

**K.R.R. GOVT. ARTS AND SCIENCE COLLEGE
KODAD – SURYAPET**

Annual Academic Plan: 2020-21



Affiliated to Mahatma Gandhi University - Nalgonda

(www.krrgasckodad.com)

K O D A D . 5 0 8 2 0 6 .

Dist. SURYAPET—TELANGANA St..

September 2020

COLLEGE ACTIVITIES		
Month & Date	Activity	Description
Sept. 1 st Week	Publicity Campaign. Teachers Day on 05-09-2022	Release of College Brochure. Campaigning through Broachers, Flexi, Scrolling in local TV, Door to door canvassing. To make arrangements for the celebration of Teachers Day.
2 nd Week	Commencement of II & III year classes.	To commence II & III year classes from 01-09-2020.
3 rd Week	DOST Admissions DHLC (District Help Line Centre) Infrastructure	To establish Student Help Desk in the college to facilitate hassle free registration to various courses in the college admissions. To clean the campus area and class rooms for commencement of classes.
4 th Week	NSS Day on 24-09-2020. Online Classes	To organize NSS activities like Blood Donation/clean and green/plantation etc. To conduct One – day Workshop to faculty on implementation of Online Classes through ZOOM App

	Swach Bharath – Swachha Telangana on IV Saturday.	To organize cleaning of College premises including rooftops, terraces, overhead tanks & sumps
--	---	---

October 2020

COLLEGE ACTIVITIES		
Month & Date	Activity	Description
October. 1 st Week	IQAC evaluation.	IQAC shall collect Student Feedback on lecturers. To prepare analysis and submit to Principal.
	Projects Display Day.	Action of Principal on Student Feedback.
	TSKC Day.	Conduct of Science/Arts/ Commerce Fest. Display of Research, Study Projects and achievements.
	Staff Meeting	To conduct Seminars/talks/skills to all students on Career Prospects by H.R. representatives/TSKC trainees/Coordinators or Guest Lecturers etc.
	Staff Council Meeting	To convene Staff Meeting with all the lecturers.
		To convene meeting of the Principal with Heads of departments to review previous month's activities.

3 rd Week	Mid Term Dussera Vacation	17-10-2020 to 26-10-2020.
3 rd & 4 th Week	National Integration Day on 31-10-2020	To organize related programmes.

November 2020

COLLEGE ACTIVITIES		
Month & Date	Activity	Description
November	College Social Responsibility Week	To organize programs on Communal Harmony.
1 st Week	IQAC	Meeting with all departments.
	TSKC	To commence II batch training organizing Campus Drives.
	Career Guidance Cell	To conduct free coaching for students to prepare for LLB, EdCET, PGCET, Competitive Exams ect.
	Staff Council Meeting on 03-11-2017.	To convene meeting of the Principal with Heads of departments to review previous month's activities.
	Wall Journal	Department of History.

2 nd Week	<p>I st Internal Exam</p> <p>National Education Day on 11-11-2020.</p>	<p>To conduct I st Internal Exam</p> <p>For all the students preparing question papers according to University pattern.</p> <p>To organize literary and cultural competitions.</p>
3 rd Week	<p>Staff Meeting on 17-11-2020</p> <p>National Library Week from 14th to 20th Nov, 2020.</p> <p>Mega Fellowship for meritorious students.</p>	<p>To convene Staff Meeting with all the lecturers.</p> <p>To organize programs facilitating Reading Habits among the students.</p> <p>To identify the meritorious students and organize a event to award cash award to them.</p>
4 th Week	<p>Swach Bharath – Swachha Telangana on IV Saturday.</p>	<p>To organize cleaning of College premises including rooftops, terraces, overhead tanks & sumps.</p>

