

Institutional Calendar - 2019-20

(** Due to COVID-19, the Academic Calendar was disturbed)

| May 2019 | | | |
|-----------------|--|--|--|
| Month & Date | Activity | Description | |
| May | Public Campaign for enrollment of students | 1.Campaign through Flexis and Release of Brochure and campaign through brochure | |
| | TSKC | Commencement of TSKC Summer Batch | |
| | Student Help Desk | Establishment of a Student Help Desk in the College and registration of students to various courses different sources | |
| | AAPR | College Annual Academic Performance Report AAPR 2018-19 Preparation and Submission to CCE | |

| June 2019 | | |
|--------------------------------|---|--|
| Month & Date | Activity | Description |
| June | TSKC | Commencement of TSKC I batch training |
| 01.06.2019 to 06.06.2019 | Telangana State Formation Day | Celebrations |
| 14.06.2019 | World Blood Donor Day World Environment Day & Telangana Harithaharam | Blood donation awareness by Red Ribbon Club Concerned activity |
| | Preparation of Institution plan for 2019-20 | Preparation of institution Plan by incorporating all the activities given in CCE Academic Calendar 2019-20 |
| | Academic Records | 1. To prepare & Finalize proformas for academic Records |
| | | 2. Preparation of Department Action plan |

| June 2019 | | |
|-------------------------|--|---|
| Month & Date | Activity | Description |
| I Week | Preparation of Annual Curricular Plan (Lecturer wise) Staff Meeting IQAC | Preparation of Department wise / Lecturer wise Annual Curricular Plans Constitution of college level committees IQAC Meeting with all the departments |
| | Student admissions | Commencement of Admissions for first year Online admission process |
| II Week | Commencement of classes for II & III year students | Commencement of Classes as per university schedule |
| | Result Analysis | 1. Group wise, Subject wise and Lecturer wise Result Analysis 2. Preparation of schedule for conduct of remedial classes. |
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| July 2019 | | |
|-------------------------|--|---|
| Month & Date | Activity | Description |
| I week | Orientation to students | Orientation for First year students about College activities, facilities, Conduct of Bridge Courses, Certificate/Add on Courses, NCC & NSS etc. |
| | Anti Ragging Activities | Organizing Anti Ragging activities |
| II Week | Class Representatives Meeting | .Review on student grievance redressed |
| | | |
| | Student Centric Activities | Sensitization programme on conduct of Student seminars & Study Projects |
| | Staff Council meeting | Meeting of the principal with heads of departments |
| Last Week | Staff Meeting | Review of academic and administrative aspects |
| | | |
| | Medical Camp | Organizing a medical camp for students in collaboration with District Health Officials. |
| | Fresher"s Day | Conducting related programmes |
| | Telangana Harithaharam | Organizing tree plantation programs in association with concern departments |
| III Week | TSKC | Review of TSKC Classes |
| IV Saturday | SwachhaBharath-Swachha Telangana & Hobby Day | Cleaning of College premises |

August 2019

| Date | Activity | Description |
|--------------------|---|---|
| | Scholarships | Issue of scholarship application forms |
| 15 | Independence day Celebrations | Conduct of activities |
| | Parent Teacher Meeting | College to organize a meeting with Parents |
| | Staff Meeting | Review of academic and administrative matters |
| | I unit Examinations | Marks registers shall be maintained as per the given proforma |
| | Ecofest | Organising activities related to environment protection |
| | ICC | Training to all girl students in Un Armed combat techniques |
| | Student Centric activity | Group Discussion/Debates |
| 26 | Women"s Equality Day | 1.Inculcate the Concept of Women equality and organize programs for Women students & staff 2. Women Empowerment Cell shall involve all girl students in the activities |
| 29 | Telugu Bhasha Dinotsavam - | Conduct of related activities |
| IV Saturday | SwachhaBharath- Swachha Telangana & Hobby Day | Cleaning of College premises |

| September 2019 | | |
|-----------------------|----------------------------|--|
| Date | Activity | Description |
| | Teacher Evaluation | Principals shall collect feedback from students on teachers in prescribed Teacher Evaluation form and document the analysis of the Feedback for Academic Audit |
| | Staff Meeting | Preparations to conduct I term examinations |
| | II unit Examinations | Marks registers shall be maintained as per the given proforma |
| | Extension Activities | Extension lectures, Seminars, Workshops, Field visits |
| 5 | Teachers day celebrations | Conduct of related activities |
| 8 | International Literacy Day | Competitions to students, NSS units can adopt a village to educate illiterate people |
| 22 | Hindi Divas | Celebrations |
| 24 | NSS Day | NSS activities |

