity	Description
21st	Antarjatiya Matru Basha Dinotsavam	Celebrating the day
28th	National Scienceday	Celebrating the day
1 <sup>st</sup> working day of every month – staff Review Meeting		
5th working day of every month – staff Council Meeting (Review of Academic, Administrative and financial Aspects )		
I WEEK	DRC	Meeting
	IQAC	IQAC Meetin with all the departments
Every Saturday	Activities related to NCC/NSS/ Swachh Bharat/ Telanganaku Haritha Haram / All Clubs/ Committees/ Outreach / Academic / Cultural/ Games/ & Sports/ Extra- curricular/ Parent Teacher Meetings etc...	

DEPARTMENTAL ACTIVITIES

II week	Yuvatarangam	Grand Finale
III week	Health and Nutrition	World cancer Day – Awareness programme on Prevention and Cure of Cancer

MARCH

Date	Activity	Description
8th	International Women's day	Conduct of various activities & competitions for students & staff
1 <sup>st</sup> working day of every month – staff Review Meeting		
5th working day of every month – staff Council Meeting (Review of Academic, Administrative and financial Aspects )		
I WEEK	Budget	<ul style="list-style-type: none"> <li>- Submission of all bills to DTO</li> <li>- Preparation of financial plan for AY _</li> <li>- Preparation of details of income through different sources, expenditure and other requirements etc.</li> <li>- Preparation of necessary proposals along with enclosures for submission for financial assistance from different agencies like UGC, RUSA, State Governnet etc.</li> <li>- Sending proposals to O/o CCE for budget requirement for AY ____</li> </ul>
	DRC	II Meeting
	IQAC	IQAC Meeting with all departments
III Week	DCEDRC	4th Meeting of DCEDRC
Last Week	Stock Verification	Stock Verification of Laboratories and libraries
Every Saturday	Activities related to NCC/NSS/ Swachh Bharat/ Telanganaku Haritha Haram / All Clubs/ Committees/ Outreach / Academic / Cultural/ Games/ & Sports/ Extra- curricular/ Parent Teacher Meetings etc...	

**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.



APRIL

Date	Activity	Description
5th	Babu Jagagivan Ram's birth day	Celebrating the day
14th	Dr. B.R. Ambedkar's borthday	Celebrating the day
1 <sup>st</sup> working day of every month – staff Review Meeting		
5th working day of every month – staff Council Meeting (Review of Academic, Administrative and financial Aspects )		
April	Preparation of Annual Academic Performance Report	Preparation of college Annual Academic performance Report ( AAPR) and submission of soft copy of the same to O/o CCE
I week	IQAC	Preparation of IQAC report , upload to College website and submission of softcopy to naac.tgce@gmail.com
Every Saturday	Activities related to NCC/NSS/ Swachh Bharat/ Telanganaku Haritha Haram / All Clubs/ Committees/ Outreach / Academic / Cultural/ Games/ & Sports/ Extra- curricular/ Parent Teacher Meetings etc...	

**DEPARTMENTAL ACTIVITIES**

I WEEK	Health and Nutrition	Celebration of World health Day
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MAY

Date	Activity	Description
1st	Publicity Campaign	<ul style="list-style-type: none"> <li>- Release of College Brochure by District Collector</li> <li>- Campaigning through brochures, flexies, scrolling in local TV, door to door canvassing for online admission etc.</li> </ul>
May	Students' Help Desk	Establishment of Students' Help Desk in the Colleges and online registration of students to various courses to be taken up

May 1	State Level Review Meeting	Meeting / Video Conference - CCE with JD, RJDC & Principals – Review on Admissions
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