December 2020

COLLEGE ACTIVITIES		
Month & Date	Activity	Description
December 1 st Week	<p>IQAC</p> <p>TSKC</p> <p>Aids Day on 01-12-2020</p> <p>Staff Council Meeting on 05-12-2020</p> <p>Career Guidance Cell</p> <p>College Social Responsibility Week</p> <p>Wall Journal</p>	<p>Meeting of IQAC Executive Body.</p> <p>TSKC training and Job Drives shall be commenced.</p> <p>Red Ribbon Chub shall organize awareness programme and rally.</p> <p>To convene meeting of the Principal with Heads of departments to review previous month's activities.</p> <p>To conduct free coaching for students to prepare for LLB, EdCET, PG CET, Competitive Exams ect.</p> <p>To organize programs on Communal Harmony.</p> <p>Department of Telugu.</p>
2 nd Week	<p>Human Rights Day on 10-12-2020</p> <p>Term Exams.</p> <p>Extension Lectures.</p>	<p>To organize a Seminar on Human Rights.</p> <p>To conduct Half Yearly exams for all the students preparing question papers according to University pattern.</p> <p>To organize Extension Lectures in those subjects where the syllabus is pending.</p>

3 rd Week	Staff Meeting on 19-12-2020	To convene Staff Meeting with all the lecturers.
4 th Week	National Consumer Day on 24-12-2020 II nd Internal Exam Swach Bharath – Swachha Telangana on IV Saturday.	Awareness programme shall be organized. To conduct I st Internal Exam For all the students preparing question papers according to University pattern. To organize cleaning of College premises including rooftops, terraces, overhead tanks & sumps.

January 2021

COLLEGE ACTIVITIES		
Month & Date	Activity	Description

January	IQAC	To conduct IQAC meeting with all departments.
1 st Week	Staff Council Meeting on 02-01-2021	To convene meeting of the Principal with Heads of departments to review previous month's activities.
	Question Bank	To prepare the Question Bank in all subjects and distribute a copy to all the students. Make the students thorough in Question Bank.
	Wall Journal	Department of Commerce.
	Sports and Cultural Events.	The Physical Director and Cultural Committee Shall take conduct competitions in sports, games and cultural events.
	Last Day for Instructions of III sem & V Sem Classes	05.01.2021
2 nd Week	Remedial Classes	To conduct Remedial Classes for slow learners.
	Preparation Holidays (Midterm Vacation)	05-01-2021 to 17-01-2021
3 rd Week	Commencement of Theory Exams for III & V semester students	18-01-2021
	Staff Meeting on 19-1-2018	To convene Staff Meeting with all the lecturers.

	<p>TSKC</p> <p>Career Guidance Cell</p> <p>NSS Winter Special Camp.</p>	<p>Organizing Campus Drives.</p> <p>To conduct coaching for competitive exams.</p> <p>To organize NSS Winter Special Camp for 3 units in the month of January.</p>
4 th Week	<p>National Consumer Day on 24-1-2021</p> <p>National Voters Day</p> <p>Republic Day</p> <p>Swach Bharath – Swachha Telangana on IV Saturday.</p>	<p>Awareness programme shall be organized.</p> <p>To Celebrate National Voters Day on 25-01-2021.</p> <p>To celebrate Republic Day on 26-01-2021.</p> <p>To organize cleaning of College premises including rooftops, terraces, overhead tanks & sumps.</p>