SwachhaBharath-
Swachha Telangana &
Hobby Day

IV Saturday Cleaning of College premises

| October 2019 | | |
|---------------------|--|---|
| Date | Activity | Description |
| | IQAC Evaluation | IQAC meeting with all departments |
| | Project Display Day | Conduct of Science / Arts / Commerce Fest Display of Research, Study projects. |
| | | |
| | | By Department of Political Science and Public Admn. |
| | Mock Assembly | |
| | I Term/I Semester Examinations | 1.Syllabus to be completed and students attendance to be ensured 2.Marks registers shall be maintained as per the given proforma |
| | | lectures, Seminars, Workshops and Field visits and Curricular Plan |
| 2 | Gandhi Jayanti & Lal Bahdur Sastri Jayanti | Conduct of related activities |
| 31 | National Integration Day | Conduct of related activities |
| III Week | Bathukamma Festival | Conduct of related activities |

| October 2019 | | |
|---------------------|---|---|
| Date | Activity | Description |
| I Saturday | Staff Council Meeting | 1. Revision of Supplementary results and updating Lecturer wise Result Analysis 2. Review of quarterly examinations results 3. Review of Institutional Plan |
| III Saturday | Staff Meeting | Meeting of the Principal with staff |
| IV Saturday | SwachhaBharath- Swachha Telangana & Hobby Day | Cleaning of College premises |

| November 2019 | | |
|----------------------|---|---|
| Date | Activity | Description |
| I Week | Communal Harmony / College social responsibility Week | Conduct of related activities |
| II Week | Review Meeting at different Level s | Review of academic, Administrative and financial aspects |
| | III Unit Examinations / Semister – I Exams | Conducting Exams and entry of Marks |
| 11 | National Education day | Essay writing, Elocution, Quiz competition, etc... |
| 14 | Children“s” day /World Diabetes day | Conduct of related activities |
| 14-20 | National Library Week | 1. Organize Programmes to inculcate reading habits & encourage students to visit libraries. |
| IV Saturday | SwachhaBharath- Swachha Telangana & Hobby Day | Cleaning of College premises |

| December 2019 | | |
|----------------------|--|--|
| Date | Activity | Description |
| I Week | Review of financial plan | Principal shall review financial plan and take necessary measures to utilize the budget allocated. |
| II | Term Examinations | Conducting Exams and entry of Marks |
| | Staff Meeting | Preparations to conduct II Term examinations |
| | TSKC | Commencement of TSKC IPG training as per TSKC Action Plan |
| 1 | AIDS day | Colleges to conduct AIDS awareness programs in collaboration with concerned District officials. |
| 10 | Human Rights Day | Conduct of relevant activities |
| 24 | National Consumer Day | Conduct of Competitions & awareness programs |
| III Saturday | SwachhaBharath-Swachha Telangana & Hobby Day | Cleaning of College premises |
| January 2020 | | |
| Date | Activity | Description |
| I Week | IQAC Meeting | Meeting with departments to discuss quality issues |
| II Week | Staff Council Meeting | Preparations to conduct theory & Practical examinations, issue of Hall tickets |
| III Week | Staff Meeting | Preparations to conduct theory & Practical examinations, issue of Hall tickets |
| Last Week | Pre-final exams | Conducting Exams and entry of Marks |
| 26 | Republic day | Celebration of Republic Day |
| | TSKC | Organizing Job fairs & Campus drives |
| | College/Sports day | Conduct of activities |
| 12 | National youth day | Conduct of activities |
| 25 | National Voters day | Colleges to organize programmes to inculcate the importance of vote in students |

| February 2020 | | |
|--------------------------|------------------------------------|---|
| Date | Activity | Description |
| II Week | Practical Examinations | Commencement of Practical examinations |
| II Week | Performance improvement activities | Revision and Remedial classes to needy students |
| Feb 17 | TSKC (Job Mela) | Organizing Job fairs & Campus drives |
| 3 rd Saturday | Staff Meeting | Preparations to conduct theory & Practical examinations |
| III Week | CPDC Meeting | CPDC Meeting to discuss development aspects |

| March 2020 | | |
|-------------------|---------------------------|--|
| Date | Activity | Description |
| I Week | Budget utilization | Submission of all bills to DTO |
| | | |
| Last Week | Stock Verification | stock verification by all departments |
| III Saturday | Staff Meeting | Discuss on Stock verification by all departments |
| 8 | International Women's Day | Conduct of relevant activities |

| April 2020 | | |
|-------------------|--------------------------|---|
| Date | Activity | Description |
| II Week | University Examinations | Commencement of Theory examinations (2019-20) |
| IV Week | II Semester Examinations | |