



# Academic Calendars

2017-18 to 2021-22



Submitted by

**Internal Quality Assurance Cell**

**TARA GOVERNMENT COLLEGE SANGAREDDY  
(Autonomous)**

(An ISO 9001: 2005 recognized institution)

(Re-Accredited 'B' by NAAC)

**DISTRICT: SANGAREDDY, TELANGANA STATE, INDIA, PIN-502001**



Academic Calendar



# **TARA GOVERNMENT COLLEGE (A)**

**SANGAREDDY-502001, SANGAREDDY DISTRICT**



**Academic Institutional Plan: 2017-18**

**JUNE 2017**

<b>Month &amp; Date</b>	<b>Activity</b>	<b>Description</b>
<b>2<sup>nd</sup></b>	Telangana State Formation Day	Celebration in Colleges
<b>5<sup>th</sup></b>	World Environment Day	Conduct of activities to create awareness among students on environment
<b>14<sup>th</sup></b>	World Blood Donor Day	Red Ribbon Clubs shall conduct activities to promote awareness among students and parents
<b>21<sup>st</sup></b>	International Yoga Day	Celebration of Yoga day in Colleges
<b>I Week</b>	Result Analysis	College Level & Department Wise Result analysis and submission to O/o CCE.
	Preparation of Semester Curricular Plan (Lecturer-wise)	Preparation of Lecturer- wise Semester Curricular Plan incorporating curricular, co-curricular and extra-curricular 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
<b>II week</b>	DRC Meeting by ID College Principals	Review of all colleges in the district by ID College Principals – Finalization of Annual DRC activities plan.
	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
<b>III Week</b>	Anti-Ragging campaign	Organizing Anti Ragging Campaign in the college premises
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>II-III Week</b>	Health and Nutrition	Awareness programme on <b>General Health, Hygiene and Nutrition</b> by inviting Doctors or Medical Officers
<b>III Week</b>	T-SAT- Nipuna	One day Workshop and topic selection for preparation of the annual T-SAT Nipuna Schedule for 2017-18
<b>June</b>	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
<b>2<sup>nd</sup></b>		<b>Commencement of 1 Year Class Work</b>
<b>5<sup>th</sup></b>	<b>TSKC</b>	Setting a Goal and Plan of Action
<b>15<sup>th</sup></b>		Awareness Programme for I year students on TSKC Curriculum, MOOCs, Certificate Courses.
<b>12<sup>th</sup></b>	Telangana Ku Harithaharam	Organizing planting programme in consultation with District authorities
<b>I week</b>	Review Meetings at different Levels and Student Progression	Review of Academic, Administrative and financial aspects and Recording Student progression
	IQAC- 2017-18	IQAC - Preparation of Institutional Plan
	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.
<b>II Week</b>	Commencement of Student-Centric activities	Classroom Seminars, Study Projects, Field Trips and Competitions etc.,
	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
<b>5<sup>th</sup> of July</b>	Staff Council meeting	Meeting of the Principal with HoDs to review previous month's activities and plan for current month's activities
<b>11<sup>th</sup> of July</b>	World Population Day	Department of Economics organize a programme
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principal of the College
<b>3<sup>rd</sup> Saturday</b>	Academic Audit	Conduct of academic audit in Colleges.
<b>4<sup>th</sup> Saturday</b>	Swachha Bharath	Cleaning of College Premises including rooftops, terraces, overhead tanks & sumps.
<b>July</b>	Academic Records	Verification of academic records.
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>9<sup>th</sup> July</b>	T-SAT Nipuna	Commencement of T-SAT Nipuna Live Telecast
<b>II Week</b>	Health and Nutrition	Blood grouping and Haemoglobin test to identify anemic students. BMI Check, distribution of Health cards and awareness programme on <b>Anaemia</b> .
<b>3<sup>rd</sup> Saturday</b>	T-SAT Nipuna Special Live Telecast	Dial the Doctor/ Nutritionist
<b>II Week</b>	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDC & Principals
<b>July</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation.



<b>AUGUST 2017</b>		
<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>15<sup>th</sup></b>	Independence Day celebrations	Conduct of related activities at college level. Presentation of awards to District toppers (subject wise) of academic year 2016-17
<b>26<sup>th</sup></b>	Women's Equality Day	Conduct of related activities by ICC
<b>29<sup>th</sup></b>	Telugu Bhasha Dinotsavam	Conduct of various activities like debates, group discussions, essay writing etc.
<b>I week</b>	DRC	II Meeting
	IQAC	Meeting of IQAC Executive Body
<b>I &amp; II week</b>	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
	Internal Assessment -I	Conduct of examinations and recording of marks as per the proforma
	Harivillu	Meeting of all clubs - Review and progress
<b>III Week</b>	Add-on Courses	Organizing Two-Day workshop for students by each Department.
	Field/Industry visit	Organizing field/ industrial visits for students
	Consumer awareness programmes	Intercollegiate / Interdepartmental activities
	Career Counseling programmes	Display of notifications on Notice Boards, Magazine & providing guidance for application
<b>5<sup>th</sup> of August</b>	Staff Council Meeting	Meeting with the Heads of various Departments to review previous month's activities and plan for current month's activities.
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principal
<b>4<sup>th</sup> Saturday</b>	Swachha Bharath	Cleaning of college premises including rooftops, terraces, overhead tanks & sumps.
<b>August</b>	Telangana ku Haritaharam	Organizing related activities to increase the Green cover in consultation with District authorities
	Ecofest	Organizing activities related to Environment protection like Water Management, Waste Management etc. Display of student projects and conduct of competitions
	Jignasa- Student Study Projects	Topic Selection and allotment of Study Projects
	ICC	Training to all girl students in Unarmed Combat Techniques
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>1 Week</b>	State Level Review Meeting	Video Conference/ Meeting – CCE with JD,RJDCE & Principals
<b>II week</b>	Yuvatarangam- 2017	Meeting with State Level/ Cluster level Coordinators
<b>II Week</b>	Health and Nutrition	Administering Deworming tablets and providing medical insurance to students.
<b>3<sup>rd</sup> Saturday</b>	T-SAT- Nipuna Special Live Telecast	Environment Protection.

SEPTEMBER 2017		
Date	Activity	Description
5 <sup>th</sup>	Teachers' Day	Celebration of Teachers' Day
8 <sup>th</sup>	International Literacy Day	Organizing Inter/Intra College Literary Fest
22 <sup>nd</sup>	Hindi Divas celebrations	Conduct of various activities like debates, group discussions, essay writing etc.
24 <sup>th</sup>	NSS Day	NSS activities
I week	DRC	III Meeting – Review of activities
	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	Student evaluation of Teacher performance	<ul style="list-style-type: none"> <li>• Collection of student feedback on every teacher by IQAC</li> <li>• Analysis &amp; Action taken by Principal</li> </ul>
	Harivillu	Meeting of all clubs - Review and progress
Last Week	Student centric activities	<ul style="list-style-type: none"> <li>• Class room seminars, Study Projects and competitions etc.,</li> <li>• Remedial Instruction</li> </ul>
	College Social Responsibilities Cell	Organizing related activities
5 <sup>th</sup> of September	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	Parents -Teacher Meeting	Teachers meeting with the Parents
1 <sup>st</sup> of every month	Staff Meeting	Staff Meeting with the Principals
3 <sup>rd</sup> Saturday	Swachha Bharath	Cleaning of college premises including rooftops, terraces, overhead tanks & sumps
September	Telangana ku Haritaharam	Maintenance of Plants
	Yuvatarangam 2017	College Level – Sports & Games and Cultural and Literary competitions
	NSS Day on 24 <sup>th</sup> sept 2017	Celebrations by NSS Units
Every Saturday	Student Seminars	Conduct of student seminars and quizzes.
Departmental Activities		
1 <sup>st</sup> Week	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals
1 <sup>st</sup> Week	Health and Nutrition	Celebration of National Nutritional Week-organizing food festivals and awareness programmes on the Nutritional value of food.
3 <sup>rd</sup> Saturday	T-SAT Nipuna Special Live Telecast	Special Live Telecast – Dial your CCE
I Week	State Teacher Awards	Presentation of Best Teacher Awards on Teachers' Day

<b>September</b>	Quality Enhancement Initiative - NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation.
<b>OCTOBER 2017</b>		
<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>2<sup>nd</sup></b>	Gandhi Jayanthi & Lal Bahadur Shastri Jayanti	Celebration in Colleges
<b>10<sup>th</sup></b>	TSKC	Timelines & other details of various PG Entrances and Competitive Examinations - A PPT presentation to III year Students.
<b>31<sup>st</sup></b>	National Integration Day	Conduct of related activities
<b>I Week</b>	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
<b>III Week</b>	Harivillu	Meeting of all clubs - Review and progress Conduct of Science/Arts/Commerce Fest.
	Jignasa	Project Presentation at College level- Selection of best Projects.
<b>5<sup>th</sup> of October</b>	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
<b>3<sup>rd</sup> Saturday</b>	Swachha Bharath	Cleaning of College Premises including rooftops, terrace, overhead tanks & sumps
<b>October</b>	Internal Assessment -II	Conduct of examinations and recording of marks as per the proforma
	DCEDRC	2 <sup>nd</sup> Meeting of DCEDRC
	Telangana ku Haritaharam	Maintenance of Plants
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>1<sup>st</sup> Week</b>	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals
<b>II Week</b>	Health and Nutrition	Celebration of World Sight Day – Organizing eye check up
<b>2<sup>nd</sup> Week</b>	Yuvatarangam-2017	Cluster Level – Sports & Games and Cultural and Literary competitions
<b>4<sup>th</sup> Week</b>	Yuvatarangam-2017	State Level – Sports & Games and Cultural and Literary competitions
<b>4<sup>th</sup> Saturday</b>	T-SAT Nipuna Special Live Telecast	Stress Management and Life Skills Education
<b>October</b>	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 <sup>th</sup>	National Education day	Conduct of related activities
14 <sup>th</sup>	Pandit Jawahar Lal Nehru Birthday	Conduct of related activities
14 <sup>th</sup> -20 <sup>th</sup>	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
I Week	IQAC	IQAC Meeting with all the departments
	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
	TSKC	Conducting coaching classes for students to prepare for Ed CET/ PGCET/Competitive Examinations etc.
Last Week	DRC	IV Meeting
5 <sup>th</sup> 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 <sup>st</sup> of every month	Staff Meeting	Staff Meeting with the Principals
4 <sup>th</sup> Saturday	Swachha Bharath	Cleaning of College Premises including rooftops, terraces, overhead tanks & sumps
November	CBCS	1 <sup>st</sup> Semester Practical & Theory Examinations
	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
	Yuvatarangam-2017	Grand Finale
II Week	Health and Nutrition	Awareness Programme on <i>Diabetes</i> on the occasion of World Diabetes Day
3 <sup>rd</sup> 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**

