TARA GOVERNMENT COLLEGE (A)

SANGAREDDY-502001, SANGAREDDY DISTRICT



Academic Institutional Plan: 2017-18

	JUNE 2017			
Month & Date	Activity	Description		
2 nd	Telangana State Formation Day	Celebration in Colleges		
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 of Yoga day in Colleges		
	Result Analysis	College Level & Department Wise Result analysis and submission to O/o CCE.		
I Week	Preparation of Semester Curricular Plan (Lecturer- wise)	Preparation of Lecturer- wise Semester Curricular Plan incorporating curricular, co-curricular and extracurricular 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	Semester Curricular Plans shall be followed strictly & reflected in Teaching Diary and Teaching Notes		
	DRC Meeting by ID College Principals	Review of all colleges in the district by ID College Principals – Finalization of Annual DRC activities plan.		
II week	Review Meeting by RJDCE	Review of all colleges		
	Sports & Games	Maintenance of tracks and sports equipment, laying of new tracks & courts and purchase of sports material		
	DCEDRC	First meeting of DCEDRC		
III Week	Anti-Ragging campaign	Organizing Anti Ragging Campaign in the college premises		
Every Saturday	Student Seminars	Conduct of student seminars and quizzes.		
v	Depart	mental Activities		
II-III Week	Health and Nutrition	Awareness programme on General Health, Hygiene and Nutrition by inviting Doctors or Medical Officers		
III Week	T-SAT- Nipuna	One day Workshop and topic selection for preparation of the annual T-SAT Nipuna 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	
2 nd		Commencement of 1 Year Class Work	
5 th		Setting a Goal and Plan of Action	
15 th	TSKC	Awareness Programme for I year students on TSKC Curriculum, MOOCs, Certificate Courses.	
12 th	Telangana Ku Harithaharam	Organizing planting programme in consultation with District authorities	
	Review Meetings at different Levels and Student Progression IQAC- 2017-18	Review of Academic, Administrative and financial aspects and Recording Student progression IQAC - Preparation of Institutional Plan	
I week	Student Representatives meeting	Nomination of select students on committees like Academic, Sports, Cultural, literary, etc.	
	CBCS	Orientation for I year students on CBCS and College activities, Facilities, Certificate/Add-On Courses etc.	
	Commencement of Student- Centric activities	Classroom Seminars, Study Projects, Field Trips and Competitions etc.,	
II Week	Harivillu	Meeting of all clubs and preparation of action plan for 2018-19 and enrolment of students into different clubs.	
	State Teacher Awards	Inviting proposals from Colleges/Universities	
	Extension Activities & College Social Responsibility Cell	Enrolment of students into NCC/ NSS Organizing related activities	
5 th of July	Staff Council meeting	Meeting of the Principal with HoDs to review previous month's activities and plan for current month's activities	
11 th of July	World Population Day	Department of Economics organize a programme	
1 st of every month	Staff Meeting	Staff Meeting with the Principal of the College	
3 rd Saturday	Academic Audit	Conduct of academic audit in Colleges.	
4 th Saturday	Swachha Bharath	Cleaning of College Premises including rooftops, terraces, overhead tanks & sumps.	
July	Academic Records	Verification of academic records.	
Every Saturday	Student Seminars	Conduct of student seminars and quizzes.	
oth z :	Departmenta	al Activities	
9 th July	T-SAT Nipuna	Commencement of T-SAT Nipuna Live Telecast	
II Week	Health and Nutrition	Blood grouping and Haemoglobin test to identify anemic students. BMI Check, distribution of Health cards and awareness programme on <i>Anaemia</i> .	
3 rd Saturday	T-SAT Nipuna Special Live Telecast	Dial the Doctor/ Nutritionist	
II Week	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals	
July	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation.	

