



**Government Degree College,
Luxettipet
Dist. Mancherial**

**Academic Calendar
2016-17**

T.K. J.

Principal
Govt. Degree College,
Luxettipet-504 215



**Commissionerate of Collegiate Education
Govt. of Telangana**

ACADEMIC CALENDAR - 2016-17

**Commissioner
Smt. A.Vani Prasad, I.A.S.**

No.	Name	Designation	Mobile
1.	Dr. B. Darjan	RJDCE, Warangal	9948121726
2.	Dr. B. Balaiah	Joint Director	7660020710
3.	Smt. Moriah Eunice	Special Officer I	9848784977
4.	Dr. K. Padmavathi	Special Officer II	9848556317
5.	Sri B. Swamy	Deputy Director	9848784975
6.	Sri Chakravarthy	Assistant Director	9848553617
7.	Smt. P. Padmalatha	Assistant Director	9848784975
8.	Smt. Suguna	Accounts officer	9848784975
9.	Sri B. Kanaka Chary	A G O (I/C)	7660020711
10.	Dr. T. Annie Sheron	Academic Officer	7660020744
11.	Dr. Nancy Serena	Academic Officer	7660020720
12.	Dr. J. Neeraja	Academic Officer	7660020730
13.	Smt. S. Yamuna Rani	Academic Officer	7660020722
14.	Sri Gajendra Babu P. G. K.	Academic Officer	7660020740

CCE Website: <http://ccets.cgg.gov.in>

E-mail IDs

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3.	NAAC	naac.tgce@gmail.com
4.	Academic Audit	academicaudit.tgce@gmail.com
5.	Trainings	rcoc.tgce@gmail.com
6.	RUSA	rusa.tgce@gmail.com
7.	Data collection	datacollection.tgce@gmail.com
8.	MANA TV	manatv.tgce@gmail.com
9.	Aided Colleges Section	aidedsection.tgce@gmail.com
10.	Minimum Requirements	minimumrequirements.tgce@gmail.com
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12.	MIS & IT Cell	cslabs.tgce@gmail.com

Online Admission Website : dost.cgg.gov.in

June 2016

Month & Date	Activity	Description
2 nd	Telangana State Formation Day	Celebrations from 1 st to 7 th June
5 th	World Environment Day	Conduct of Activities to create awareness among students on environment
14 th	World Blood Donor Day	Red Ribbon Clubs shall conduct activities to promote awareness among students and parents
21 st	International YOGA Day	Celebration
27 th	CBCS Orientation for First year students	Commencement of I Semester Classes for 1 st Year students. CBCS, College activities, Facilities, Certificate/Add on Courses etc. Identification of Teacher counselors to each class and display their list
I week	Online Admissions	Commencement of online Admissions
	Preparation of Institutional Plan for 2016-17	Preparation of Institutional Plan by incorporating all the activities given in Academic Calendar (2016-17)
	Preparation of Annual Curricular Plan (Lecturer wise)	Preparation of Lecturer wise Annual curricular plan incorporating curricular, co-curricular and extra-curricular activities as per formats provided. Preparation of NCC/NSS/ others Annual Action Plan
	College Level Review Meeting by Principal	One day workshop to faculty on Implementation of CBCS - Review of Department wise Annual Curricular Plans - share & discuss innovative teaching learning techniques etc.
II week	District Level Review Meeting by ID College Principal	Review of all colleges in the district by ID College Principal – Finalization of Annual DRC activities plan.
	Review Meeting by RJDCE	Review of all colleges under jurisdiction through ID Principals
	Commencement of classes for II & III year students	Annual Curricular Plans shall be followed strictly & reflected in Teaching Diary and Teaching Notes
	Result Analysis	College Level & Department wise Result analysis and submission to O/o CCE. Planning for Remedial teaching.
	Harivillu	Formation of Clubs/Kalavedikas Enrolment of students into different clubs
	IQAC	IQAC Meeting with all the departments
	Telangana Haritaharam	Planning & organizing related activities in consultation with District authorities
	State Teacher Awards	Inviting proposals from colleges/universities
	Sports & Games : Maintenance of tracks and Sports equipment & Laying of new tracks and Courts, Purchase of sports material	
IV week	Quality Enhancement Initiative -- NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes
	Anti-Ragging campaign	Organizing Anti Ragging Campaign in the college premises.
	DCEDRC	First meeting of DCEDRC