<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>1<sup>st</sup></b>	AIDS day	Red Ribbon Club & NSS units conduct AIDS awareness programmes in collaboration with District officials
<b>10<sup>th</sup></b>	Human Rights Day	Conduct of related activities
<b>24<sup>th</sup></b>	National Consumer Day	Competitions & Awareness Programmes
<b>I week</b>	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
	TSKC	Conducting coaching classes for students to prepare for Ed CET/ PGCET/Competitive Examinations etc-III year
<b>5<sup>th</sup> of December</b>	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
<b>III Saturday</b>	Swachha Bharath	Cleaning of College premises including rooftops, terrace, overhead tanks & sumps
<b>December</b>	CBCS	Commencement of II,IV & VI Semester classes
	DCEDRC	3 <sup>rd</sup> Meeting of DCEDRC
	Telangana ku Haritaharam	Maintenance of Plants
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>I Week</b>	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals
<b>I Week</b>	Health and Nutrition	Awareness programme on AIDS and organizing AIDS rally.
<b>3<sup>rd</sup> Saturday</b>	T-SAT Nipuna Special Live Telecast	Preparation for Competitive Examinations: Tips and strategies
<b>December</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.

**JANUARY 2018**

<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>12<sup>th</sup></b>	National Youth day	Celebration of the day
<b>25<sup>th</sup></b>	National Voters day	Organize awareness programmes to sensitize students on exercising their franchise
<b>26<sup>th</sup></b>	Republic day	Celebration of Republic Day
<b>I week</b>	IQAC	IQAC Meeting with all the departments
<b>5<sup>th</sup> of January</b>	Staff Council Meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
<b>I &amp; II week</b>	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
<b>II Week</b>	Jignasa- Study Projects	State Level Presentation of study Projects by students.
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
<b>IV Week</b>	Jignasa – Study Projects	Prize Distribution programme
<b>4<sup>th</sup> Saturday</b>	Swachha Bharath	Cleaning of College premises including, rooftops, terrace, overhead tanks & sumps
<b>January</b>	Internal Assessment - I	Conduct of examinations and recording of marks as per the proforma
	TSKC	<ul style="list-style-type: none"> <li>• Personality Development</li> <li>• Conducting coaching classes for students to prepare for Ed.CET/ PG CET/Competitive examinations etc.</li> </ul>
	Telangana ku Harithaharam	Maintenance of Plants
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>I Week</b>	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals
<b>III Week</b>	Health and Nutrition	Haemoglobin test and invited lecture on <b>Menstrual Hygiene for Girls.</b>
<b>3rd Saturday</b>	T-SAT- Nipuna Live Telecast	Focus on Examination Preparation and Study opportunities in Higher Education
<b>Last Week</b>	Review Meeting with all Academic Advisers	To review the Academic Audit conducted both in GDCs & Private aided colleges during 2017-18
<b>January</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

## FEBRUARY 2018

Date	Activity	Description
<b>21<sup>st</sup></b>	Antarjaatiya Matru Bhasha Dinotsavam	Celebrating the Day
<b>I Week</b>	CPDC meeting	Meeting of College CPDC to review and discuss various matters
	IQAC	IQAC Meeting with all the departments
<b>II Week</b>	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
	Performance improvement activities	Revision and Remedial classes for students
<b>5<sup>th</sup> of February</b>	Staff Council meeting	Meeting with Heads of Departments to review previous month's activities and plan for current month's activities
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
<b>III Saturday</b>	Parent -Teacher Meeting	Teachers meet the Parents to discuss the performance of the ward.
<b>February</b>	Telangana ku Haritaharam	Maintenance of Plants
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>I Week</b>	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals
<b>III Week</b>	Health and Nutrition	World Cancer Day- Awareness programme on the <i><b>Prevention and Cure of Cancer.</b></i>
<b>February</b>	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 <sup>th</sup>	International Women's Day	Conduct of various activities & competitions for students & staff
I Week	Budget	<ul style="list-style-type: none"> <li>• Submission of all bills to DTO</li> <li>• Preparation of Financial plan for 2018-19:</li> <li>• Preparation of details of income through different sources, expenditure and other requirements etc.</li> <li>• Preparation of necessary proposals along with enclosures for submission for financial assistance from different agencies like UGC, RUSA, State Govt. etc.</li> <li>• Sending proposals to O/o CCE for budget requirement for 2018-19</li> </ul>
	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 <sup>th</sup> of March	Staff Council meeting	Meeting with Heads of departments to review previous month's activities and plan for current month's activities
1 <sup>st</sup> 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
	DCEDRC	4 <sup>th</sup> Meeting of DCEDRC
	Telangana ku Harithaharam	Maintenance of Plants
<b>Departmental Activities</b>		
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**

<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>5<sup>th</sup></b>	Babu Jagjivan Ram's birthday	Celebrating the day
<b>14<sup>th</sup></b>	Dr. B.R. Ambedkar's birthday	Celebrating the day
<b>I week</b>	Preparation of Annual Academic Performance Report	Prepare of college Annual Academic Performance Report (AAPR) and submit soft copy to O/o CCE
	IQAC	Preparation of IQAC report, upload to college website and submission of softcopy to <a href="mailto:naac.tgce@gmail.com">naac.tgce@gmail.com</a>
	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
<b>5<sup>th</sup> of April</b>	Staff Council meeting	Meeting with Heads of departments to review previous month's activities and plan for current month's activities
<b>April</b>	TSKC	Conducting coaching classes for students to prepare for EdCET/PGCET/Competitive examinations etc.
	Telangana ku Haritaharam	Maintenance of Plants
	CBCS	I, III, & V Semester Examinations
<b>Departmental Activities</b>		
<b>I Week</b>	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
<b>I Week</b>	Health and Nutrition	Celebration of World Health Day
<b>April</b>	Quality Enhancement Initiative - NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes



<b>MAY 2018</b>		
<b>Month &amp; Date</b>	<b>Activity</b>	<b>Description</b>
<b>1<sup>st</sup></b>	Publicity Campaign	<ul style="list-style-type: none"> <li>• Release of College Brochure by District Collector</li> <li>• Campaigning through brochures, flexis, scrolling in local TV, door to door canvassing for online admissions etc.</li> </ul>
<b>May</b>	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
<b>Departmental Activities</b>		
<b>May</b>	State Level Review Meeting	Meeting/Video Conference - CCE with JD, RJDCE & Principals - Review on Admissions

**TARA GOVERNMENT COLLEGE (A)**  
**SANGAREDDY-502001, SANGAREDDY DISTRICT**



**Academic Institutional Plan : 2018-19**

<b>JUNE 2018</b>		
<b>Month &amp; Date</b>	<b>Activity</b>	<b>Description</b>
<b>2<sup>nd</sup></b>	Telangana State Formation Day	Celebration in Colleges
<b>5<sup>th</sup></b>	World Environment Day	Conduct of activities to create awareness among students on environment
<b>14<sup>th</sup></b>	World Blood Donor Day	Red Ribbon Clubs shall conduct activities to promote awareness among students and parents
<b>21<sup>st</sup></b>	International Yoga Day	Celebration of Yoga day in Colleges
<b>I Week</b>	Result Analysis	College Level & Department Wise Result analysis and submission to O/o CCE.
	Preparation of Semester Curricular Plan (Lecturer-wise)	Preparation of Lecturer- wise Semester Curricular Plan incorporating curricular, co-curricular and extra-curricular 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
<b>II week</b>	DRC Meeting by ID College Principals	Review of all colleges in the district by ID College Principals – Finalization of Annual DRC activities plan.
	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
<b>III Week</b>	Anti-Ragging campaign	Organizing Anti Ragging Campaign in the college premises
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>II-III Week</b>	Health and Nutrition	Awareness programme on <b>General Health, Hygiene and Nutrition</b> by inviting Doctors or Medical Officers
<b>III Week</b>	T-SAT- Nipuna	One day Workshop and topic selection for preparation of the annual T-SAT Nipuna Schedule for 2018-19
<b>June</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.



**JULY 2018**

Month & Date	Activity	Description
<b>2<sup>nd</sup></b>		<b>Commencement of 1 Year Class Work</b>
<b>5<sup>th</sup></b>	<b>TSKC</b>	Setting a Goal and Plan of Action
<b>15<sup>th</sup></b>		Awareness Programme for I year students on TSKC Curriculum, MOOCs, Certificate Courses.
<b>12<sup>th</sup></b>	Telangana Ku Harithaharam	Organizing planting programme in consultation with District authorities
<b>I week</b>	Review Meetings at different Levels and Student Progression	Review of Academic, Administrative and financial aspects and Recording Student progression
	IQAC- 2018-19	IQAC - Preparation of Institutional Plan
	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.
<b>II Week</b>	Commencement of Student-Centric activities	Classroom Seminars, Study Projects, Field Trips and Competitions etc.,
	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
<b>5<sup>th</sup> of July</b>	Staff Council meeting	Meeting of the Principal with HoDs to review previous month's activities and plan for current month's activities
<b>11<sup>th</sup> of July</b>	World Population Day	Department of Economics organize a programme
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principal of the College
<b>3<sup>rd</sup> Saturday</b>	Academic Audit	Conduct of academic audit in Colleges.
<b>4<sup>th</sup> Saturday</b>	Swachha Bharath	Cleaning of College Premises including rooftops, terraces, overhead tanks & sumps.
<b>July</b>	Academic Records	Verification of academic records.
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>9<sup>th</sup> July</b>	T-SAT Nipuna	Commencement of T-SAT Nipuna Live Telecast
<b>II Week</b>	Health and Nutrition	Blood grouping and Haemoglobin test to identify anemic students. BMI Check, distribution of Health cards and awareness programme on <b>Anaemia</b> .
<b>3<sup>rd</sup> Saturday</b>	T-SAT Nipuna Special Live Telecast	Dial the Doctor/ Nutritionist
<b>II Week</b>	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals
<b>July</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation.

