



GOVERNMENT DEGREE COLLEGE MANCHERIAL

ACADEMIC CALENDAR 2017-18



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

ACADEMIC CALENDAR - 2017-18

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

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

Designation		le
No.	Name	Mobi
	Dr. Darjan	RJDCE, Waranga 9948121726
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	Sri Swamy	Deputy Director 9848784975
	Sri V. Y. Chakravarthy	Assistant Director 9848553617
	P. Padmalatha	Assistant Director 9848784975
	Smt. Suguna	Accounts Officer 9848784975
	Sri Kanaka Chary	Academic Officer 7660020711
	Dr. Annie Sheron	Academic Officer 7660020744
	Dr. M Nancy Serena	Academic Officer 7660020720
	Dr. Neeraja	Academic Officer 7660020730
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	Dr. Sridevi	Academic Officer 7660020710

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4.	Academic Audit	academicaudit.tgce@gmail.com
5.	Trainings	rcoc.tgce@gmail.com
6.	RUSA	rusa.tgce@gmail.com
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9.	Aided Colleges Section	aidedsection.tgce@gmail.com
10.	Minimum Requirements	minimumrequirements.tgce@gmail.com
11.	Plan & Non Plan Section	pnp.cce.ts@gmail.com

Online Admission Website : dost.cgg.gov.in

June 2017

Month & Date	Activity	Description
2 nd	Telangana State Formation Day	Celebrations
5 th	World Environment Day	Conduct of Activities to create awareness among students on environment
14 th	World Blood Donor's Day	Red Ribbon Clubs shall conduct activities to promote awareness among students and parents
21 st	International YOGA Day	Celebration
I week	IQAC - Preparation of Institutional Plan for 2017-18	Preparation of Institutional Plan by incorporating all the activities given in Academic Calendar (2017-18)
	Result Analysis	College Level & Department wise Result analysis and submission to O/o CCE. Planning for Remedial teaching.
	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	Review of Department wise Annual Curricular Plans - share & discuss innovative teaching learning techniques etc.
	Commencement of classes for II & III year students	Annual Curricular Plans shall be followed strictly & reflected in Teaching Diary and Teaching Notes
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
	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
	Anti-Ragging campaign	Organizing Anti Ragging Campaign in the college premises.
	DCEDRC	First meeting of DCEDRC

June 2017

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Departmental Activities

1-6 th	D - Sampada	Training cum Workshop for Faculty working in GDCs on Innovative Online Teaching & Learning and Effective Content Management.
23 rd	MANA TV	Topic selection workshop to prepare the annual MANA TV Schedule for 2017-18
JUNE	Quality Enhancement Initiative -- NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

July 2017

Month & Date	Activity	Description
5 th	TSKC	Setting a Goal and Plan of Action- III year
7 th		Setting a Goal and Plan of Action- II year
15 th		Awareness Program to I year students on TSKC Curriculum, MOOCs, Certificate Courses etc. –PPT presentation/ Talk
12 th	Telangana Ku Haritaharam	Organizing plantation program in consultation with District authorities
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.
	CBCS	Orientation for First year students on CBCS and College activities, Facilities, Certificate/Add on Courses 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 2017-18 Enrolment of students into different clubs
III Week	Medical Camp	Medical camp in collaboration with District Health Officials
	Extension Activities & College Social Responsibility Cell (CSRC)	Enrolment of students into NCC/ NSS
		Organising related activities
I Saturd ay	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 Saturd ay	Staff Meeting	Staff Meeting with the Principals
IV Saturd ay	Swachha Bharath	Cleaning of College Premises including Rooftops, Terraces, Overhead Tanks & Sumps by students /staff

July 2017

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Departmental Activities

3 rd	MANA TV	Commencement of Telecast of MANA TV Live Lessons
3 rd Saturday	MANA TV Special Live Telecast	Dial the Doctor/ Nutritionist/ Dietician
II Week	State Level Review Meeting	Video Conference/ Meeting – CCE with RJDCE & Principals
July	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

August 2017

Date	Activity	Description
15 th	Independence Day celebrations	Conduct of related activities at college level. Presentation of awards to District toppers (subject wise) 2016-17
26 th	Women's Equality Day	Conduct of related activities by ICC
29 th	Telugu Bhasha Dinotsavam	Conduct of related activities
I week	1 st unit Test for 3 rd yr students	Conduct of examinations and recording of marks as per the proforma
	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	Add-on Courses	Enrolment & 2 day workshop to students by each department
	Field/Industry visit	Organizing field/ Industrial visits to students
	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	Staff Meeting with the Principals
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
	Jignasa	Topic Selection and allotment of Student study Projects
	ICC	Training to all girl students in Un Armed Combat Techniques