July 2016

Month & Date	Activity	Description
I week	1. Review Meetings at different Levels 2. Student Progression	Review of Academic, Administrative and financial aspects Recording Student progression
	IQAC	Meeting of IQAC Executive Body
	Student Representatives meeting	Nomination of select students on committees like Academic, Sports, Cultural, literary, etc.
II Week	Commencement of Student centric activities	Class room seminars, Study Projects, Field trips and competitions etc.,
	Harivillu	Meeting of all clubs and preparation of action plan for 2016-17
III Week	Medical Camp	Medical camp in collaboration with District Health Officials
	Extension Activities & College Social Responsibility Cell	Enrolment of students into NCC/ NSS Organising related activities
I Saturday	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
III Saturday	Staff Meeting	Meeting of the Principal with staff
IV Saturday	Swachha Bharath	Cleaning of College Premises including Rooftops, Terraces, Overhead Tanks & Sumps by students /staff
July	Telangana Ku Haritaharam	Organizing plantation program in consultation with District authorities
	TSKC Day	A PPT presentation/ Talk/ Skit/ Seminar to all students (class wise) on Career Prospects by H.R. representative/JKC trainee, Coordinator or Mentor/Guest Lecturers etc.
Departmental Activities		
1 st	MANA TV	Commencement of Telecast of MANA TV Live Lessons
I Week	Incentives & Awards	Honouring State Topper students- University wise
II Week	State Level Review Meeting	Video Conference/ Meeting – CCE with RJDCE & Principals
3 rd Saturday	MANA TV Special Live Telecast	Biodiversity conservation/environment protection
July	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

August 2016

Date	Activity	Description
15 th	Independence Day celebrations Academic Festival 2014-15	Conduct of related activities at college level. Presentation of awards to toppers in Academics (subject wise & group wise).
26 th	Women's Equality Day	Conduct of related activities by ICC
29 th	Telugu Bhasha Dinotsavam	Conduct of related activities
I week	DRC	II Meeting
	IQAC	IQAC Meeting with all the departments
I & II week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
	Harivillu	Meeting of all clubs - Review and progress
III Week	Field/Industry visit	Organizing field/ industrial visits to students
Last Week	I unit Exams – II & III yrs	Conduct of examinations and recording of marks in the proforma provided
	Add-on Courses	2 day workshop to students by each department
	Consumer awareness programs	Intercollegiate / interdepartmental activities
	Career Counseling programs	Display of notifications on College Wall Magazine & guidance for application
I Saturday	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
III Saturday	Staff Meeting	Meeting of the Principal with staff
IV Saturday	Swachha Bharath	Cleaning of College Premises including Rooftops, Terraces, Overhead Tanks & Sumps.
August	Telangana ku Haritaharam	Organizing related activities tending to Greenary and Gardens in consultation with District authorities
	Ecofest	Organising activities related to Environment protection like Water management, Waste management etc. Display of student projects and conduct of competitions
	ICC	Training to all girl students in Un Armed Combat Techniques

September 2016

Date	Activity	Description	
5 th	Teachers' Day	Celebration of Teachers' Day	
8 th	International Literacy Day	Organizing Inter/Intra College Literary Fest	
15 th	TSKC		
22 nd	Hindi Divas celebrations	Organizing related activities	
24 th	NSS Day	NSS activities	
	CBCS	Internal Assessment	According to University Almanac
I week	DRC	III Meeting : Workshop with UGC coordinators on mobilization & utilization of UGC funds	
	Extension & Outreach activities	Organizing Guest lectures / Field visits/ social/community development activities etc.	
	IQAC	IQAC Meeting with all the departments	
II week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects	
	CPDC meeting	Meeting of College CPDC to review and discuss various matters	
II week	Teacher Evaluation Process	<ul style="list-style-type: none"> Collection of student feedback on every teacher by IQAC Analysis & Action taken by Principal Documentation for Academic Audit 	
	Parents Meeting	Teachers meet the parents	
	Harivillu	Meeting of all clubs - Review and progress	
III week	CBCS	College level review meeting on implementation of CBCS	
Last Week	II unit Exams – II & III yrs	Conduct of examinations and recording of marks as per the proforma	
	Student centric activities	<ul style="list-style-type: none"> Class room seminars, Study Projects and competitions etc., Remedial Instruction 	
	College Social Responsibility Cell	Organizing related activities	
I Saturday	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities	
III Saturday	Staff Meeting	Meeting of the Principal with staff	
IV Saturday	Swachha Bharath	Cleaning of College Premises including Rooftops, Terraces, Overhead Tanks & Sumps	
September	Telangana ku Haritaharam	Maintenance of Plants	

September 2016

MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Departmental Activities		
1 st Week	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDC & Principals
3 rd Saturday	MANA TV Special Live Telecast	Dial CCE
1 Week	State Teacher Awards	Presentation of Awards to Teachers on Teachers' Day
September	Quality Enhancement Initiative - NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