<b>AUGUST 2018</b>		
<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>15<sup>th</sup></b>	Independence Day celebrations	Conduct of related activities at college level. Presentation of awards to District toppers (subject wise) of academic year 2017-18
<b>26<sup>th</sup></b>	Women's Equality Day	Conduct of related activities by ICC
<b>29<sup>th</sup></b>	Telugu Bhasha Dinotsavam	Conduct of various activities like debates, group discussions, essay writing etc.
<b>I week</b>	DRC	II Meeting
	IQAC	Meeting of IQAC Executive Body
<b>I &amp; II week</b>	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
	Internal Assessment -I	Conduct of examinations and recording of marks as per the proforma
	Harivillu	Meeting of all clubs - Review and progress
<b>III Week</b>	Add-on Courses	Organizing Two-Day workshop for students by each Department.
	Field/Industry visit	Organizing field/ industrial visits for students
	Consumer awareness programmes	Intercollegiate / Interdepartmental activities
	Career Counseling programmes	Display of notifications on Notice Boards, Magazine & providing guidance for application
<b>5<sup>th</sup> of August</b>	Staff Council Meeting	Meeting with the Heads of various Departments to review previous month's activities and plan for current month's activities.
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principal
<b>4<sup>th</sup> Saturday</b>	Swachha Bharath	Cleaning of college premises including rooftops, terraces, overhead tanks & sumps.
<b>August</b>	Telangana ku Haritaharam	Organizing related activities to increase the Green cover in consultation with District authorities
	Ecofest	Organizing activities related to Environment protection like Water Management, Waste Management etc. Display of student projects and conduct of competitions
	Jignasa- Student Study Projects	Topic Selection and allotment of Study Projects
	ICC	Training to all girl students in Unarmed Combat Techniques
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>1 Week</b>	State Level Review Meeting	Video Conference/ Meeting – CCE with JD,RJDCE & Principals
<b>II week</b>	Yuvatarangam- 2018	Meeting with State Level/ Cluster level Coordinators
<b>II Week</b>	Health and Nutrition	Administering Deworming tablets and providing medical insurance to students.
<b>3<sup>rd</sup> Saturday</b>	T-SAT- Nipuna Special Live Telecast	Environment Protection.



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## SEPTEMBER 2018

Date	Activity	Description
5 <sup>th</sup>	Teachers' Day	Celebration of Teachers' Day
8 <sup>th</sup>	International Literacy Day	Organizing Inter/Intra College Literary Fest
22 <sup>nd</sup>	Hindi Divas celebrations	Conduct of various activities like debates, group discussions, essay writing etc.
24 <sup>th</sup>	NSS Day	NSS activities
I week	DRC	III Meeting – Review of activities
	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	Student evaluation of Teacher performance	<ul style="list-style-type: none"> <li>• Collection of student feedback on every teacher by IQAC</li> <li>• Analysis &amp; Action taken by Principal</li> </ul>
	Harivillu	Meeting of all clubs - Review and progress
Last Week	Student centric activities	<ul style="list-style-type: none"> <li>• Class room seminars, Study Projects and competitions etc.,</li> <li>• Remedial Instruction</li> </ul>
	College Social Responsibilities Cell	Organizing related activities
5 <sup>th</sup> of September	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	Parents -Teacher Meeting	Teachers meeting with the Parents
1 <sup>st</sup> of every month	Staff Meeting	Staff Meeting with the Principals
3 <sup>rd</sup> Saturday	Swachha Bharath	Cleaning of college premises including rooftops, terraces, overhead tanks & sumps
September	Telangana ku Haritaharam	Maintenance of Plants
	Yuvatarangam 2018	College Level – Sports & Games and Cultural and Literary competitions
	NSS Day on 24 <sup>th</sup> sept 2018	Celebrations by NSS Units
Every Saturday	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
1 <sup>st</sup> Week	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals
1 <sup>st</sup> Week	Health and Nutrition	Celebration of National Nutritional Week-organizing food festivals and awareness programmes on the Nutritional value of food.
3 <sup>rd</sup> Saturday	T-SAT Nipuna Special Live Telecast	Special Live Telecast – Dial your CCE

<b>I Week</b>	State Teacher Awards	Presentation of Best Teacher Awards on Teachers' Day
<b>September</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation.
<b>OCTOBER 2018</b>		
<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>2<sup>nd</sup></b>	Gandhi Jayanthi & Lal Bahadur Shastri Jayanti	Celebration in Colleges
<b>10<sup>th</sup></b>	TSKC	Timelines & other details of various PG Entrances and Competitive Examinations - A PPT presentation to III year Students.
<b>31<sup>st</sup></b>	National Integration Day	Conduct of related activities
<b>I Week</b>	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
<b>III Week</b>	Harivillu	Meeting of all clubs - Review and progress Conduct of Science/Arts/Commerce Fest.
	Jignasa	Project Presentation at College level- Selection of best Projects.
<b>5<sup>th</sup> of October</b>	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
<b>3<sup>rd</sup> Saturday</b>	Swachha Bharath	Cleaning of College Premises including rooftops, terrace, overhead tanks & sumps
<b>October</b>	Internal Assessment -II	Conduct of examinations and recording of marks as per the proforma
	DCEDRC	2 <sup>nd</sup> Meeting of DCEDRC
	Telangana ku Haritaharam	Maintenance of Plants
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>1<sup>st</sup> Week</b>	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals
<b>II Week</b>	Health and Nutrition	Celebration of World Sight Day – Organizing eye check up
<b>2<sup>nd</sup> Week</b>	Yuvatarangam-2018	Cluster Level – Sports & Games and Cultural and Literary competitions
<b>4<sup>th</sup> Week</b>	Yuvatarangam-2018	State Level – Sports & Games and Cultural and Literary competitions
<b>4<sup>th</sup> Saturday</b>	T-SAT Nipuna Special Live Telecast	Stress Management and Life Skills Education
<b>October</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.

<b>NOVEMBER 2018</b>		
<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>11<sup>th</sup></b>	National Education day	Conduct of related activities
<b>14<sup>th</sup></b>	Pandit Jawahar Lal Nehru Birthday	Conduct of related activities
<b>14<sup>th</sup> -20<sup>th</sup></b>	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
<b>I Week</b>	IQAC	IQAC Meeting with all the departments
	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
	TSKC	Conducting coaching classes for students to prepare for Ed CET/ PGCET/Competitive Examinations etc.
<b>Last Week</b>	DRC	IV Meeting
<b>5<sup>th</sup> of November</b>	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
<b>4<sup>th</sup> Saturday</b>	Swachha Bharath	Cleaning of College Premises including rooftops, terraces, overhead tanks & sumps
<b>November</b>	CBCS	1 <sup>st</sup> Semester Practical & Theory Examinations
	Telangana ku Haritaharam	Maintenance of Plants
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>I week</b>	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals
	Yuvatarangam-2018	Grand Finale
<b>II Week</b>	Health and Nutrition	Awareness Programme on <i>Diabetes</i> on the occasion of World Diabetes Day
<b>3<sup>rd</sup> Saturday</b>	T-SAT Nipuna Special Live Telecast	Methods/Strategies/Best Practices adopted by colleges
<b>November</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.

**DECEMBER 2018**

<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>1<sup>st</sup></b>	AIDS day	Red Ribbon Club & NSS units conduct AIDS awareness programmes in collaboration with District officials
<b>10<sup>th</sup></b>	Human Rights Day	Conduct of related activities
<b>24<sup>th</sup></b>	National Consumer Day	Competitions & Awareness Programmes
<b>I week</b>	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
	TSKC	Conducting coaching classes for students to prepare for Ed CET/ PGCET/Competitive Examinations etc-III year
<b>5<sup>th</sup> of December</b>	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
<b>III Saturday</b>	Swachha Bharath	Cleaning of College premises including rooftops, terrace, overhead tanks & sumps
<b>December</b>	CBCS	Commencement of II,IV & VI Semester classes
	DCEDRC	3 <sup>rd</sup> Meeting of DCEDRC
	Telangana ku Haritaharam	Maintenance of Plants
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>I Week</b>	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals
<b>I Week</b>	Health and Nutrition	Awareness programme on AIDS and organizing AIDS rally.
<b>3<sup>rd</sup> Saturday</b>	T-SAT Nipuna Special Live Telecast	Preparation for Competitive Examinations: Tips and strategies
<b>December</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.