August 2017

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Departmental Activities

1 st Week	State Level Review Meeting	Video Conference/ Meeting – CCE with RJDCE & Principals
	Incentives & Awards	Honouring State Topper students- University wise
II week 3 rd Saturday	Meeting with State Level/ Cluster level Coordinators	Meeting with State Level/ Cluster level Coordinators
	Live Telecast	Biodiversity Conservation/ Environment Protection.
August	Quality Enhancement	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes
	Dissemination	Review meeting with all the Trainees

September 2017

Date	Activity	Description
5 th	Teachers' Day	Celebration of Teachers' Day
8 th	International Literacy Day	Organizing Inter/Intra College Literary Fest
18 th & 19 th	CBCS	Internal Assessment I For 1 st & 2 nd Yr. students
20 th	Bathukamma Festival	Conduct of related activities
22 nd	Hindi Divas celebrations	Organizing related activities
24 th	NSS Day	NSS activities
I week	DRC	III Meeting – Review of activities
	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	Student evaluation of Teacher performance	<ul style="list-style-type: none"> Collection of student feedback on every teacher by IQAC Analysis & Action taken by Principal Documentation for Academic Audit
	Harivillu	Meeting of all clubs - Review and progress
Last Week	Student centric activities	<ul style="list-style-type: none"> Class room seminars, Study Projects and competitions etc., Remedial Instruction
	CSRC	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
	Parents -Teacher Meeting	Teachers meet the Parents
III Saturday	Staff Meeting	Staff Meeting with the Principals
	Swachha Bharath	Cleaning of College Premises including Rooftops, Terraces, Overhead Tanks & Sumps
September	Telangana ku Haritaharam	Maintenance of Plants
	Yuvatarangam 2017	College Level – Sports & Games and Cultural and Literary competitions

September 2017

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Departmental Activities

1st Week	State Level Review Meeting	Video Conference/ Meeting – CCE with RJDCE & Principals
	MANA TV Special Live Telecast	Special Live Telecast - Special Invitee
I Week	State Teacher Awards	Presentation of Awards to Teachers on Teachers' Day
	Quality Enhancement	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

Initiative - NAAC

October 2017

Date	Activity	Description
2 nd	Gandhi Jayanti & Lal Bahadur Shastri Jayanti	Celebration of days
10 th	TSKC	Timelines & other details of various PG Entrances and Competitive Examinations - A PPT presentation to III year Students
31 st	National Integration Day	Conduct of related activities
I Week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
II Week	CBCS	Internal Assessment II for 1 st & 2 nd Year
	2 nd unit Test for 3 rd yr students	Conduct of examinations and recording of marks as per the proforma
III Week	Harivillu	Meeting of all clubs - Review and progress Conduct of Science/Arts/Commerce Fest.
	Jignasa	Projects Display Day - Display of Research, study projects and achievements – Selection of District/ Cluster level Projects
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	Staff Meeting with the Principals
	Swachha Bharath	Cleaning of College Premises including Rooftops, Terrace, Overhead Tanks & Sumps
September	DCEDRC	2 nd Meeting of DCEDRC
	Telangana ku Haritaharam	Maintenance of Plants

October 2017

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Departmental Activities

1 st Week	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
2 nd Week	Yuvatarangam-2017	Cluster Level – Sports & Games and Cultural and Literary competitions
4 th Week	Yuvatarangam-2017	State Level – Sports & Games and Cultural and Literary competitions
4 th Saturday	MANA TV Special Live Telecast	Stress Management and Life Skills Education.
October	Quality Enhancement Initiative -- NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

November 2017

Date	Activity	Description
8 th & 9 th	CBCS	Internal Assessment II For 1 st & 2 nd Yr. students
11 th	National Education day	Conduct of related activities
14 th	Pandit Jawahar Lal Nehru Birthday/World Diabetes day	Conduct of related activities
10 th - 30 th	CBCS	1 st Semester Practical & Theory Examinations for 1 st & 2 nd Yr. students
14 th - 20 th	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
I Week	IQAC	IQAC Meeting with all the departments
	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
	TSKC	Conducting coaching classes for students to prepare for EdCET/ PG CET/Competitive Examinations etc.
III Week	III Unit Exams for 3 rd Yr. students	Conduct examinations, ensure student attendance and record marks
Last Week	DRC	IV Meeting
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	Staff Meeting with the Principals
IV Saturday	Swachha Bharath	Cleaning of College Premises including Rooftops, Terraces, Overhead Tanks & Sumps
November	Telangana ku Haritaharam	Maintenance of Plants