October 2016

Date	Activity	Description
2 nd	Gandhi Jayanti & Lal Bahdur Sastri Jayanti	Celebration of days
	CBCS	1 st Semester last day of instruction
	CBCS	Short vacation
	CBCS	Practical Examinations
31 st	National Integration Day	Conduct of related activities
I week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
	IQAC Evaluation	IQAC Meeting with all the departments. Collection of Students' feedback on teachers, Analysis, submission of analysis report to Principal Action of Principal on Students' feedback on teachers.
	TSKC Day	A PPT presentation/ Talk/ Skit/ Seminar to all students (class wise) on Career Prospects by H.R. representative/JKC trainee, Coordinator or Mentor/Guest Lecturers etc.
	Harivillu - Projects Display Day	Meeting of all clubs - Review and progress Conduct of Science/Arts/Commerce Fest Display of Research, study projects and achievements.
III Week	Bathukamma Festival	Conduct of related activities
I Saturday	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
III Saturday	Staff Meeting	Meeting of the Principal with staff
IV Saturday	Swachha Bharath	Cleaning of College Premises including Rooftops, Terrace, Overhead Tanks & Sumps
October	DCEDRC	2 nd Meeting of DCEDRC
	Telangana ku Haritaharam	Maintenance of Plants

November 2016

Date	Activity	Description	
	CBCS	Commencement of 1 st semester examinations	According to University Almanac
11 th	National Education day	Conduct of related activities	
14 th	Pandit Jawahar Lal Nehru Birthday/World Diabetes day	Conduct of related activities	
15 th	Job Mela	Job Mela to be organized at all ID colleges	
14th -20th	National Library Week	1.Organizing programs to inculcate reading habits 2.Assignments to encourage students to visit libraries and use the resources to the maximum extent	
	CBCS	Commencement of 2 nd Semester classes	According to University Almanac
I week	Communal Harmony / College Social Responsibility Week	Conduct of related activities etc.	
	IQAC	IQAC Meeting with all the departments	
	TSKC	Commencement of JKC II batch training Organizing Campus drive	
	Career Guidance Cell	Conducting coaching classes for students to prepare for EdCET/ PGCET/Competitive examinations etc.	
II week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects	
	DRC	IV Meeting	
III Week	III Unit Exams – II & III yrs	Conduct examinations, ensure student attendance and record marks	
Last Week	Harivillu - Sports & Cultural Fest	Organizing District level Sports & cultural festival	
I Saturday	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities	
III Saturday	Staff Meeting	Meeting of the Principal with staff	
IV Saturday	Swachha Bharath	Cleaning of College Premises including Rooftops, Terraces, Overhead Tanks & Sumps	
November	Telangana ku Haritaharam	Maintenance of Plants	

November 2016

MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Departmental Activities		
1 week	State Level Review Meeting	Video Conference/ Meeting – CCE with RJDCCE & Principals
3rd Saturday	MANA TV Special Live Telecast	Methods/strategies/best practices adopted by colleges
November	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

December 2016

Date	Activity	Description
1 st	AIDS day	Red Ribbon Clubs conduct AIDS awareness programs in collaboration with District officials
10 th	Human Rights Day	Conduct of related activities
24 th	National Consumer Day	Competitions & awareness programs
I week	Communal Harmony / College Social Responsibility Week	Conduct of related activities etc.
	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
	IQAC	Meeting of IQAC Executive Body
	TSKC	Commencement of TSKC training & Organizing Campus drive
	Career Guidance Cell	Conducting coaching classes for students to prepare for EdCET/ PG CET/Competitive examinations etc.
II Week	Term Exams – II & III yrs	Conduct examinations, ensure student attendance and record marks
	Harivillu - Yuvatarangam	Organizing State level Sports & Cultural Festival
	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
I Saturday	Staff Meeting	Meeting of the Principal with staff
III Saturday	Swachha Bharath	Cleaning of College Premises including Rooftops, Terrace, Overhead Tanks & Sumps
December	DCEDRC	3 rd Meeting of DCEDRC
	Telangana ku Haritaharam	Maintenance of Plants
Departmental Activities		
I Week	State Level Review Meeting	Video Conference/ Meeting – CCE with RJDCE & Principals
3 rd Saturday	MANA TV Special Live Telecast	Preparation for competitive exams tips & strategies
December	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