<b>JANUARY 2019</b>		
<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>12<sup>th</sup></b>	National Youth day	Celebration of the day
<b>25<sup>th</sup></b>	National Voters day	Organize awareness programmes to sensitize students on exercising their franchise
<b>26<sup>th</sup></b>	Republic day	Celebration of Republic Day
<b>I week</b>	IQAC	IQAC Meeting with all the departments
<b>5<sup>th</sup> of January</b>	Staff Council Meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
<b>I &amp; II week</b>	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
<b>II Week</b>	Jignasa- Study Projects	State Level Presentation of study Projects by students.
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
<b>IV Week</b>	Jignasa – Study Projects	Prize Distribution programme
<b>4<sup>th</sup> Saturday</b>	Swachha Bharath	Cleaning of College premises including, rooftops, terrace, overhead tanks & sumps
<b>January</b>	Internal Assessment - I	Conduct of examinations and recording of marks as per the proforma
	TSKC	<ul style="list-style-type: none"> <li>• Personality Development</li> <li>• Conducting coaching classes for students to prepare for Ed.CET/ PG CET/Competitive examinations etc.</li> </ul>
	Telangana ku Harithaharam	Maintenance of Plants
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>I Week</b>	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals
<b>III Week</b>	Health and Nutrition	Haemoglobin test and invited lecture on <b>Menstrual Hygiene for Girls.</b>
<b>3rd Saturday</b>	T-SAT- Nipuna Live Telecast	Focus on Examination Preparation and Study opportunities in Higher Education
<b>Last Week</b>	Review Meeting with all Academic Advisers	To review the Academic Audit conducted both in GDCs & Private aided colleges during 2018-19
<b>January</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes



## FEBRUARY 2019

Date	Activity	Description
21 <sup>st</sup>	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 <sup>th</sup> of February	Staff Council meeting	Meeting with Heads of Departments to review previous month's activities and plan for current month's activities
1 <sup>st</sup> 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.
<b>Departmental Activities</b>		
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 2019**

<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>8<sup>th</sup></b>	International Women's Day	Conduct of various activities & competitions for students & staff
<b>I Week</b>	Budget	<ul style="list-style-type: none"> <li>• Submission of all bills to DTO</li> <li>• Preparation of Financial plan for 2018-19:</li> <li>• Preparation of details of income through different sources, expenditure and other requirements etc.</li> <li>• Preparation of necessary proposals along with enclosures for submission for financial assistance from different agencies like UGC, RUSA, State Govt. etc.</li> <li>• Sending proposals to O/o CCE for budget requirement for 2019-20</li> </ul>
	IQAC	IQAC Meeting with all the departments
<b>II week</b>	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
<b>Last Week</b>	Stock Verification	Stock verification of Laboratories and Libraries.
<b>5<sup>th</sup> of March</b>	Staff Council meeting	Meeting with Heads of departments to review previous month's activities and plan for current month's activities
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
<b>March</b>	Internal Assessment -II	Conduct of examinations and recording of marks as per the proforma
	DCEDRC	4 <sup>th</sup> Meeting of DCEDRC
	Telangana ku Harithaharam	Maintenance of Plants
<b>Departmental Activities</b>		
<b>I Week</b>	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals
<b>II Week</b>	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.
<b>March</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.

<b>APRIL 2019</b>		
<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>5<sup>th</sup></b>	Babu Jagjivan Ram's birthday	Celebrating the day
<b>14<sup>th</sup></b>	Dr. B.R. Ambedkar's birthday	Celebrating the day
<b>I week</b>	Preparation of Annual Academic Performance Report	Prepare of college Annual Academic Performance Report (AAPR) and submit soft copy to O/o CCE
	IQAC	Preparation of IQAC report, upload to college website and submission of softcopy to <a href="mailto:naac.tgce@gmail.com">naac.tgce@gmail.com</a>
	Preparation of college Annual Academic Plan for 2019-20	Preparation of draft college Annual Academic Plan for 2019-20.
	Preparation of DRC Annual Activity plan for 2019-20	Preparation of DRC Annual activity plan for 2019-20
<b>5<sup>th</sup> of April</b>	Staff Council meeting	Meeting with Heads of departments to review previous month's activities and plan for current month's activities
<b>April</b>	TSKC	Conducting coaching classes for students to prepare for EdCET/PGCET/Competitive examinations etc.
	Telangana ku Haritaharam	Maintenance of Plants
	CBCS	I, III, & V Semester Examinations
<b>Departmental Activities</b>		
<b>I Week</b>	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
<b>I Week</b>	Health and Nutrition	Celebration of World Health Day
<b>April</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

<b>MAY 2019</b>		
<b>Month &amp; Date</b>	<b>Activity</b>	<b>Description</b>
<b>1<sup>st</sup></b>	Publicity Campaign	<ul style="list-style-type: none"> <li>• Release of College Brochure by District Collector</li> <li>• Campaigning through brochures, flexis, scrolling in local TV, door to door canvassing for online admissions etc.</li> </ul>
<b>May</b>	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
<b>Departmental Activities</b>		
<b>May</b>	State Level Review Meeting	Meeting/Video Conference - CCE with JD, RJDCE & Principals - Review on Admissions

**TARA GOVERNMENT COLLEGE**

**(A)**

**SANGAREDDY-502001, SANGAREDDY  
DISTRICT**



**Academic Institutional Plan : 2019-20**

June 2019		
Month & Date	Activity	Description
2 <sup>nd</sup>	Telangana State Formation Day	Celebration in Colleges
5 <sup>th</sup>	World Environment Day	Conduct of activities to create awareness among students on environment
14 <sup>th</sup>	World Blood Donor Day	Red Ribbon Clubs shall conduct activities to promote awareness among students and parents
21 <sup>st</sup>	International Yoga Day	Celebration of Yoga day in Colleges
I Week	Result Analysis	College Level & Department Wise Result analysis and submission to O/o CCE.
	Preparation of Semester Curricular Plan (Lecturer-wise)	Preparation of Lecturer- wise Semester Curricular Plan incorporating curricular, co-curricular and extra-curricular 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
II week	DRC Meeting by ID College Principals	Review of all colleges in the district by ID College Principals – Finalization of Annual DRC activities plan.
	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.
Departmental Activities		
II-III Week	Health and Nutrition	Awareness programme on <b>General Health, Hygiene and Nutrition</b> 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 2018-19
June	Quality Enhancement Initiative -- NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.





July 2019		
Month & Date	Activity	Description
2 <sup>nd</sup>		<b>Commencement of 1 Year Class Work</b>
5 <sup>th</sup>	<b>TSKC</b>	Setting a Goal and Plan of Action
15 <sup>th</sup>		Awareness Programme for I year students on TSKC Curriculum, MOOCs, Certificate Courses.
12 <sup>th</sup>	Telangana Ku Harithaharam	Organizing planting programme in consultation with District authorities
<b>I week</b>	Review Meetings at different Levels and Student Progression	Review of Academic, Administrative and financial aspects and Recording Student progression
	IQAC- 2018-19	IQAC - Preparation of Institutional Plan
	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.
<b>II Week</b>	Commencement of Student-Centric activities	Classroom Seminars, Study Projects, Field Trips and Competitions etc.,
	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 <sup>th</sup> of July	Staff Council meeting	Meeting of the Principal with HoDs to review previous month's activities and plan for current month's activities
1 <sup>st</sup> of every month	Staff Meeting	Staff Meeting with the Principal of the College
3 <sup>rd</sup> Saturday	Academic Audit	Conduct of academic audit in Colleges.
4 <sup>th</sup> 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.
<b>Departmental Activities</b>		
9 <sup>th</sup> July	T-SAT Nipuna	Commencement of T-SAT Nipuna Live Telecast
<b>II Week</b>	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 <sup>rd</sup> Saturday	T-SAT Nipuna Special Live Telecast	Dial the Doctor/ Nutritionist
<b>II Week</b>	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDC & Principals
July	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation.

<b>August 2019</b>		
<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>15<sup>th</sup></b>	Independence Day celebrations	Conduct of related activities at college level. Presentation of awards to District toppers (subject wise) of academic year 2017-18
<b>26<sup>th</sup></b>	Women's Equality Day	Conduct of related activities by ICC
<b>29<sup>th</sup></b>	Telugu Bhasha Dinotsavam	Conduct of various activities like debates, group discussions, essay writing etc.
<b>I week</b>	DRC	II Meeting
	IQAC	Meeting of IQAC Executive Body
<b>I &amp; II week</b>	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
	Internal Assessment -I	Conduct of examinations and recording of marks as per the proforma
	Harivillu	Meeting of all clubs - Review and progress
<b>III Week</b>	Add-on Courses	Organizing Two-Day workshop for students by each Department.
	Field/Industry visit	Organizing field/ industrial visits for students
	Consumer awareness programmes	Intercollegiate / Interdepartmental activities
	Career Counseling programmes	Display of notifications on Notice Boards, Magazine & providing guidance for application
<b>5<sup>th</sup> of August</b>	Staff Council Meeting	Meeting with the Heads of various Departments to review previous month's activities and plan for current month's activities.
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principal
<b>4<sup>th</sup> Saturday</b>	Swachha Bharath	Cleaning of college premises including rooftops, terraces, overhead tanks & sumps.
<b>August</b>	Telangana ku Haritaharam	Organizing related activities to increase the Green cover in consultation with District authorities
	Ecofest	Organizing activities related to Environment protection like Water Management, Waste Management etc. Display of student projects and conduct of competitions
	Jignasa- Student Study Projects	Topic Selection and allotment of Study Projects
	ICC	Training to all girl students in Unarmed Combat Techniques
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>1 Week</b>	State Level Review Meeting	Video Conference/ Meeting – CCE with JD,RJDCE & Principals
<b>II week</b>	Yuvatarangam- 2018	Meeting with State Level/ Cluster level Coordinators
<b>II Week</b>	Health and Nutrition	Administering Deworming tablets and providing medical insurance to students.
<b>3<sup>rd</sup> Saturday</b>	T-SAT- Nipuna Special Live Telecast	Environment Protection.

September 2019		
Date	Activity	Description
5 <sup>th</sup>	Teachers' Day	Celebration of Teachers' Day
8 <sup>th</sup>	International Literacy Day	Organizing Inter/Intra College Literary Fest
22 <sup>nd</sup>	Hindi Divas celebrations	Conduct of various activities like debates, group discussions, essay writing etc.
24 <sup>th</sup>	NSS Day	NSS activities
I week	DRC	III Meeting – Review of activities
	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	Student evaluation of Teacher performance	<ul style="list-style-type: none"> <li>• Collection of student feedback on every teacher by IQAC</li> <li>• Analysis &amp; Action taken by Principal</li> </ul>
	Harivillu	Meeting of all clubs - Review and progress
Last Week	Student centric activities	<ul style="list-style-type: none"> <li>• Class room seminars, Study Projects and competitions etc.,</li> <li>• Remedial Instruction</li> </ul>
	College Social Responsibilities Cell	Organizing related activities
5 <sup>th</sup> of September	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	Parents -Teacher Meeting	Teachers meeting with the Parents
1 <sup>st</sup> of every month	Staff Meeting	Staff Meeting with the Principals
3 <sup>rd</sup> Saturday	Swachha Bharath	Cleaning of college premises including rooftops, terraces, overhead tanks & sumps
September	Telangana ku Haritaharam	Maintenance of Plants
	Yuvatarangam 2018	College Level – Sports & Games and Cultural and Literary competitions
Every Saturday	Student Seminars	Conduct of student seminars and quizzes.
Departmental Activities		
1 <sup>st</sup> Week	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals
1 <sup>st</sup> Week	Health and Nutrition	Celebration of National Nutritional Week-organizing food festivals and awareness programmes on the Nutritional value of food.
3 <sup>rd</sup> Saturday	T-SAT Nipuna Special Live Telecast	Special Live Telecast – Dial your CCE
I Week	State Teacher Awards	Presentation of Best Teacher Awards on Teachers' Day
September	Quality Enhancement Initiative - NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation.