	AU	JGUST 2017
Date	Activity SEPT	EMPER 2017 Description
Date	In don an dActivity, a slab notice	Conduct of related activities at college level. Presentation Description Presentation Description Only Presentation Description
5 th	Independentivity celebration Teachers' Day	Celebrahijentovii i i i i i i i i i i i i i i i i i i
26 th	Invernation Education Day	Organization in Control of the State of the
	1	Conduct of chargous various estimates by the conduction of the con
223) ¹⁰¹	Hierdig Dibaa seelebraties avam	discussions disessassionistings activities three debates,
I week	NDSSCDay	NSS HeMideleng
1 week	DRAC	III Westing-of Wid Errechting Body
I week	Review Meetings at differen	t Organizing Guest lecture price lad ministrative and
	Levels activities	social community development activities etc. Conduct of examinations and recording of
I & II week	Internal Assessment -I	IQAC Meeting with all the departments
	Review Meetings at Harivillu different Levels	Review of Academic, Administrative and Meeting of all clubs - Review and progress financial aspects
II week	+	tinancial aspects Organizing Two-Day-workshop for students by
	Add on Courses CPBC meeting	Meetinganizing Two-Pay workshop find students by each Department.
TTT XX7 1	Field/Industry visit	Organizing field/industrial visits for students Collection of student feedback on every teacher
III Week	Student service and the service services and the service services and the services are services are services and the services are services are services are services and the services are service	by Intercollegiate / Interdepartmental activities
II week	Trachenpaeformance Career Counseling	Analysis & Action the Principal Analysis & Action the Principal Notice Boards.
	Hariyialumes	Meeting at talk dupoving yournaher special dupoving a signification
		Climeting with the Heaths by Regions Departments
5 th of	Stude Countric Metinities	competitions previous month's activities and plan
August Last Week		• Reforedial documentations activities.
1 st of every month	College Social Staff Meeting Responsibilities Cell	Organizating weth the Principal
4th Saturday	Swachha Bharath	Meeting the Principal premises Heads of profitops, terraces, overhead tanks, & sumps, departments to review previous month's activities or plan for current month's activities to increase the plan for current month's activities or consultation with District
September 5	Staff Council meeting	departments to review previous month's activities
		and plan for current month's activities
I Saturday	Parents -Teacher Meeting	Teachers meeting with the Parents
1 st of every	Staff Meeting	Staff Meeting with the Frincipals protection like Water Management, Waste
month August	Ecofest	protection like Water Management, Waste
Saturday	Swachha Bharath	Cleaning agending exception in the contract of
Saturday	Talangang ku Haritah prom	Meigranange of Plants J. H. C. C. J. P.
	1 11 11 11 11 11 11 11 11 11 11 11 11 1	Maintenause rection and allotment of Study Projects
September	Y@c atarangam 2017	Collegailange of apoint successful thanker dombat and true and tru
Every	NSS Day on 24 th sept 2017	
Salvenday	Student Seminars Student Seminars	Celebrations by NSS Units Conduct of student seminars and quizzes.
Saturday	Depart	Conduct of student seminars and quizzes. mental Activities
1 \\/col-	Departn	nental Activities of the Meeting - CCE with
1 Week 1 st Week	State Level Review Meeting State Level Review Meeting	TJD-RJDCE & Principals
II week	Yuvatarangam- 2017	RJDCE & Principals State Level/ Cluster level Celebration of National Nutritional Week-
1 st Week	Health and Nutrition	organidiffistering beworming taplets and
II Week	Health and Nutrition	programmes on the Nutritional value of food. providing medical insurance to students.
3 rd	T-SAT Nipuna Special Live	
Saturday	Telesast-Nipuna Special Liv	Special Live Telecast – Dial your CCE
Saturday	State Peacher Awards	Presentation of Best Peacher Awards on Teachers'
- T WEEK	plate-reacher Awards	Day

	0 1 51	Visit by Academic Cell members to GDCs on
September	Quality Enhancement Initiative - NAAC	NAAC Assessment and Accreditation.
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	OCT	TOBER 2017
Date	Activity	Description
2 nd	Gandhi Jayanthi & Lal Bahadur Shastri Jayanti	Celebration in Colleges
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
III Week	Harivillu	Meeting of all clubs - Review and progress Conduct of Science/Arts/Commerce Fest.
	Jignasa	Project Presentation at College level- Selection of best Projects.
5 th of October	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
1 st of every month	Staff Meeting	Staff Meeting with the Principals
3 rd Saturday	Swachha Bharath	Cleaning of College Premises including rooftops, terrace, overhead tanks & sumps
October	Internal Assessment -II	Conduct of examinations and recording of marks as per the proforma
October	DCEDRC	2 nd Meeting of DCEDRC
	Telangana ku Haritaharam	Maintenance of Plants
Every Saturday	Student Seminars	Conduct of student seminars and quizzes.
	Departn	nental Activities
1 st Week	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals
II Week	Health and Nutrition	Celebration of World Sight Day – Organizing eye check up
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	T-SAT Nipuna 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	
11 th	National Education day	Conduct of related activities	
14 th	Pandit Jawahar Lal Nehru Birthday	Conduct of related activities	
14th -20th	National Library Week	1.Organizing programmes to inculcate reading habits 2.Assignments to encourage students to visit libraries and use the resources to the maximum extent	
	IQAC	IQAC Meeting with all the departments	
I Week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects	
1 week	TSKC	Conducting coaching classes for students to prepare for Ed CET/ PGCET/Competitive Examinations etc.	
Last Week	DRC	IV Meeting	
5 th of November	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities	
1 st of every month	Staff Meeting	Staff Meeting with the Principals	
4 th Saturday	Swachha Bharath	Cleaning of College Premises including rooftops, terraces, overhead tanks & sumps	
November	CBCS	1 st Semester Practical & Theory Examinations	
	Telangana ku Haritaharam	Maintenance of Plants	
Every Saturday	Student Seminars	Conduct of student seminars and quizzes.	
	Departme	ental Activities	
I week	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals	
	Yuvatarangam-2017	Grand Finale	
II Week	Health and Nutrition	Awareness Programme on <i>Diabetes</i> on the occasion of World Diabetes Day	
3 rd Saturday	T-SAT Nipuna 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 Club & NSS units conduct AIDS awareness programmes in collaboration with District officials
10 th	Human Rights Day	Conduct of related activities
24 th	National Consumer Day	Competitions & Awareness Programmes
	Communal Harmony/ College Social Responsibility Week Review Meetings at different Levels	Conduct of related activities etc. Review of Academic, Administrative and financial aspects
I week	IQAC	Meeting of IQAC Executive Body
	TSKC	Conducting coaching classes for students to prepare for Ed CET/ PGCET/Competitive Examinations etc-III year
5 th of December	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
1 st of every month	Staff Meeting	Staff Meeting with the Principals
III Saturday	Swachha Bharath	Cleaning of College premises including rooftops, terrace, overhead tanks & sumps
	CBCS	Commencement of II,IV & VI Semester classes
December	DCEDRC	3 rd Meeting of DCEDRC
	Telangana ku Haritaharam	Maintenance of Plants
Every Saturday	Student Seminars	Conduct of student seminars and quizzes.
	Departme	ental Activities
I Week	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals
I Week	Health and Nutrition	Awareness programme on AIDS and organizing AIDS rally.
3 rd Saturday	T-SAT Nipuna 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.

