

Institutional Calendar - 2016-17

May 2016			
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	
		2.Details of expenditure expected to be	
	AAPR	College Annual Academic Performance Report AAPR 2015-16 Preparation and Submission to CCE	

June 2016		
Month & Date	Activity	Description
June	TSKC	Commencement of TSKC I batch training
01.06.2016 to 06.06.2016	Telangana State Formation Day	Celebrations
14.06.2016	World Blood Donor Day World Environment Day & Telangana Harithaharam	Blood donation awareness by Red Ribbon Club Concerned activity
	Preparation of Institution plan for 2016-17	Preparation of institution Plan by incorporating all the activities given in CCE Academic Calender 2016-17
	Academic Records	1. To prepare & Finalize proformas for academic Records
		Preparation of Department Action plan

June 2016		
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.

July 2016		
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 2016

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 girls 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 2016		
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 2016		
Date	Activity	Description
	IQAC Evaluation	IQAC meeting with all departments
	Project Display Day	Conduct of Science / Arts / Commerce Fest Display of Research, Study projects.
	Mock Assembly	By Department of Political Science and Public Admn.
	I Term/I Seminster 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 & LalBahdur SastriJayanti	Conduct of related activities
31	National Integration Day	Conduct of related activities
III Week	Bathukamma Festival	Conduct of related activities

October 2016		
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 2016		
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 2016		
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 2017		
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 2017		
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 2017		
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 2017		
Date	Activity	Description
II Week	University Examinations	Commencement of Theory examinations (2016-17)
IV Week	II Semester Examinations	