October 2019		
Date	Activity	Description
2 <sup>nd</sup>	Gandhi Jayanthi & Lal Bahadur Shastri Jayanti	Celebration in Colleges
10 <sup>th</sup>	TSKC	Timelines & other details of various PG Entrances and Competitive Examinations - A PPT presentation to III year Students.
31 <sup>st</sup>	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 <sup>th</sup> 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 <sup>st</sup> of every month	Staff Meeting	Staff Meeting with the Principals
3 <sup>rd</sup> 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
	DCEDRC	2 <sup>nd</sup> Meeting of DCEDRC
	Telangana ku Haritaharam	Maintenance of Plants
Every Saturday	Student Seminars	Conduct of student seminars and quizzes.
Departmental Activities		
1 <sup>st</sup> 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 <sup>nd</sup> Week	Yuvatarangam-2018	Cluster Level – Sports & Games and Cultural and Literary competitions
4 <sup>th</sup> Week	Yuvatarangam-2018	State Level – Sports & Games and Cultural and Literary competitions
4 <sup>th</sup> 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 2019		
Date	Activity	Description
11 <sup>th</sup>	National Education day	Conduct of related activities
14 <sup>th</sup>	Pandit Jawahar Lal Nehru Birthday	Conduct of related activities
14 <sup>th</sup> -20 <sup>th</sup>	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
I Week	IQAC	IQAC Meeting with all the departments
	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
	TSKC	Conducting coaching classes for students to prepare for Ed CET/ PGCET/Competitive Examinations etc.
Last Week	DRC	IV Meeting
5 <sup>th</sup> 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 <sup>st</sup> of every month	Staff Meeting	Staff Meeting with the Principals
4 <sup>th</sup> Saturday	Swachha Bharath	Cleaning of College Premises including rooftops, terraces, overhead tanks & sumps
November	CBCS	1 <sup>st</sup> Semester Practical & Theory Examinations
	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
	Yuvatarangam-2018	Grand Finale
II Week	Health and Nutrition	Awareness Programme on <i>Diabetes</i> on the occasion of World Diabetes Day
3 <sup>rd</sup> 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.

<b>December 2019</b>		
<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>1<sup>st</sup></b>	AIDS day	Red Ribbon Clubs conduct AIDS awareness programmes in collaboration with District officials
<b>10<sup>th</sup></b>	Human Rights Day	Conduct of related activities
<b>24<sup>th</sup></b>	National Consumer Day	Competitions & Awareness Programmes
<b>I week</b>	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
	TSKC	Conducting coaching classes for students to prepare for Ed CET/ PGCET/Competitive Examinations etc-III year
<b>5<sup>th</sup> of December</b>	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
<b>III Saturday</b>	Swachha Bharath	Cleaning of College premises including rooftops, terrace, overhead tanks & sumps
<b>December</b>	CBCS	Commencement of II,IV & VI Semester classes
	DCEDRC	3 <sup>rd</sup> Meeting of DCEDRC
	Telangana ku Haritaharam	Maintenance of Plants
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>I Week</b>	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals
<b>I Week</b>	Health and Nutrition	Awareness programme on AIDS and organizing AIDS rally.
<b>3<sup>rd</sup> Saturday</b>	T-SAT Nipuna Special Live Telecast	Preparation for Competitive Examinations: Tips and strategies
<b>December</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.

<b>January 2020</b>		
<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>12<sup>th</sup></b>	National Youth day	Celebration of the day
<b>25<sup>th</sup></b>	National Voters day	Organize awareness programmes to sensitize students on exercising their franchise
<b>26<sup>th</sup></b>	Republic day	Celebration of Republic Day
<b>I week</b>	IQAC	IQAC Meeting with all the departments
<b>5<sup>th</sup> of January</b>	Staff Council Meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
<b>I &amp; II week</b>	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
<b>II Week</b>	Jignasa- Study Projects	State Level Presentation of study Projects by students.
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
<b>IV Week</b>	Jignasa – Study Projects	Prize Distribution programme
<b>4<sup>th</sup> Saturday</b>	Swachha Bharath	Cleaning of College premises including, rooftops, terrace, overhead tanks & sumps
<b>January</b>	Internal Assessment - I	Conduct of examinations and recording of marks as per the proforma
	TSKC	<ul style="list-style-type: none"> <li>• Personality Development</li> <li>• Conducting coaching classes for students to prepare for Ed.CET/ PG CET/Competitive examinations etc.</li> </ul>
	Telangana ku Harithaharam	Maintenance of Plants
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>I Week</b>	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals
<b>III Week</b>	Health and Nutrition	Haemoglobin test and invited lecture on <b>Menstrual Hygiene for Girls.</b>
<b>3rd Saturday</b>	T-SAT- Nipuna Live Telecast	Focus on Examination Preparation and Study opportunities in Higher Education
<b>Last Week</b>	Review Meeting with all Academic Advisers	To review the Academic Audit conducted both in GDCs & Private aided colleges during 2017-18
<b>January</b>	Quality Enhancement Initiative -- NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes



February 2020		
Date	Activity	Description
21 <sup>st</sup>	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 <sup>th</sup> of February	Staff Council meeting	Meeting with Heads of Departments to review previous month's activities and plan for current month's activities
1 <sup>st</sup> 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 2020		
Date	Activity	Description
8 <sup>th</sup>	International Women's Day	Conduct of various activities & competitions for students & staff
I Week	Budget	<ul style="list-style-type: none"> <li>• Submission of all bills to DTO</li> <li>• Preparation of Financial plan for 2018-19:</li> <li>• Preparation of details of income through different sources, expenditure and other requirements etc.</li> <li>• Preparation of necessary proposals along with enclosures for submission for financial assistance from different agencies like UGC, RUSA, State Govt. etc.</li> <li>• Sending proposals to O/o CCE for budget requirement for 2019-20</li> </ul>
	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 <sup>th</sup> of March	Staff Council meeting	Meeting with Heads of departments to review previous month's activities and plan for current month's activities
1 <sup>st</sup> 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
	DCEDRC	4 <sup>th</sup> 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 2020		
Date	Activity	Description
5 <sup>th</sup>	Babu Jagjivan Ram's birthday	Celebrating the day
14 <sup>th</sup>	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 O/o CCE
	IQAC	Preparation of IQAC report, upload to college website and submission of softcopy to <a href="mailto:naac.tgce@gmail.com">naac.tgce@gmail.com</a>
	Preparation of college Annual Academic Plan for 2019-20.	Preparation of draft college Annual Academic Plan for 2019-20.
	Preparation of DRC Annual Activity plan for 2019-20	Preparation of DRC Annual activity plan for 2019-20
5 <sup>th</sup> 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.
	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 2020		
Month & Date	Activity	Description
1 <sup>st</sup>	Publicity Campaign	<ul style="list-style-type: none"> <li>• Release of College Brochure by District Collector</li> <li>• Campaigning through brochures, flexis, scrolling in local TV, door to door canvassing for online admissions etc.</li> </ul>
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

**TARA GOVERNMENT COLLEGE (A)**  
**SANGAREDDY-502001, SANGAREDDY DISTRICT**



**Academic Institutional Plan: 2020-21**

<b>SEPTEMBER -2020</b>		
<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>5<sup>th</sup></b>	Teachers' Day	Celebration of Teachers' Day
<b>8<sup>th</sup></b>	International Literacy Day	Organizing Inter/Intra College Literary Fest
<b>22<sup>nd</sup></b>	Hindi Divas celebrations	Conduct of various activities like debates, group discussions, essay writing etc.
<b>24<sup>th</sup></b>	NSS Day	NSS activities
<b>I week</b>	DRC	I Meeting – Review of activities
	IQAC- 2021-22	IQAC - Preparation of Institutional Plan
	Preparation of Semester Curricular Plan (Lecturer-wise)	Preparation of Lecturer- wise Semester Curricular Plan incorporating curricular, co-curricular and extra-curricular activities as per formats provided. Preparation of NCC/NSS/ others Annual Action Plan.
	Commencement of III & V <sup>th</sup> Sem Classes	Classes started for II & III Year students
<b>II week</b>	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
	CPDC meeting	Meeting of College CPDC to review and discuss various matters
<b>III week of September</b>	Student evaluation of Teacher performance	<ul style="list-style-type: none"> <li>• Collection of student feedback on every teacher by IQAC</li> <li>• Analysis &amp; Action taken by Principal</li> </ul>
	Harivillu	Meeting of all clubs - Review and progress
	College Social Responsibilities Cell	Organizing related activities
	Jignasa Projects	Prepare Jignasa Students Study Projects
	Student Representatives meeting	Nomination of select students on committees like Academic, Sports, Cultural, literary, etc.
<b>I Saturday</b>	Parents -Teacher Meeting	Teachers meeting with the Parents
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>1<sup>st</sup> Week</b>	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals
	Result Analysis	Previous year result analysis of each faculty
<b>3<sup>rd</sup> Saturday</b>	T-SAT Nipuna Special Live Telecast	Special Live Telecast – Dial your CCE
<b>I Week</b>	State Teacher Awards	Presentation of Best Teacher Awards on Teachers' Day
<b>September</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation.

<b>OCTOBER -2020</b>		
<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>2<sup>nd</sup></b>	Gandhi Jayanthi & Lal Bahadur Shastri Jayanti	Celebration in Colleges
<b>10<sup>th</sup></b>	TSKC	Timelines & other details of various PG Entrances and Competitive Examinations - A PPT presentation to III year Students.
<b>31<sup>st</sup></b>	National Integration Day	Conduct of related activities
<b>I Week</b>	I-Internal exam for III,V SEM students	Conduct the exam and update the marks
	Publicity Campaign	<ul style="list-style-type: none"> <li>• Release of College Brochure by District Collector</li> <li>• Campaigning through brochures, flexis, scrolling in local TV, door to door canvassing for online admissions etc.</li> </ul>
	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
<b>III Week</b>	Harivillu	Meeting of all clubs - Review and progress Conduct of Science/Arts/Commerce Fest.
<b>5<sup>th</sup> of October</b>	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
<b>October</b>		
	DCEDRC	2 <sup>nd</sup> Meeting of DCEDRC
	Telangana ku Haritaharam	Maintenance of Plants
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>1<sup>st</sup> Week</b>	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals
<b>1<sup>st</sup> Week</b>	Commencement of classes	Classes started for I & II Years Students
<b>II Week</b>	Health and Nutrition	Celebration of World Sight Day – Organizing eye check up
<b>4<sup>th</sup> Saturday</b>	T-SAT Nipuna Special Live Telecast	Stress Management and Life Skills Education
<b>October</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.