February 2021

COLLEGE ACTIVITIES		
Month & Date	Activity	Description

February 1 st Week	<p>Commencement of Classes for IV & VI semester Students</p> <p>IQAC</p> <p>CPDC</p> <p>Staff Council Meeting on 06-02-2021</p> <p>Career Guidance Cell</p> <p>Question Bank</p> <p>Wall Journal</p>	<p>05-02-2021</p> <p>To conduct IQAC meeting with all departments.</p> <p>To conduct CPDC to reviews and discuss various matters.</p> <p>To convene meeting of the Principal with Heads of departments to review previous month's activities.</p> <p>To conduct free coaching for students to prepare for LLB, EdCET, PGCET, Competitive Exams ect.</p> <p>To prepare the Question Bank in all subjects and distribute a copy to all the students. Make the students thorough in Question Bank.</p> <p>Department of Chemistry.</p>
2 nd Week	<p>College Annual Day</p>	<p>To celebrate Cultural Day and Annual Day in the 2nd week.</p>
3 rd Week	<p>Staff Meeting on 20-02-2018.</p> <p>TSKC</p> <p>Career Guidance Cell</p>	<p>To conduct meeting with teaching and non-teaching staff.</p> <p>Organizing Campus Drives.</p> <p>To conduct coaching for competitive exams.</p>

4 th Week	National Consumer Day on 24-2-2018	Awareness programme shall be organized.

March 2021

COLLEGE ACTIVITIES		
Month & Date	Activity	Description
March	IQAC	To conduct IQAC meeting with all departments.
1 st Week	Staff Council Meeting on 05-03-2021	To convene meeting of the Principal with Heads of departments to review previous month's activities.
2 nd Week	IQAC	Preparation of AQAR for the academic year 2021-22. Preparation of YPR.

3 rd Week	Different wings	Different wings of the institution like TSKC, NSS, UGC, Red Ribbon Club, Women Empowerment Cell shall prepare a report of activities during the academic year 2020-21.
4 th Week	Stock verification	Stock verification of Laboratories and Libraries.

April 2021

COLLEGE ACTIVITIES		
Month & Date	Activity	Description
March	IQAC	To conduct IQAC meeting with all departments.
1 st Week	Staff Council Meeting on 05-04-2021	To convene meeting of the Principal with Heads of departments to review previous month's activities.
	I st Internal Exam for IV & VI semester students	06.04.2021 to 08.04.2021
2 nd Week	Babu Jagjivan Rams birthday Dr. B.R. Ambedkars birthday i.e on 14 th April	Celebration of Babu Jagjivan Rams birthday Celebration of Dr. B.R. Ambedkars birthday

3 rd Week	Different wings	Different wings of the institution like TSKC, NSS, UGC, Red Ribbon Club, Women Empowerment Cell shall prepare a report of activities during the academic year 2020-21.
4 th Week	Stock verification	Stock verification of Laboratories and Libraries.

May 2021

COLLEGE ACTIVITIES		
Month & Date	Activity	Description
March 1 st , 2 nd , 3 rd , & 4 th Week	Summer Vaccation	01-05-2021 to 31-05-2021

S.NO	MONTHS&YEAR	WEEK	ACTIVITY PLANNED	DESCRIPTION
1	JUNE 2021	II	Staff meeting and admission process	Admission Process & Preparation of time table action plan
		III	Commencement of II& III classes	Preparation of Annual curricular plan & extra-curricular activities
			Meeting of IQAC DEPARTMENT	Review of NAAC work
		IV	Swachha BHARATH & HARITHA HARAM PROGRAMME	Conducting Swachha BHARATH & awareness
		2nd	1.State Formation day 2.Reopen after Summer Vacation	Conducting State Formation day 02.06.2021
		5 th	World Environment Day	Tree plantation in the College premises
		14 th	World Blood Donor Day	Red Ribbon Club shall conduct related activities
		17th	Commencement of III & V semester classes	All the Departments Starting classes
		DCEDRC	First meeting of DCEDRC	
2	JULY 2021	I	Staff meeting	Review of academic& administrative aspects
		II	Class Representatives Meeting	Every class to elect a student representative and attend meetings when called for meeting
		III	STUDENT SEMINARS	Conducting student seminars

			Extension Activities & College Social Responsibility Cell	Enrolment of students into NSS
		IV	Antiragging activities, Haritha Haram Program	Orange anti-ragging activities in the college, plantation programme by students & staff
		1 st july	Commencement of II nd Internal Exams	01.07.2021
		3 rd July	Last instruction day for IV & VI semester students	03.07.2021