

Academic Calendar – 2015-16



Commissionerate of Collegiate Education
Govt. of Telangana
Opp. Lata Complex, Nampally
Hyderabad-500001
Phone:

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

S.No	Name	Designation	Mobile Number
1.	Smt. Moriah Eunice	Special Officer I	9848784977
2.	Dr. K. Padmavathi	Special Officer II	9848556317
3.	Sri B. Swamy	Assistant Director I	9848784975
4.	Sri V.Y. Chakravarthy	Assistant Director II	9848553617
5.	Sri C.P. Ashok Kumar	Assistant Director (O.D.)	9848784975
6.	Smt. B.V. Ramana	Accounts officer	9848784975
7.	Sri B. Kanakaa Chary	Academic Guidance Officer (I/C)	7660020711
8.	Sri V. Jagadiswar	Academic Officer	7660020722
9.	Sri K. Srinivas	Academic Officer	7660020733
10.	Dr. T. Annie Sheron	Academic Officer	7660020744
11.	Sri T. Naveen Chander Raju	Academic Officer	7660020710
12.	Dr. M. Nancy Serena	Academic Officer	7660020720
13.	Dr. Muhammed Ghouse	Academic Officer	7660020730
14.	Dr. J. Neeraja	Academic Officer	7660020740
15.	Sri G. Srinivas Reddy	Academic Officer	7660020750

CCE Website:

Mail IDs

S.No	Initiative	Email ID
1.	JKC	Jkc.tgce@gmail.com
2.	NAAC	naac.tgce@gmail.com
3.	Academic Audit	academic.audit.tgce@gmail.com
4.	Trainings	rcoc.tgce@gmail.com
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6.	Data collection	data.collection.tgce@gmail.com
7.	MANA TV	manatv.tgce@gmail.com
8.	Aided Colleges Section	Aidedsection.tgce@gmail.com

May 2015		
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 etc.
	JKC	Commencement of JKC Summer batch training
May	Student Help Desk	Establishment of a Student Help Desk in the college and registration of students to various courses to be taken up
	CBCS	One day workshop to faculty on Implementation of CBCS from 2015-16 academic year.
Departmental Activities		
4th May	State Level Review Meeting	Video Conference - CCE with RJDCE & Principals - Review on Admissions

June 2015		
Month & Date	Activity	Description
1st	JKC	Commencement of JKC I batch training
2nd	Telangana State Formation Day	Celebrations
5th	World Environment Day & Telangana Haritaharam	Conduct of Activities to create awareness among students on environment
		Planning & organizing plantation program in consultation with District authorities
14	World Blood Donor Day	Red Ribbon Clubs shall conduct activities to promote awareness among students and parents
15th	Job Mela	Job Mela to be organized at all ID colleges
I week	Preparation of Institutional Plan for 2014-15	Preparation of Institutional Plan by incorporating all the activities given in CCE Academic Calendar (2015-16) & College Annual Academic Performance Report (AAPR) 2014-15.
	Preparation of Annual Curricular Plan (Lecturer wise)	Preparation of Depart wise/Lecturer wise Annual curricular plan incorporating curricular, co-curricular and extra-curricular activities as per formats provided. Preparation of NCC/NSS/College Social responsibility Cell & others Annual Action Plan.
	Student Admissions	Commencement of Admissions as per respective university norms.
	College Level Review Meeting by Principal	Review of Department wise Annual Curricular Plans - share & discuss innovative teaching learning techniques etc.
	IQAC	IQAC Meeting with all the departments
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 & Lecturer wise Progressive Result analysis and submission to O/o CCE. Planning for Remedial teaching.
III week	UGC	Preparation and submission of proposals for various grants for the college development.
IV Saturday	Swachha Bharath & Hobby Day	Cleaning of College Premises including Rooftops, Terraces, Overhead Tanks & Sumps Exhibition of literary works like Poetry, Short stories, news reports collected or written by Students/staff.
June	DCEDRC	1 st meeting of DCEDRC
Departmental Activities		
I Thursday	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
I Week	State Teacher Awards	Inviting proposals from colleges/universities
II Week	Quality Enhancement Initiative -- NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation
III week	MANA TV presenters Selection & training	Identification of MANA TV presenters, Training at SAPNET studios
IV Week	MANA TV Topic selection workshop	To prepare the annual MANA TV Schedule for 2015-16

