

TARA GOVERNMENT COLLEGE (A)

SANGAREDDY-502001, SANGAREDDY DISTRICT



Academic Institutional Plan: 2022-23

SEPTEMBER -2022

Date	Activity	Description
5th	Teachers' Day	Celebration of Teachers' Day
8th	International Literacy Day	Organizing Inter/Intra College Literary Fest
22nd	Hindi Divas celebrations	Conduct of various activities like debates, group discussions, essay writing etc.
24th	NSS Day	NSS activities
I week	DRC	I Meeting – Review of activities
	IQAC- 2022-23	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 th Sem Classes	Classes started for III Year students
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
III week of September	Student evaluation of Teacher performance	<ul style="list-style-type: none"> • Collection of student feedback on every teacher by IQAC • Analysis & Action taken by Principal
	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.
I Saturday	Parents -Teacher Meeting	Teachers meeting with the Parents
1st of every month	Staff Meeting	Staff Meeting with the Principals
Every Saturday	Student Seminars	Conduct of student seminars and quizzes.
Departmental Activities		
1st Week	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals
3rd 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 -2022

Date	Activity	Description
2nd	Gandhi Jayanthi & Lal Bahadur Shastri Jayanti	Celebration in Colleges
10th	TSKC	Timelines & other details of various PG Entrances and Competitive Examinations - A PPT presentation to III year Students.
31st	National Integration Day	Conduct of related activities
I Week	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"> • Release of College Brochure by District Collector • Campaigning through brochures, flexis, scrolling in local TV, door to door canvassing for online admissions etc.
	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.
5th 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
1st of every month	Staff Meeting	Staff Meeting with the Principals
October	Internal Assessment -I	Conduct of examinations and recording of marks as per the proforma
	DCEDRC	2 nd Meeting of DCEDRC
	Telangana ku Haritaharam	Maintenance of Plants
Every Saturday	Student Seminars	Conduct of student seminars and quizzes.
Departmental Activities		
1st Week	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals
1st Week	Commencement of classes	Classes started for I & II Years Students
II Week	Health and Nutrition	Celebration of World Sight Day – Organizing eye check up
4th 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 -2022		
Date	Activity	Description
11th	National Education day	Conduct of related activities
14th	Pandit Jawahar Lal Nehru Birthday	Conduct of related activities
14th -20th	National Library Week	1.Organizing programmes to inculcate reading habits 2.Assignments to encourage students to visit libraries and use the resources to the maximum extent
I Week	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/ PGCET/Competitive Examinations etc.
Last Week	DRC	II Meeting
5th 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
1st of every month	Staff Meeting	Staff Meeting with the Principals
4th Saturday	Swachha Bharath	Cleaning of College Premises including rooftops, terraces, overhead tanks & sumps
Last Week	Internal Exam-I	Internal Examination for I & II Years
Every Saturday	Student Seminars & Assignments	Conduct of student seminars and quizzes.
Departmental Activities		
I week	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals
II Week	Health and Nutrition	Awareness Programme on <i>Diabetes</i> on the occasion of World Diabetes Day
3rd Saturday	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 -2022

Date	Activity	Description
1st	AIDS day	Red Ribbon Club& NSS units conduct AIDS awareness programmes in collaboration with District officials
10th	Human Rights Day	Conduct of related activities
24th	National Consumer Day	Competitions & Awareness Programmes
I week	Communal Harmony/ College Social Responsibility Week	Conduct of related activities etc.
	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
	IQAC	Meeting of IQAC Executive Body
	TSKC	Conducting coaching classes for students to prepare for EdCET/ PG CET/Competitive Examinations etc-III year
5th of December	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
1st of every month	Staff Meeting	Staff Meeting with the Principals
III Saturday	Swachha Bharath	Cleaning of College premises including rooftops, terrace, overhead tanks & sumps
December	Internal Exam-II	Internal Examinations for I, III & V Sem Students
	DCEDRC	3 rd Meeting of DCEDRC
	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, RJDC & Principals
I Week	Health and Nutrition	Awareness programme on AIDS and organizing AIDS rally.
3rd Saturday	T-SAT Nipuna Special Live Telecast	Preparation for Competitive Examinations: Tips and strategies
December	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.

JANUARY -2023

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

FEBRUARY 2023

Date	Activity	Description
21st	Antarjaatiya Matru Bhasha Dinotsavam	Celebrating the Day
I Week	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
II Week	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
IV Week	Commencement of classes for II, IV Sems	Commencement of classes for II, IV Sems
5th of February	Staff Council meeting	Meeting with Heads of Departments to review previous month's activities and plan for current month's activities
1st 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 2023

Date	Activity	Description
8th	International Women's Day	Conduct of various activities & competitions for students & staff
I Week	Budget	<ul style="list-style-type: none"> • Submission of all bills to DTO • Preparation of Financial plan for 2023-24 • Preparation of details of income through different sources, expenditure and other requirements etc. • Preparation of necessary proposals along with enclosures for submission for financial assistance from different agencies like UGC, RUSA, State Govt. etc. • Sending proposals to O/o CCE for budget requirement for 2023-24
	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.
5th of March	Staff Council meeting	Meeting with Heads of departments to review previous month's activities and plan for current month's activities
1st of every month	Staff Meeting	Staff Meeting with the Principals
	DCEDRC	4 th Meeting of DCEDRC
	Telangana ku Harithaharam	Maintenance of Plants
Departmental Activities		
I Week	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals
II Week	Health and Nutrition	Awareness Programme on drug abuse by organizing rallies and lectures. Celebration of World Oral Health Day by organizing dental check up in Colleges.
March	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.

APRIL 2023

Date	Activity	Description
5th	Babu Jagjivan Ram's birthday	Celebrating the day
14th	Dr. B.R. Ambedkar's birthday	Celebrating the day
I week	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
II week	Jijnasa	State level selections
	IQAC	IQAC Meeting with all the departments
5th 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
Departmental Activities		
I Week	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
II 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 2023

Month & Date	Activity	Description
15th	International Day of Families Armed Forces Day	Celebrate Families Armed Forces Day
21st	National Anti-Terrorism Day	Celebrate National Anti-Terrorism 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
II week	IQAC	Preparation of IQAC report, upload to college website and submission of softcopy to naac.tgce@gmail.com
III week	Internal Exam for VI SEM students	Conduct II Internal exam for VI sem students and update the marks
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
	Theory exams for II, IV & V I SEM students	Conduct the theory exams as per schedule
Departmental Activities		
I week	State Level Review Meeting	Meeting/Video Conference - CCE with JD, RJDCE & Principals - Review on Admissions
II week	PG entrance classes	Prepare the students for PG entrances

June 2023

Month & Date	Activity	Description
2nd	Telangana State Formation Day	Celebration in Colleges
5th	World Environment Day	Conduct of activities to create awareness among students on environment
14th	World Blood Donor Day	Red Ribbon Clubs shall conduct activities to promote awareness among students and parents
21st	International Yoga Day	Celebration of Yoga day in Colleges
I Week	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.
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 General Health, Hygiene and Nutrition by inviting Doctors or Medical Officers
III Week	T-SAT- Nipuna	One day Workshop and topic selection for preparation of the annual T-SAT Nipuna Schedule for 2023-24
June	Quality Enhancement Initiative -- NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes.