



# Dr.BRR Government Degree College Jadcherla

## Institutional Plan -2018-19

S.No.	Month	Subject	Activity to be done	Executive Strategy
1	June-2018	Admissions	College Reopens on 12-06-2018 for the Academic Year 2018-19 For Sem III & V  Constitution of college level Admissions Promotion Committee  Preparation/Printing of Application formats for Admissions	1.Establishment of Help desk 2..Show case of infrastructure 3.Advertising through media 4. Admissions campaigning. 5.Designing brochures, pamphlets, Flexes, videos
		Bridge Creation	Sensitization of Junior college students for Admissions through Phone Calls	1. Utilizing the Social media. Department wise Admission Promotion Committee visited Junior colleges
		Academics Planning	Preparation of Class work material	Preparation of Department Action plans
2	July-2018	Admissions	First year Admissions	Fresh registrations at Helpdesk
		Academic Planning & University Examinations	Commencement of classes 02-07-2018 for Sem I Cutoff date for Readmission into Sem III & V - 16-07-2018	Preparation of Time Table as per Scheduled Workload and Annual Curricular Plans
			Academic Record maintenance  Cadre Strength review/ Guest Faculty Services, Departmental Workload particulars	Updating of Teaching diaries Conduct of 1 <sup>st</sup> Internal Assessment test 30-07-2018 to 02-08-2018 for Sem III & V
3	Aug-2018	Admissions	Progression of Admissions	Fresh registrations at Helpdesk on daily basis and Campaign by APC as per scheduled Roadmap
		Examinations		Conduct of 1 <sup>st</sup> Internal Assessment test 30-07-2018 to 02-08-2018 for Sem III & V

		Infrastructure	ICT Teaching	Procurement of Digital Interactive Panels, for better control & communication.
		Academic Planning	Departmental Action plans, Time Tables, Result Analysis	Preparing College Timetable: Scheduling Program wise time table/ Faculty wise Time Table And share among student groups. Conduct of Orientation Programs
			Classes for I, III & V Semesters	Engagement of Guest faculty as per the guidelines of CCE Class room instruction. Implementation of student centric methods
			Extra Curricular Activities	Independence Day celebrations
			Classes -Scheduling of Class work-Preparation of Academic Calendar as prescribed by PU,MBNR T.S.	Curriculum Plan and other Departmental Academic activities, Bridge Course.
4	Sep-2018	HOLISTIC DEVELOPMENT	Academic, Cultural, Environmental, Sports and others for holistic development of the stakeholders	Mentoring students for academic, social and career prospects Organizing intellectual, academic, creative, literary, communication, presentation competitions at inter and intra departmental level. Making athletics, indoor and outdoor sports, a regular feature for students.
		Examinations	Internal Assessment I	Conduct of 1 <sup>st</sup> Internal Assessment test 10-09-2018 to 12-09-2018 for Sem I
		Academic Planning	Classes for I, III & V Semesters	Class room instruction. Implementation of student centric methods
		Academic	Student Centric Programmes	Class room instruction. Implementation of student centric methods

		Infrastructure	Skill development programme	TSKC & Career Guidance Cell
		Academic	Classes for I, III & V Semesters	Class room instruction. Implementation of student centric methods
5	Oct-2018		Short Term Vacation	13-10-2018 to 21-10-2018
		Planning Collaborations /Infrastructure	Reopening after vacation 22-10-2018 Arrangements and invitation to resource persons, Improving Academic facilities.	
		Academic	Student Centric Programmes	Class room instruction. Implementation of student centric methods
		Academic	Classes for I, III & V Semesters	Class room instruction. Implementation of student centric methods
		Examinations	II Internal Assessment	Conduct of II Internal Assessment test 23-10-2018 to 26-10-2018 for Sem III & V
		Planning	Class work Instructions-Organization of Semester Examinations,	Completion of Syllabus. Preparing the students for Practical Examinations & Semester End Examinations Last day of Instruction: 27-10-2018 for Sem III & V