	JANUARY 2018			
Date	Activity	Description		
12 th	National Youth day	Celebration of the day		
25 th	National Voters day	Organize awareness programmes to sensitize students on exercising their franchise		
26 th	Republic day	Celebration of Republic Day		
I week	IQAC	IQAC Meeting with all the departments		
5 th of January	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 & II week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects		
II Week	Jignasa- Study Projects	State Level Presentation of study Projects by students.		
1 st of every month	Staff Meeting	Staff Meeting with the Principals		
IV Week	Jignasa – Study Projects	Prize Distribution programme		
4 th Saturday	Swachha Bharath	Cleaning of College premises including, rooftops, terrace, overhead tanks & sumps Conduct of examinations and recording of marks		
	Internal Assessment - I	Conduct of examinations and recording of marks as per the proforma		
January	TSKC	 Personality Development Conducting coaching classes for students to prepare for Ed.CET/ PGCET/Competitive examinations etc. 		
	Telangana ku Harithaharam	Maintenance of Plants		
Every Saturday	Student Seminars	Conduct of student seminars and quizzes.		
	Departm	ental Activities		
I Week	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals		
III Week	Health and Nutrition	Haemoglobin test and invited lecture on Menstrual Hygiene for Girls.		
3rd Saturday	T-SAT- Nipuna 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 2017-18		
January	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes		

	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			
	Performance improvement activities	Revision and Remedial classes for students			
5 th of February	Staff Council meeting	Meeting with Heads of Departments to review previous month's activities and plan for current month's activities			
1 st of every month	Staff Meeting	Staff Meeting with the Principals			
III Saturday	Parent -Teacher Meeting	Teachers meet the Parents to discuss the performance of the ward.			
February	Telangana ku Haritaharam	Maintenance of Plants			
Every Saturday	Student Seminars	Conduct of student seminars and quizzes.			
	Departmental Activities				
I Week	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals			
III Week	Health and Nutrition	World Cancer Day- Awareness programme on the <i>Prevention and Cure of Cancer</i> .			
February	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes			

MARCH 2018			
Date	Activity	Description	
8 th	International Women's Day	Conduct of various activities & competitions for students & staff	
I Week	Budget	 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	
Last Week	Stock Verification	Stock verification of Laboratories and Libraries.	
5 th of March	Staff Council meeting	Meeting with Heads of departments to review previous month's activities and plan for current month's activities	
1 st of every month	Staff Meeting	Staff Meeting with the Principals	
March	Internal Assessment -II	Conduct of examinations and recording of marks as per the proforma	
March	DCEDRC	4 th Meeting of DCEDRC	
	Telangana ku Harithaharam	Maintenance of Plants	
	Departmental	Activities	
I Week	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals	
II Week	Health and Nutrition	Awareness Programme on drug abuse by organizing rallies and lectures. Celebration of World Oral Health Day by organizing dental check up in Colleges.	
March	Quality Enhancement Initiative NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.	

APRIL 2018				
Date	Activity	Description		
5 th	Babu Jagjivan Ram's birthday	Celebrating the day		
14 th	Dr. B.R. Ambedkar's birthday	Celebrating the day		
	Preparation of Annual Academic Performance Report	Prepare of college Annual Academic Performance Report (AAPR) and submit soft copy to O/o CCE		
I week	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 2018-18	Preparation of DRC Annual activity plan for 2018-19		
5 th of April	Staff Council meeting	Meeting 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.		
April	Telangana ku Haritaharam	Maintenance of Plants		
	CBCS	I, III, & V Semester Examinations		
	Departmental Activities			
I Week	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals		
I Week	Health and Nutrition	Celebration of World Health Day		
April	Quality Enhancement Initiative - NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes		

MAY 2018			
Month & Date	Activity	Description	
1 st	Publicity Campaign	 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 JD, RJDCE & Principals - Review on Admissions	