November 2017

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Departmental Activities

I week	State Level Review Meeting	Video Conference/ Meeting – CCE with RJDCE & Principals
	Yuvatarangam-2017	Grand Finale
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 2017

Date	Activity	Description
1 st	AIDS day	Red Ribbon Clubs conduct AIDS awareness programs in collaboration with District officials
2 nd	CBCS	Commencement of 2 nd Semester classes for 1 st & 2 nd Yr. students
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	Conducting coaching classes for students to prepare for EdCET/ PG CET/Competitive Examinations etc-III year
II Week	Term Exams – III yr	Conduct examinations, ensure student attendance and record marks
	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	Staff Meeting with the Principals
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 Examinations: Tips and strategies
December	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

December 2017

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January 2018

Date	Activity	Description
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
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	Staff Meeting with the Principals
IV Saturday	Swachha Bharath	Cleaning of College Premises including Rooftops, Terrace, Overhead Tanks & Sumps
January	TSKC	<ul style="list-style-type: none"> • Personality Development • Conducting coaching classes for students to prepare for Ed.CET/PGCET/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 2016-17
January	Quality Enhancement Initiative -- NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

January 2018

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February 2018

Date	Activity	Description
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
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	Staff Meeting with the Principals
	Parents -Teacher Meeting	Teachers meet the Parents
February	CBCS	Internal Assessment I For 1 st & 2 nd Yr. students
	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

February 2018

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March 2018

Date	Activity	Description
8 th	International Women's Day	Conduct of related activities & competitions for students & staff
I Week	Budget	<ul style="list-style-type: none"> Submission of all bills to DTO Preparation of Financial plan for 2018-19: 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. Sending proposals to O/o CCE for budget requirement for 2018-19
	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 – III yrs	Commencement of University Theory examinations (2017-18)
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	Staff Meeting with the Principals
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

March 2018

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April 2018

Date	Activity	Description
5 th	Babu Jagjivan Ram's birthday	Celebrating the day
7 th & 8 th	CBCS	Internal Assessment II For 1 st & 2 nd Yr. students
9 th - 30 th		2 nd Semester Practical & Theory Examinations for 1 st & 2 nd Yr. students
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 O/o CCE
	IQAC	Preparation of IQAC report, upload to college website and submission of softcopy to naac.tgce@gmail.com
	Preparation of college Annual Academic Plan for 2018-19.	Preparation of draft college Annual Academic Plan for 2018-19.
	Preparation of DRC Annual Activity plan for 2018-19	Preparation of DRC Annual Activity plan for 2018-19
II Week		
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	TSKC	Conducting coaching classes for students to prepare for EdCET/PGCET/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

April 2018

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May 2018

Month & Date	Activity	Description
1 st	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.
May	Students' Help Desk	Establishment of a Students' 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		
May	State Level Review Meeting	Meeting/Video Conference - CCE with RJDCE & Principals - Review on Admissions

May 2018

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Sl. No	District	ID College	Details of the Principal
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4	Karimnagar	S.R.R.GDC, Karimnagar	Sri.P.Nithin ☎ 9948121702 ✉ karimnagar.jkc@gmail.com
5	Jagtial	SKNR.GDC, Jagtial	Dr.K.Kishan ☎ 9492013338 ✉ jagtial.jkc@gmail.com
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7	Rajanna (Sricisila)	GDC, Agraharam	Sri.K.Laxminarsaiah ☎ 9440338459 ✉ knr.agraharamjkc@gmail.com
8	Khammam	GDC(M), Khammam	Dr.U.Veerabadraiah ☎ 9948076876 ✉ khammamsrcbgnr.jkc@gmail.com
9	Bhadardri (Kothagudem)	S.R.GDC, Kothagudem	Dr.M.V.Ramana ☎ 9441164999 ✉ srasgdckothagudem.jkc@gmail.com
10	Warangal (Urban)	K.D.C, Hanamkonda	Dr..VijayaLaxmi ☎ 9948121722 ✉ warangal.jkc@gmail.com
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17	Nagarkurool	GDC, Palem	☎ ✉
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30	Hyderabad	City GDC, Nayapul	Dr.C.Manjulatha ☎ 9948121712 ✉ idcitycollegehyd@gmail.com