<b>NOVEMBER -2020</b>		
<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>11<sup>th</sup></b>	National Education day	Conduct of related activities
<b>14<sup>th</sup></b>	Pandit Jawahar Lal Nehru Birthday	Conduct of related activities
<b>14th -20th</b>	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
<b>I Week</b>	IQAC	IQAC Meeting with all the departments
	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
	Result analysis	College Level & Department Wise Result analysis and submission to O/o CCE.
	TSKC	Conducting coaching classes for students to prepare for EdCET/ PG CET/Competitive Examinations etc.
<b>Last Week</b>	DRC	II Meeting
<b>5<sup>th</sup> of November</b>	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
<b>4<sup>th</sup> Saturday</b>	Swachha Bharath	Cleaning of College Premises including rooftops, terraces, overhead tanks & sumps
<b>Last Week</b>		
<b>Every Saturday</b>	Student Seminars & Assignments	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>I week</b>	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals
<b>II Week</b>	Health and Nutrition	Awareness Programme on <i>Diabetes</i> on the occasion of World Diabetes Day
<b>3<sup>rd</sup> Saturday</b>	T-SAT Nipuna Special Live Telecast	Methods/Strategies/Best Practices adopted by colleges
November	TSKC CLASS	Awareness Programme for I year students on TSKC Curriculum, MOOCs, Certificate Courses.



<b>DECEMBER -2020</b>		
<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>1<sup>st</sup></b>	AIDS day	Red Ribbon Club& NSS units conduct AIDS awareness programmes in collaboration with District officials
<b>10<sup>th</sup></b>	Human Rights Day	Conduct of related activities
<b>24<sup>th</sup></b>	National Consumer Day	Competitions & Awareness Programmes
<b>I week</b>	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
	TSKC	Conducting coaching classes for students to prepare for EdCET/ PGCET/Competitive Examinations etc-III year
<b>5<sup>th</sup> of December</b>	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
<b>III Saturday</b>	Swachha Bharath	Cleaning of College premises including rooftops, terrace, overhead tanks & sumps
<b>December</b>	Commencement of classes for I year students	Classes started for I SEM students
	DCEDRC	3 <sup>rd</sup> Meeting of DCEDRC
	Telangana ku Haritaharam	Maintenance of Plants
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>I Week</b>	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals
<b>I Week</b>	Health and Nutrition	Awareness programme on AIDS and organizing AIDS rally.
<b>3<sup>rd</sup> Saturday</b>	T-SAT Nipuna Special Live Telecast	Preparation for Competitive Examinations: Tips and strategies
<b>December</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.

<b>JANUARY -2021</b>		
<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>12<sup>th</sup></b>	National Youth day	Celebration of the day
<b>25<sup>th</sup></b>	National Voters day	Organize awareness programmes to sensitize students on exercising their franchise
<b>26<sup>th</sup></b>	Republic day	Celebration of Republic Day
<b>I week</b>	IQAC	IQAC Meeting with all the departments
<b>5<sup>th</sup> of January</b>	Staff Council Meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
<b>I week</b>	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
<b>II Week</b>	Internal Examination II for III & V <sup>th</sup> Semester	Conduct the exam and update the marks
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
<b>IV Week</b>	Practical Examinations	Conduct of examinations and recording of marks as per the proforma
	Commencements of classes for VI Semesters	Cleaning of College premises including, rooftops, terrace, overhead tanks & sumps
	TSKC	<ul style="list-style-type: none"> <li>• Personality Development</li> <li>• Conducting coaching classes for students to prepare for Ed.CET/ PG CET/Competitive examinations etc.</li> </ul>
	Telangana ku Harithaharam	Maintenance of Plants
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>I Week</b>	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals
<b>III Week</b>	Health and Nutrition	Haemoglobin test and invited lecture on <b>Menstrual Hygiene for Girls.</b>
<b>3rd Saturday</b>	T-SAT- Nipuna Live Telecast	Focus on Examination Preparation and Study opportunities in Higher Education
<b>Last Week</b>	Review Meeting with all Academic Advisers	To review the Academic Audit conducted both in GDCs & Private aided colleges during 2018-19
<b>January</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

<b>FEBRUARY 2021</b>		
<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>21<sup>st</sup></b>	Antarjaatiya Matru Bhasha Dinotsavam	Celebrating the Day
<b>I Week</b>	CPDC meeting	Meeting of College CPDC to review and discuss various matters
	IQAC	IQAC Meeting with all the departments
<b>II Week</b>	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
	Performance improvement activities	Revision and Remedial classes for students
<b>5<sup>th</sup> of February</b>	Staff Council meeting	Meeting with Heads of Departments to review previous month's activities and plan for current month's activities
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
<b>III Saturday</b>	Parent -Teacher Meeting	Teachers meet the Parents to discuss the performance of the ward.
<b>February</b>	Telangana ku Haritaharam	Maintenance of Plants
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>I Week</b>	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals
<b>III Week</b>	Health and Nutrition	World Cancer Day- Awareness programme on the <i>Prevention and Cure of Cancer.</i>
<b>February</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

**MARCH 2021**

<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>8<sup>th</sup></b>	International Women's Day	Conduct of various activities & competitions for students & staff
<b>I Week</b>	Budget	<ul style="list-style-type: none"> <li>• Submission of all bills to DTO</li> <li>• Preparation of Financial plan for 2022-23</li> <li>• Preparation of details of income through different sources, expenditure and other requirements etc.</li> <li>• Preparation of necessary proposals along with enclosures for submission for financial assistance from different agencies like UGC, RUSA, State Govt. etc.</li> <li>• Sending proposals to O/o CCE for budget requirement for 2019-20</li> </ul>
	Commencement of classes for IV & VI SEM students	Conduct classes
	IQAC	IQAC Meeting with all the departments
<b>II week</b>	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
<b>III week</b>	Internal exam-I for I SEM students	Conduct the exam and update marks
<b>Last Week</b>	Stock Verification	Stock verification of Laboratories and Libraries.
<b>5<sup>th</sup> of March</b>	Staff Council meeting	Meeting with Heads of departments to review previous month's activities and plan for current month's activities
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
	DCEDRC	4 <sup>th</sup> Meeting of DCEDRC
	Telangana ku Harithaharam	Maintenance of Plants
<b>Departmental Activities</b>		
<b>I Week</b>	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals
<b>II Week</b>	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.
<b>March</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.

**APRIL 2021**

<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>5<sup>th</sup></b>	Babu Jagjivan Ram's birthday	Celebrating the day
<b>14<sup>th</sup></b>	Dr. B.R. Ambedkar's birthday	Celebrating the day
<b>I week</b>	Commencement of theory and practical exams for I SEM Students	Conduct the exam and update the marks
	Result analysis of III & V SEM	Result analysis at college level
<b>II week</b>	Jijnasa	State level selections
	IQAC	IQAC Meeting with all the departments
<b>III week</b>	Commencement of classes for II SEM students	Conduct classes
<b>5<sup>th</sup> of April</b>	Staff Council meeting	Meeting with Heads of departments to review previous month's activities and plan for current month's activities
<b>April</b>	TSKC	Conducting coaching classes for students to prepare for EdCET/PGCET/Competitive examinations etc.
	Telangana ku Haritaharam	Maintenance of Plants
<b>Departmental Activities</b>		
<b>I Week</b>	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
<b>II Week</b>	Health and Nutrition	Celebration of World Health Day
<b>April</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

<b>MAY 2021</b>		
<b>Month &amp; Date</b>	<b>Activity</b>	<b>Description</b>
<b>15<sup>th</sup></b>	International Day of Families Armed Forces Day	Celebrate Families Armed Forces Day
<b>21<sup>st</sup></b>	National Anti-Terrorism Day	Celebrate National Anti-Terrorism Day
<b>I week</b>	Preparation of Annual Academic Performance Report	Prepare of college Annual Academic Performance Report (AAPR) and submit soft copy to O/o CCE
<b>II week</b>	IQAC	Preparation of IQAC report, upload to college website and submission of softcopy to naac.tgce@gmail.com
<b>III week</b>	Internal Exam for IV & VI SEM students	Conduct II Internal exam for IV & VI sem students and update the marks
<b>May</b>	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
<b>Departmental Activities</b>		
<b>I week</b>	State Level Review Meeting	Meeting/Video Conference - CCE with JD, RJDCE & Principals - Review on Admissions
<b>II week</b>	PG entrance classes	Prepare the students for PG entrances

**June 2021**

<b>Month &amp; Date</b>	<b>Activity</b>	<b>Description</b>
<b>2<sup>nd</sup></b>	Telangana State Formation Day	Celebration in Colleges
<b>5<sup>th</sup></b>	World Environment Day	Conduct of activities to create awareness among students on environment
<b>14<sup>th</sup></b>	World Blood Donor Day	Red Ribbon Clubs shall conduct activities to promote awareness among students and parents
<b>21<sup>st</sup></b>	International Yoga Day	Celebration of Yoga day in Colleges
<b>I Week</b>	II-Internal examination for IV & VI SEM students	Conduct the exam and update the marks
	I-Internal examination for II SEM students	Conduct the exam and update the marks
	College Level Review Meeting by Principal	Review of Department wise Annual Curricular Plans - share & discuss innovative teaching learning techniques etc.
<b>II week</b>	DRC Meeting by ID College Principals	Review of all colleges in the district by ID College Principals – Finalization of Annual DRC activities plan.
	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
<b>III Week</b>	Anti-Ragging campaign	Organizing Anti Ragging Campaign in the college premises
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>II-III Week</b>	Health and Nutrition	Awareness programme on <b>General Health, Hygiene and Nutrition</b> by inviting Doctors or Medical Officers
<b>III Week</b>	T-SAT- Nipuna	One day Workshop and topic selection for preparation of the annual T-SAT Nipuna Schedule for 2022-23
<b>June</b>	Quality Enhancement Initiative -- NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.