July 2015		
Month & Date	Activity	Description
1st	CBCS	Commencement of 1 st Semester to I year students
15th	Job Mela	Job Mela to be organized at all ID colleges
I week	Orientation for First year students	College activities, Facilities, Certificate/Add on Courses etc. Identification of Teacher counselors to each class and display the list
	Anti-Ragging campaign	Organizing Anti Ragging Campaign in the college premises.
	IQAC	Meeting of IQAC Executive Body
I & II week	1. Review Meetings at different Levels 2. Student Progression	Review of Academic, Administrative and financial aspects Recording Student progression
II Week	Student Representatives meeting	Nomination of select students on committees like Academic, Sports, Cultural, literary, etc.
	Commencement of Student centric activities	Class room seminars, Study Projects, Field trips and competitions etc.,
III Week	Medical Camp	Medical camp in collaboration with District Health Officials
	Extension Activities & College Social Responsibility Cell	Enrolment of students into NCC/ NSS/ Sports/Cultural etc. 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 & Hobby Day	Cleaning of College Premises including Rooftops, Terraces, Overhead Tanks & Sumps Crafts exhibition by students /staff
July	Telangana Haritaharam	Organizing plantation program in consultation with District authorities
	JKC 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		
1st Thursday	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
I Week	Result Analysis	Consolidation and completion of Result analysis
III Week	MANA TV Special Live Telecast	Methods, Strategies, best practices adopted by colleges who achieved 100% result
Last week	Academic Audit in Private Aided Colleges	For quality improvement in academic programs of colleges
July	Quality Enhancement Initiative - NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation

August 2015		
Date	Activity	Description
15th	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).
26th	Women's Equality Day	Conduct of related activities by ICC
29th	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
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 & Hobby Day	Cleaning of College Premises including Rooftops, Terraces, Overhead Tanks & Sumps Dance, Music, Dramatics- Street plays, Skits etc. by students/ staff
August	Telangana Haritaharam	Organizing related activities 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
Departmental Activities		
1st Thursday	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
3rd Saturday	MANA TV Special Live Telecast	Environment Protection
August	Quality Enhancement Initiative - NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation

September 2015		
Date	Activity	Description
5th	Teachers' Day	Celebration of Teachers' Day
8th	International Literacy Day	Organizing Inter/Intra College Literary Fest
15th	Job Mela	Job Mela to be organized at all ID colleges
22nd	Hindi Divas celebrations	Organizing related activities
24th	NSS Day	NSS activities
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
	Annual Sports, Cultural & literary Meet	Organizing annual Sports, Cultural & Literary fest. conducting competitions
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 & Hobby Day	Cleaning of College Premises including Rooftops, Terraces, Overhead Tanks & Sumps Photo, Drawing, Sketching & Painting Exhibition by students/ staff
Departmental Activities		
1st Thursday	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
3rd Saturday	MANA TV Special Live Telecast	Dial the Doctor/ Nutritionist
I 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

October 2015		
Date	Activity	Description
2nd	Gandhi Jayanti & Lal Bahdur Sastri Jayanti	Celebration of days
31st	National Integration Day	Conduct of related activities
I week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
	IQAC Evaluation	<ul style="list-style-type: none"> • 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.
	Projects Display Day	Conduct of Science/Arts/Commerce Fest Display of Research, study projects and achievements.
	JKC 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.
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
September	DCEDRC	2bd Meeting of DCEDRC
Departmental Activities		
1st Thursday	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
3rd Saturday	MANA TV Special Live Telecast	Study opportunities in Higher Education
October	Quality Enhancement Initiative -- NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation

November 2015		
Date	Activity	Description
11th	National Education day	Conduct of related activities
14th	Pandit Jawahar Lal Nehru Birthday/World Diabetes day	Conduct of related activities
15th	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
I week	Communal Harmony / College Social Responsibility Week	Conduct of related activities etc.
	IQAC	IQAC Meeting with all the departments
	JKC	Commencement of JKC II batch training Organizing Campus drive
	Career Guidance Cell	Conducting coaching classes for students to prepare for EdCET/ PG CET/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	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
	Hobby Day	Food Mela and Exhibition of Stamps, Coins, etc. collected by students / staff
Departmental Activities		
1st Thursday	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
3rd Saturday	MANA TV Special Live Telecast	Preparation for competitive exams tips & strategies
November	Quality Enhancement Initiative -- NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation

December 2015		
Date	Activity	Description
1st	CBCS	Commencement of 2nd Semester to I year students
	AIDS day	Red Ribbon Clubs conduct AIDS awareness programs in collaboration with District officials
10th	Human Rights Day	Conduct of related activities
24th	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
	JKC	Commencement of JKC 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
	State Level Sports & Cultural Fest	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 & Hobby Day	Cleaning of College Premises including Rooftops, Terrace, Overhead Tanks & Sumps Rangoli competition
December	DCEDRC	3 rd Meeting of DCEDRC
Departmental Activities		
I Thursday	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
December	Quality Enhancement Initiative -- NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation

January 2016		
Date	Activity	Description
12th	National Youth day	Celebration of the day
25th	National Voters day	Organize programmes to sensitize students on exercising the franchise
26th	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	JKC & Career Guidance Cell	Organizing Job fairs & Campus drives
Last Week	Pre-Final Exams – II & III yrs	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	JKC	<ul style="list-style-type: none"> Organizing Campus drives JKC 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.
	Career Guidance Cell	Conducting coaching classes for students to prepare for EdCET/ PGCET/Competitive examinations etc.
Departmental Activities		
1st Thursday	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
3rd Saturday	MANA TV Special Live Telecast	Focus on Examination Preparation & Stress Management
Last Week	Review Meeting with all Academic Advisers	To review the academic audit conducted both in GDCs & Private aided colleges during 2015-16
January	Quality Enhancement Initiative -- NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation

February 2016		
Date	Activity	Description
15th	Job Mela	Job Mela to be organized at all ID colleges
21st	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
	JKC & 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
Departmental Activities		
1st Thursday	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

March 2016		
Date	Activity	Description
8th	International Women's Day	Conduct of related activities & competitions for students & staff
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
Departmental Activities		
1st Thursday	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

April 2016		
Date	Activity	Description
5th	Babu Jagjivan Ram's birthday	Celebrating the day
14th	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.tgce@gmail.com
	Preparation of college Annual Academic Plan for 2016-17.	Preparation of college Annual Academic Plan for 2016-17.
	Preparation of DRC Annual Activity plan for 2016-17	Preparation of DRC Annual Activity plan for 2016-17
II Week	Preparation of Financial plan for 2016-17	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.
Departmental Activities		
1st Thursday	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

Indicative Agenda for various activities at GDCs

1. Staff Meeting -
 - a. 1st Saturday of every month -Staff Council meeting - Meeting of the Principal with Heads of departments- Department wise review on
 - Conduct of classes according to time table
 - Student attendance
 - Internal examinations
 - Identification of slow learners and giving special coaching
 - Usage of ICT based teaching
 - Add on courses
 - Research activities by faculty & students
 - procurement of equipment
 - Budget
 - Planning of Guest lecture/ Extension lectures
 - Student seminars/ group projects/ field visits
 - Planning of National or State level Seminar/ Workshop/ Conference etc.
 - Recording of minutes
 - b. 1st Saturday of every month - Staff Meeting - Meeting of the Principal with staff – Discuss on various issues - Recording of minutes
2. Parent Meeting – After 1st Unit in each semester
 - a. Report about ward's attendance and Progress
 - b. Taking parents advice
 - c. Awarding prizes to students who put up best performance & 100% attendance.
3. Alumni meet
4. Continuous and Comprehensive Evaluation (CCE) I & II
5. Permitted Funds for Hobby Day
6. Indicative Activities for Swachha Bharath
 - a. Cleaning of classrooms/Staffroom/ Library/Labs /Sports room/Gym/ Drinking water areas/ College premises/Playground/ Rooftops/ Terraces/ Overhead Tanks/ Sumps etc.
 - b. Monitoring and supervision of Water related/ Bio-diversity/ Waste management/ Energy-related issues
 - c. Organizing Essay writing/ slogan writing/ Debate/ Elocution/ Quiz/ Poetry on cleanliness and hygiene
 - d. Organizing Rallies/ Door-to-door campaign on cleanliness and hygiene Safe drinking water, sanitation — household toilets in the town and nearby villages locations
7. JKC Activities
 - a. JKC 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.
 - b. Job Mela - Every month 15th - to be organized at all ID colleges for
 - c. Campus Drive - From Nov to February - - to be organized at all GDCs
8. Sports, Cultural & Literary Meet
 - a. District Level – in November
 - b. State Level – by 20th December
9. Career Guidance & Competitive Exams Cell – from November -Free coaching to students appearing for PGCET/ EdCET/ Competitive examinations etc.
10. Synergy with Polytechnics