		Examinations	Semester Examinations	Conduct of Practical Examinations for Sem III & V 28-10-2018 to 11-11-2018 As per P.U. MBNR T.S Practical Exams
		Academic	Classes for I, III & V Semesters	Class room instruction. Implementation of student centric methods
6	Nov-2018	Governance & Integration	Invited Lectures/ Institutional Policies/ Joining all the academic and administrative departments seamlessly	Bringing improvement and reforms in procedures, process and policies for increasing efficiency and effectiveness.  Conduct of 2 <sup>nd</sup> Internal Exams 01-11-2018 to 03-11-2018 for Sem I
			Innovations	Integrating training modules, Lecture & knowledge expertise of resource persons for the benefit of stakeholders. Integrating the student evaluation and assessment centrally for quick disposal of results.
		Planning	Class work Instructions-Organization of Semester Examinations,	Completion of Syllabus. Preparing the students for Practical Examinations & Semester End Examinations Last day of Instruction: 09-11-2018
		Academic	Student Centric Programmes	Class room instruction. Implementation of student centric methods
		Examinations	Semester Examinations	Conduct of Practical Examinations 10-11-2018 to 18-11-2018 Commencement of Theory Examinations 12-11-2018 to 30-11-2018 for Sem III & V Commencement of Theory Examinations 19-11-2018 to 01-12-2018 for Sem I As per P.U. MBNR T.S

7	Dec-2018	Planning	Commencement of Classes for II Semester 03-12-2018 Annual Academic Records/ Attendance Registers/ NAAC Registers & Files Commemorative Days	Providing opportunities and facilities for developing teaching and research skills of faculty members AIDS Day, National Mathematics Day.
		Academic	Preparation of Timetable	Preparation of Timetable for Classes and implementation
			Classes for II, IV	Class room instruction. Implementation of student centric methods
8	Jan - 2019	Academic Planning	Cutoff date for Readmission into Sem II- 03-01-2019 & 07-01-2019 for Sem IV & V	Creating quality orientation in all areas of performance. Updating teaching-learning processes with global standards. Introducing innovative academic programs with global requirements and acceptability. Updating existing course curriculum with global perspective in terms of conceptual and application dimensions.
			College Level Sports Competitions	Implementation by PD with the help of staff
		Result Analysis	Assessment and Evaluation Remedial Measures	College level / Group and Subject wise University result analysis Submission of Result Analysis to the Principal
			Short Term Vacation	12-01-2019 to 16-01-2019 for Sem II 12-01-2019 to 20-01-2019 for Sem IV & VI
		Awareness Programs	To establish benchmarks with global perspective in all areas of academic and administrative performance.	Encouraging conventions, seminar, conferences, workshops, training programs, Short term courses, competitive events etc.

			Reopening after vacation	17-01-2019 for Sem II 21-01-2019 for Sem IV & VI
			Republic Day	Republic Day Celebrations-Cultural & literary Competitions, Sports & Games.
9	Feb-2019	Academic	Classes for II, IV & VI Semesters	Class room instruction. Implementation of student centric methods
		Examinations	I Internal Exams	2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semesters Internal Assessments Conduct of 1 <sup>st</sup> Internal Exams 04-02-2019 to 06-02-2019 for Sem II Conduct of 1 <sup>st</sup> Internal Exams 04-02-2019 to 07-02-2019 for Sem IV & VI
		Academic	Student Centric Programmes	Class room instruction. Implementation of student centric methods
		Departmental Activities	Commencement of Students centric activities like seminars, Group Discussions, Assignments, Project Work etc.	
10	Mar-2019	Academic	Classes for II, IV & VI Semesters	Class room instruction. Implementation of student centric methods
		Examinations	II Internal Exams	4 <sup>th</sup> & 6 <sup>th</sup> Semesters Internal Assessments Conduct of II Internal Exams 26-03-2019 to 29-03-2019 for Sem IV & VI Last day of Instruction 30-03-2019
		Academic	Student Centric Programmes	Class room instruction. Implementation of student centric methods
			Review Meeting on Coverage of Syllabus and Remedial Classes/ Stock verification	Completion of Syllabus. Preparing the students for Practical Examinations & Semester End Examinations 31-03-2019 to 14-04-2019 for Sem IV & VI

11	April-2019	Planning Student Support & Progression	Student empowerment skill Training programmes for meritorious students / Certificate courses	Extending scholarships to the students Improving learning abilities and chances for higher education opportunities
		Examinations	II Internal Exams	2 <sup>nd</sup> Semesters Internal Assessments Conduct of II Internal Exams 04-04-2019 to 06-04-2019 for Sem II Last day of Instruction 06-04-2019
			Alumni	Conduct of Alumni meetings
		Academic	Review Meeting on Coverage of Syllabus and Remedial Classes/ Stock verification External exams	Completion of Syllabus. Preparing the students for Practical Examinations & Semester End Examinations 08-04-2019 to 16-04-2019 for Sem II
			Commencement of Examinations Semester Examinations	Commencement of Theory Examinations From 16-04- 2019 for Sem IV & VI 17-04-2019 to 30-04-2019 for Sem II As per P.U. MBNR T.S

Any activities suggested by the higher authorities will be incorporated accordingly in the Institutional plan.

  
 Principal  
 Principal,  
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