<b>July 2021</b>		
<b>Month &amp; Date</b>	<b>Activity</b>	<b>Description</b>
<b>3<sup>rd</sup></b>	Practical exams for IV & VI SEM students	Conduct the practical exams as per schedule
<b>12<sup>th</sup></b>	Telangana Ku Harithaharam	Organizing planting programme in consultation with District authorities
<b>I week</b>	Review Meetings at different Levels and Student Progression	Review of Academic, Administrative and financial aspects and Recording Student progression
	Theory exams for IV & VI SEM students	Conduct the theory exams as per schedule
	Student Representatives meeting	Nomination of select students on committees like Academic, Sports, Cultural, literary, etc.
	Preparation of college Annual Academic Plan for 2021-22	Preparation of draft college Annual Academic Plan for 2021-22
<b>II Week</b>	Preparation of DRC Annual Activity plan for 2021-22	Preparation of DRC Annual activity plan for 2021-22
<b>III Week</b>	Harivillu	Meeting of all clubs and preparation of action plan for 2021-22 and enrolment of students into different clubs.
	State Teacher Awards	Inviting proposals from Colleges/Universities
	Theory exams for II & IV SEM students	Conduct the theory exams as per schedule
<b>5<sup>th</sup> of July</b>	Staff Council meeting	Meeting of the Principal with HoDs to review previous month's activities and plan for current month's activities
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principal of the College
<b>3<sup>rd</sup> Saturday</b>	Academic Audit	Conduct of academic audit in Colleges.
<b>4<sup>th</sup> Saturday</b>	Swachha Bharath	Cleaning of College Premises including rooftops, terraces, overhead tanks & sumps.
<b>July</b>	Academic Records	Verification of academic records.
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>9<sup>th</sup> July</b>	T-SAT Nipuna	Commencement of T-SAT Nipuna Live Telecast
<b>II Week</b>	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> .
<b>3<sup>rd</sup> Saturday</b>	T-SAT Nipuna Special Live Telecast	Dial the Doctor/ Nutritionist
<b>III Week</b>	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals
<b>July</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation.



<b>August 2021</b>		
<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>15<sup>th</sup></b>	Independence Day celebrations	Conduct of related activities at college level. Presentation of awards to District toppers (subject wise) of academic year 2017-18
<b>26<sup>th</sup></b>	Women's Equality Day	Conduct of related activities by ICC
<b>29<sup>th</sup></b>	Telugu Bhasha Dinotsavam	Conduct of various activities like debates, group discussions, essay writing etc.
<b>I week</b>	DRC	II Meeting
	IQAC	Meeting of IQAC Executive Body
<b>I &amp; II week</b>	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
	Internal Assessment –II for II SEM students	Conduct of examinations and recording of marks as per the proforma
	Harivillu	Meeting of all clubs - Review and progress
<b>III Week</b>	Add-on Courses	Organizing Two-Day workshop for students by each Department.
	Field/Industry visit	Organizing field/ industrial visits for students
	Consumer awareness programmes	Intercollegiate / Interdepartmental activities
	Commencement of theory and practical exams for II SEM students	Conduct the exams as per schedule
<b>5<sup>th</sup> of August</b>	Staff Council Meeting	Meeting with the Heads of various Departments to review previous month's activities and plan for current month's activities.
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principal
<b>4<sup>th</sup> Saturday</b>	Swachha Bharath	Cleaning of college premises including rooftops, terraces, overhead tanks & sumps.
<b>August</b>	Telangana ku Haritaharam	Organizing related activities to increase the Green cover in consultation with District authorities
	Ecofest	Organizing 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 Unarmed Combat Techniques
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>1 Week</b>	State Level Review Meeting	Video Conference/ Meeting – CCE with JD,RJDCE & Principals
<b>II Week</b>	Health and Nutrition	Administering Deworming tablets and providing medical insurance to students.
<b>3<sup>rd</sup> Saturday</b>	T-SAT- Nipuna Special Live Telecast	Environment Protection.

**TARA GOVERNMENT COLLEGE (A)**  
**SANGAREDDY-502001, SANGAREDDY DISTRICT**



**Academic Institutional Plan: 2021-22**

<b>SEPTEMBER -2021</b>		
<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>5<sup>th</sup></b>	Teachers' Day	Celebration of Teachers' Day
<b>8<sup>th</sup></b>	International Literacy Day	Organizing Inter/Intra College Literary Fest
<b>22<sup>nd</sup></b>	Hindi Divas celebrations	Conduct of various activities like debates, group discussions, essay writing etc.
<b>24<sup>th</sup></b>	NSS Day	NSS activities
<b>I week</b>	DRC	I Meeting – Review of activities
	IQAC- 2021-22	IQAC - Preparation of Institutional Plan
	Preparation of Semester Curricular Plan (Lecturer-wise)	Preparation of Lecturer- wise Semester Curricular Plan incorporating curricular, co-curricular and extra-curricular activities as per formats provided. Preparation of NCC/NSS/ others Annual Action Plan.
	Commencement of V <sup>th</sup> Sem Classes	Classes started for III Year students
<b>II week</b>	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
	CPDC meeting	Meeting of College CPDC to review and discuss various matters
<b>III week of September</b>	Student evaluation of Teacher performance	<ul style="list-style-type: none"> <li>• Collection of student feedback on every teacher by IQAC</li> <li>• Analysis &amp; Action taken by Principal</li> </ul>
	Harivillu	Meeting of all clubs - Review and progress
	College Social Responsibilities Cell	Organizing related activities
	Jignasa Projects	Prepare Jignasa Students Study Projects
	Student Representatives meeting	Nomination of select students on committees like Academic, Sports, Cultural, literary, etc.
<b>I Saturday</b>	Parents -Teacher Meeting	Teachers meeting with the Parents
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>1<sup>st</sup> Week</b>	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals
<b>3<sup>rd</sup> Saturday</b>	T-SAT Nipuna Special Live Telecast	Special Live Telecast – Dial your CCE
<b>I Week</b>	State Teacher Awards	Presentation of Best Teacher Awards on Teachers' Day
<b>September</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation.

<b>OCTOBER -2021</b>		
<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>2<sup>nd</sup></b>	Gandhi Jayanthi & Lal Bahadur Shastri Jayanti	Celebration in Colleges
<b>10<sup>th</sup></b>	TSKC	Timelines & other details of various PG Entrances and Competitive Examinations - A PPT presentation to III year Students.
<b>31<sup>st</sup></b>	National Integration Day	Conduct of related activities
<b>I Week</b>	CBCS	Orientation for I year students on CBCS and College activities, Facilities, Certificate/Add-On Courses etc.
	Publicity Campaign	<ul style="list-style-type: none"> <li>• Release of College Brochure by District Collector</li> <li>• Campaigning through brochures, flexis, scrolling in local TV, door to door canvassing for online admissions etc.</li> </ul>
	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
<b>III Week</b>	Harivillu	Meeting of all clubs - Review and progress Conduct of Science/Arts/Commerce Fest.
<b>5<sup>th</sup> of October</b>	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
<b>October</b>	Internal Assessment -I	Conduct of examinations and recording of marks as per the proforma
	DCEDRC	2 <sup>nd</sup> Meeting of DCEDRC
	Telangana ku Haritaharam	Maintenance of Plants
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>1<sup>st</sup> Week</b>	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals
<b>1<sup>st</sup> Week</b>	Commencement of classes	Classes started for I & II Years Students
<b>II Week</b>	Health and Nutrition	Celebration of World Sight Day – Organizing eye check up
<b>4<sup>th</sup> Saturday</b>	T-SAT Nipuna Special Live Telecast	Stress Management and Life Skills Education
<b>October</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.

<b>NOVEMBER -2021</b>		
<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>11<sup>th</sup></b>	National Education day	Conduct of related activities
<b>14<sup>th</sup></b>	Pandit Jawahar Lal Nehru Birthday	Conduct of related activities
<b>14<sup>th</sup> -20<sup>th</sup></b>	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
<b>I Week</b>	IQAC	IQAC Meeting with all the departments
	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
	Result analysis	College Level & Department Wise Result analysis and submission to O/o CCE.
	TSKC	Conducting coaching classes for students to prepare for EdCET/ PG CET/Competitive Examinations etc.
<b>Last Week</b>	DRC	II Meeting
<b>5<sup>th</sup> of November</b>	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
<b>4<sup>th</sup> Saturday</b>	Swachha Bharath	Cleaning of College Premises including rooftops, terraces, overhead tanks & sumps
<b>Last Week</b>	Internal Exam-I	Internal Examination for I & II Years
<b>Every Saturday</b>	Student Seminars & Assignments	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>I week</b>	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals
<b>II Week</b>	Health and Nutrition	Awareness Programme on <i>Diabetes</i> on the occasion of World Diabetes Day
<b>3<sup>rd</sup> Saturday</b>	T-SAT Nipuna Special Live Telecast	Methods/Strategies/Best Practices adopted by colleges
November	TSKC CLASS	Awareness Programme for I year students on TSKC Curriculum, MOOCs, Certificate Courses.

**DECEMBER -2021**

<b>DECEMBER -2021</b>		
<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>1<sup>st</sup></b>	AIDS day	Red Ribbon Club& NSS units conduct AIDS awareness programmes in collaboration with District officials
<b>10<sup>th</sup></b>	Human Rights Day	Conduct of related activities
<b>24<sup>th</sup></b>	National Consumer Day	Competitions & Awareness Programmes
<b>I week</b>	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
	TSKC	Conducting coaching classes for students to prepare for EdCET/ PGCET/Competitive Examinations etc-III year
<b>5<sup>th</sup> of December</b>	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
<b>III Saturday</b>	Swachha Bharath	Cleaning of College premises including rooftops, terrace, overhead tanks & sumps
<b>December</b>	Internal Exam-II	Internal Examinations for I, III & V Sem Students
	DCEDRC	3 <sup>rd</sup> Meeting of DCEDRC
	Telangana ku Haritaharam	Maintenance of Plants
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>I Week</b>	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDC & Principals
<b>I Week</b>	Health and Nutrition	Awareness programme on AIDS and organizing AIDS rally.
<b>3<sup>rd</sup> Saturday</b>	T-SAT Nipuna Special Live Telecast	Preparation for Competitive Examinations: Tips and strategies
<b>December</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.