January 2017

Date	Activity	Description	
	CBCS	Short vacation	According to University Almanac
12 th	National Youth day	Celebration of the day	
25 th	National Voters day	Organize programmes to sensitize students on exercising the franchise	
26 th	Republic day	Celebration of Republic Day	
I week	IQAC	IQAC Meeting with all the departments	
I & II week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects	
II week	TSKC & Career Guidance Cell	Organizing Job fairs & Campus drives	
Last Week	IEPP Pre-Final Exams – II & III yrs	Intensive Examination Preparation Program - Conduct Pre final examinations in theory & practical, ensure student attendance and record marks	
I Saturday	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities	
III Saturday	Staff Meeting	Meeting of the Principal with staff	
IV Saturday	Swachha Bharath	Cleaning of College Premises including Rooftops, Terrace, Overhead Tanks & Sumps	
January	TSKC	<ul style="list-style-type: none"> Organizing Campus drives TSKC Day - A PPT presentation/ Talk/ Skit/ Seminar to all students (class wise) on Career Prospects by H.R. representative/TSKC trainee, Coordinator or Mentor/Guest Lecturers etc. 	
	Career Guidance Cell	Conducting coaching classes for students to prepare for EdCET/ PG CET/Competitive examinations etc.	
	Telangana ku Haritaharam	Maintenance of Plants	
Departmental Activities			
I Week	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals	
3rd Saturday	MANA TV Special Live Telecast	Focus on Examination Preparation and study opportunities in Higher Education	
Last Week	Review Meeting with all Academic Advisers	To review the academic audit conducted both in GDCs & Private aided colleges during 2016-16	
January	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes	

February 2017

Date	Activity	Description
15 th	Job Mela	Job Mela to be organized at all ID colleges
21 st	Antarjaatiya Matru Bhasha Dinotsavam	Celebrating the Day
I Week	CPDC meeting	Meeting of College CPDC to review and discuss various matters
	IQAC	IQAC Meeting with all the departments
II Week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
	Practical Exams – II & III yrs	Commencement of University Practical examinations
	Performance improvement activities	Revision and Remedial classes to needy students
	TSKC & Career Guidance Cell	Organizing Campus drives
III week	Parents Meeting	Teachers meet the parents
I Saturday	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
III Saturday	Staff Meeting	Meeting of the Principal with staff
February	Telangana ku Haritaharam	Maintenance of Plants
Departmental Activities		
I Week	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
February	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

March 2017

Date	Activity	Description
8 th	International Women's Day	Conduct of related activities & competitions for students & staff
	CBCS	Internal Assessment
		2 nd semester – Last day of instruction
		Practical Examinations
		Commencement of 2 nd Semester Examinations
I Week	Budget Utilization	Submission of all bills to DTO
	IQAC	IQAC Meeting with all the departments
II week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
II Week	University Exams – II & III yrs	Commencement of University Theory examinations (2013-14)
Last Week	Stock Verification	Stock verification of Laboratories and Libraries.
I Saturday	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
III Saturday	Staff Meeting	Meeting of the Principal with staff
March	DCEDRC	4 th Meeting of DCEDRC
	Telangana ku Haritaharam	Maintenance of Plants
Departmental Activities		
I Week	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
March	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

April 2017

Date	Activity	Description
5 th	Babu Jagjivan Ram's birthday	Celebrating the day
14 th	Dr. B.R. Ambedkar's birthday	Celebrating the day
I week	Preparation of Annual Academic Performance Report	Prepare of college Annual Academic Performance Report (AAPR) and submit soft copy to CCE
	IQAC	Preparation of IQAC report, upload to college website and submission of softcopy to naac.tqce@gmail.com
	Preparation of college Annual Academic Plan for 2017-18.	Preparation of college Annual Academic Plan for 2017-18.
	Preparation of DRC Annual Activity plan for 2017-18	Preparation of DRC Annual Activity plan for 2017-18
II Week	Preparation of Financial plan for 2017-18	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 Govt. etc. Keeping proposals ready for additional requirements of the college.
I Saturday	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
April	Career Guidance Cell	Conducting coaching classes for students to prepare for EdCET/ PG CET/Competitive examinations etc.
	Telangana ku Haritaharam	Maintenance of Plants
Departmental Activities		
I Week	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
April	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

May 2017

Month & Date	Activity	Description
May 1st	Publicity Campaign	<ul style="list-style-type: none">• Release of College Brochure by District Collector• Campaigning through Brochures, Flexis, scrolling in local TV, Door to door canvassing for online admissions etc.
	TSKC	Commencement of TSKC Summer batch training
May	Student Help Desk	Establishment of a Student Help Desk in the college and online registration of students to various courses to be taken up
	Telangana ku Haritaharam	Maintenance of Plants
Departmental Activities		
4 th May	State Level Review Meeting	Video Conference - CCE with RJDCE & Principals - Review on Admissions

S. No	District	ID College	Details of the Principal
1	Adilabad	GDC(M), Adilabad	Sri.P.Ashok (FAC) 📞 9490916771 ✉️ adilabad.jkc@gmail.com
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5	Mahabubnagar	MVS GDC (A), Mahabubnagar	Dr.G.Yadagiri 📞 9848176350 ✉️ mahaboobnagar.jkc@gmail.com
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9	Rangareddy	GDC, Kukatpally	Dr. Sri. Ch. Prasad 📞 9866458512 ✉️ gdc.kukatpalli@gmail.com
10	Hyderabad	GDC (W) (A), Begumpet	Dr. P. Rajani 📞 9290553393 ✉️ begumpet.idcollege@gmail.com