**JANUARY -2022**

<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>12<sup>th</sup></b>	National Youth day	Celebration of the day
<b>25<sup>th</sup></b>	National Voters day	Organize awareness programmes to sensitize students on exercising their franchise
<b>26<sup>th</sup></b>	Republic day	Celebration of Republic Day
<b>I week</b>	IQAC	IQAC Meeting with all the departments
<b>5<sup>th</sup> of January</b>	Staff Council Meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
<b>I &amp; II week</b>	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
<b>II Week</b>	Theory Examination for V <sup>th</sup> Semester	Theory exams for V <sup>th</sup> Semester students
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
<b>IV Week</b>	Jignasa – Study Projects	Prize Distribution programme
<b>4<sup>th</sup> Saturday</b>	Commencements of classes for VI Semesters	Cleaning of College premises including, rooftops, terrace, overhead tanks & sumps
<b>January</b>	Practical Examinations	Conduct of examinations and recording of marks as per the proforma
	TSKC	<ul style="list-style-type: none"> <li>• Personality Development</li> <li>• Conducting coaching classes for students to prepare for Ed.CET/ PG CET/Competitive examinations etc.</li> </ul>
	Telangana ku Harithaharam	Maintenance of Plants
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>I Week</b>	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals
<b>III Week</b>	Health and Nutrition	Haemoglobin test and invited lecture on <b>Menstrual Hygiene for Girls.</b>
<b>3rd Saturday</b>	T-SAT- Nipuna Live Telecast	Focus on Examination Preparation and Study opportunities in Higher Education
<b>Last Week</b>	Review Meeting with all Academic Advisers	To review the Academic Audit conducted both in GDCs & Private aided colleges during 2018-19
<b>January</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

**FEBRUARY 2022**

<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>21<sup>st</sup></b>	Antarjaatiya Matru Bhasha Dinotsavam	Celebrating the Day
<b>I Week</b>	CPDC meeting	Meeting of College CPDC to review and discuss various matters
	Commencement of Practical Examination for I, III Sems	Conduct of examinations and recording of marks as per the proforma
	IQAC	IQAC Meeting with all the departments
<b>II Week</b>	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
	Performance improvement activities	Revision and Remedial classes for students
	Commencement of Theory Examination for I, III Sems	Conduct of examinations and recording of marks as per the proforma
<b>IV Week</b>	Commencement of classes for II, IV Sems	Commencement of classes for II, IV Sems
<b>5<sup>th</sup> of February</b>	Staff Council meeting	Meeting with Heads of Departments to review previous month's activities and plan for current month's activities
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
<b>III Saturday</b>	Parent -Teacher Meeting	Teachers meet the Parents to discuss the performance of the ward.
<b>February</b>	Telangana ku Haritaharam	Maintenance of Plants
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>I Week</b>	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals
<b>III Week</b>	Health and Nutrition	World Cancer Day- Awareness programme on the <i><b>Prevention and Cure of Cancer.</b></i>
<b>February</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes



<b>MARCH 2022</b>		
<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>8<sup>th</sup></b>	International Women's Day	Conduct of various activities & competitions for students & staff
<b>I Week</b>	Budget	<ul style="list-style-type: none"> <li>• Submission of all bills to DTO</li> <li>• Preparation of Financial plan for 2022-23</li> <li>• Preparation of details of income through different sources, expenditure and other requirements etc.</li> <li>• Preparation of necessary proposals along with enclosures for submission for financial assistance from different agencies like UGC, RUSA, State Govt. etc.</li> <li>• Sending proposals to O/o CCE for budget requirement for 2019-20</li> </ul>
	IQAC	IQAC Meeting with all the departments
<b>II week</b>	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
<b>Last Week</b>	Stock Verification	Stock verification of Laboratories and Libraries.
<b>5<sup>th</sup> of March</b>	Staff Council meeting	Meeting with Heads of departments to review previous month's activities and plan for current month's activities
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principals
	DCEDRC	4 <sup>th</sup> Meeting of DCEDRC
	Telangana ku Harithaharam	Maintenance of Plants
<b>Departmental Activities</b>		
<b>I Week</b>	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals
<b>II Week</b>	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.
<b>March</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.

**APRIL 2022**

<b>Date</b>	<b>Activity</b>	<b>Description</b>
<b>5<sup>th</sup></b>	Babu Jagjivan Ram's birthday	Celebrating the day
<b>14<sup>th</sup></b>	Dr. B.R. Ambedkar's birthday	Celebrating the day
<b>I week</b>	I-Internal Examination for II,IV & VI SEM Students	Conduct the exam and update the marks
	Result analysis of I,III & V SEM	Result analysis at college level
<b>II week</b>	Jijnasa	State level selections
	IQAC	IQAC Meeting with all the departments
<b>5<sup>th</sup> of April</b>	Staff Council meeting	Meeting with Heads of departments to review previous month's activities and plan for current month's activities
<b>April</b>	TSKC	Conducting coaching classes for students to prepare for EdCET/PGCET/Competitive examinations etc.
	Telangana ku Haritaharam	Maintenance of Plants
<b>Departmental Activities</b>		
<b>I Week</b>	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
<b>II Week</b>	Health and Nutrition	Celebration of World Health Day
<b>April</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

<b>MAY 2022</b>		
<b>Month &amp; Date</b>	<b>Activity</b>	<b>Description</b>
<b>15<sup>th</sup></b>	International Day of Families Armed Forces Day	Celebrate Families Armed Forces Day
<b>21<sup>st</sup></b>	National Anti-Terrorism Day	Celebrate National Anti-Terrorism Day
<b>I week</b>	Preparation of Annual Academic Performance Report	Prepare of college Annual Academic Performance Report (AAPR) and submit soft copy to O/o CCE
<b>II week</b>	IQAC	Preparation of IQAC report, upload to college website and submission of softcopy to naac.tgce@gmail.com
<b>III week</b>	Internal Exam for VI SEM students	Conduct II Internal exam for VI sem students and update the marks
<b>May</b>	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
<b>Departmental Activities</b>		
<b>I week</b>	State Level Review Meeting	Meeting/Video Conference - CCE with JD, RJDCE & Principals - Review on Admissions
<b>II week</b>	PG entrance classes	Prepare the students for PG entrances

**June 2022**

<b>Month &amp; Date</b>	<b>Activity</b>	<b>Description</b>
<b>2<sup>nd</sup></b>	Telangana State Formation Day	Celebration in Colleges
<b>5<sup>th</sup></b>	World Environment Day	Conduct of activities to create awareness among students on environment
<b>14<sup>th</sup></b>	World Blood Donor Day	Red Ribbon Clubs shall conduct activities to promote awareness among students and parents
<b>21<sup>st</sup></b>	International Yoga Day	Celebration of Yoga day in Colleges
<b>I Week</b>	II-Internal examination for II,IV SEM students	Conduct the exam and update the marks
	Practical Exams for VI SEM students	Conduct the practical exams
	College Level Review Meeting by Principal	Review of Department wise Annual Curricular Plans - share & discuss innovative teaching learning techniques etc.
<b>II week</b>	DRC Meeting by ID College Principals	Review of all colleges in the district by ID College Principals – Finalization of Annual DRC activities plan.
	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
<b>III Week</b>	Anti-Ragging campaign	Organizing Anti Ragging Campaign in the college premises
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>II-III Week</b>	Health and Nutrition	Awareness programme on <b>General Health, Hygiene and Nutrition</b> by inviting Doctors or Medical Officers
<b>III Week</b>	T-SAT- Nipuna	One day Workshop and topic selection for preparation of the annual T-SAT Nipuna Schedule for 2022-23
<b>June</b>	Quality Enhancement Initiative -- NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.

<b>July 2022</b>		
<b>Month &amp; Date</b>	<b>Activity</b>	<b>Description</b>
<b>12<sup>th</sup></b>	Telangana Ku Harithaharam	Organizing planting programme in consultation with District authorities
<b>I week</b>	Review Meetings at different Levels and Student Progression	Review of Academic, Administrative and financial aspects and Recording Student progression
	Theory exams for VI SEM students	Conduct the theory exams as per schedule
	Student Representatives meeting	Nomination of select students on committees like Academic, Sports, Cultural, literary, etc.
	Preparation of college Annual Academic Plan for 2022-23	Preparation of draft college Annual Academic Plan for 2022-23
<b>II Week</b>	Preparation of DRC Annual Activity plan for 2022-23	Preparation of DRC Annual activity plan for 2022-23
<b>III Week</b>	Harivillu	Meeting of all clubs and preparation of action plan for 2022-23 and enrolment of students into different clubs.
	State Teacher Awards	Inviting proposals from Colleges/Universities
	Theory exams for II & IV SEM students	Conduct the theory exams as per schedule
<b>5<sup>th</sup> of July</b>	Staff Council meeting	Meeting of the Principal with HoDs to review previous month's activities and plan for current month's activities
<b>1<sup>st</sup> of every month</b>	Staff Meeting	Staff Meeting with the Principal of the College
<b>3<sup>rd</sup> Saturday</b>	Academic Audit	Conduct of academic audit in Colleges.
<b>4<sup>th</sup> Saturday</b>	Swachha Bharath	Cleaning of College Premises including rooftops, terraces, overhead tanks & sumps.
<b>July</b>	Academic Records	Verification of academic records.
<b>Every Saturday</b>	Student Seminars	Conduct of student seminars and quizzes.
<b>Departmental Activities</b>		
<b>9<sup>th</sup> July</b>	T-SAT Nipuna	Commencement of T-SAT Nipuna Live Telecast
<b>II Week</b>	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> .
<b>3<sup>rd</sup> Saturday</b>	T-SAT Nipuna Special Live Telecast	Dial the Doctor/ Nutritionist
<b>III Week</b>	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals
<b>July</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation.

