



# Commissionerate of Collegiate Education Govt. of Telangana

## ACADEMIC CALENDAR - 2016-17

**Commissioner**  
**Smt. A.Vani Prasad, I.A.S.**

No.	Name	Designation	Mobile
1.	Dr. B. Darjan	RJDCE, Warangal	9948121726
2.	Dr. B. Balaiah	Joint Director	7660020710
3.	Smt. Moriah Eunice	Special Officer I	9848784977
4.	Dr. K. Padmavathi	Special Officer II	9848556317
5.	Sri B. Swamy	Deputy Director	9848784975
6.	Sri Chakravarthy	Assistant Director	9848553617
7.	Smt. P. Padmalatha	Assistant Director	9848784975
8.	Smt. Suguna	Accounts officer	9848784975
9.	Sri B. Kanaka Chary	A G O (I/C)	7660020711
10.	Dr. T. Annie Sheron	Academic Officer	7660020744
11.	Dr. Nancy Serena	Academic Officer	7660020720
12.	Dr. J. Neeraja	Academic Officer	7660020730
13.	Smt. S. Yamuna Rani	Academic Officer	7660020722
14.	Sri Gajendra Babu P. G. K.	Academic Officer	7660020740

**CCE Website: <http://ccets.cgg.gov.in>**  
**E-mail IDs**

1.	CCE	commissioner.tgce@gmail.com
2.	TSKC	jkc.tgce@gmail.com
3.	NAAC	naac.tgce@gmail.com
4.	Academic Audit	academicaudit.tgce@gmail.com
5.	Trainings	rcoc.tgce@gmail.com
6.	RUSA	rusa.tgce@gmail.com
7.	Data collection	datacollection.tgce@gmail.com
8.	MANA TV	manatv.tgce@gmail.com
9.	Aided Colleges Section	aidedsection.tgce@gmail.com
10.	Minimum Requirements	minimumrequirements.tgce@gmail.com
11.	Plan & Non Plan Section	pnnp.cce.ts@gmail.com
12.	MIS & IT Cell	cslabs.tgce@gmail.com

**Online Admission Website : [dost.cgg.gov.in](http://dost.cgg.gov.in)**

## June 2016

Month & Date	Activity	Description
2 <sup>nd</sup>	Telangana State Formation Day	Celebrations from 1 <sup>st</sup> to 7 <sup>th</sup> June
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
27 <sup>th</sup>	CBCS Orientation for First year students	Commencement of I Semester Classes for 1 <sup>st</sup> Year students. CBCS, College activities, Facilities, Certificate/Add on Courses etc. Identification of Teacher counselors to each class and display their list
I week	Online Admissions	Commencement of online Admissions
	Preparation of Institutional Plan for 2016-17	Preparation of Institutional Plan by incorporating all the activities given in Academic Calendar (2016-17)
	Preparation of Annual Curricular Plan (Lecturer wise)	Preparation of Lecturer wise Annual 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	One day workshop to faculty on Implementation of CBCS - Review of Department wise Annual Curricular Plans - share & discuss innovative teaching learning techniques etc.
II week	District Level Review Meeting by ID College Principal	Review of all colleges in the district by ID College Principal – Finalization of Annual DRC activities plan.
	Review Meeting by RJDCE	Review of all colleges under jurisdiction through ID Principals
	Commencement of classes for II & III year students	Annual Curricular Plans shall be followed strictly & reflected in Teaching Diary and Teaching Notes
	Result Analysis	College Level & Department wise Result analysis and submission to O/o CCE. Planning for Remedial teaching.
	Harivillu	Formation of Clubs/Kalavedikas Enrolment of students into different clubs
	IQAC	IQAC Meeting with all the departments
	Telangana Haritaharam	Planning & organizing related activities in consultation with District authorities
	State Teacher Awards	Inviting proposals from colleges/universities
	Sports & Games : Maintenance of tracks and Sports equipment & Laying of new tracks and Courts, Purchase of sports material	
IV week	Quality Enhancement Initiative -- NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes
	Anti-Ragging campaign	Organizing Anti Ragging Campaign in the college premises.
	DCEDRC	First meeting of DCEDRC

# June 2016

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Departmental Activities		
16 <sup>th</sup>	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
III week	MANA TV	Topic selection workshop to prepare the annual MANA TV Schedule for 2016-17

## July 2016

Month & Date	Activity	Description
I week	1. Review Meetings at different Levels 2. Student Progression	Review of Academic, Administrative and financial aspects Recording Student progression
	IQAC	Meeting of IQAC Executive Body
	Student Representatives meeting	Nomination of select students on committees like Academic, Sports, Cultural, literary, etc.
II Week	Commencement of Student centric activities	Class room seminars, Study Projects, Field trips and competitions etc.,
	Harivillu	Meeting of all clubs and preparation of action plan for 2016-17
III Week	Medical Camp	Medical camp in collaboration with District Health Officials
	Extension Activities & College Social Responsibility Cell	Enrolment of students into NCC/ NSS Organising related activities
I Saturday	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
III Saturday	Staff Meeting	Meeting of the Principal with staff
IV Saturday	Swachha Bharath	Cleaning of College Premises including Rooftops, Terraces, Overhead Tanks & Sumps by students /staff
July	Telangana Ku Haritaharam	Organizing plantation program in consultation with District authorities
	TSKC Day	A PPT presentation/ Talk/ Skit/ Seminar to all students (class wise) on Career Prospects by H.R. representative/JKC trainee, Coordinator or Mentor/Guest Lecturers etc.
<b>Departmental Activities</b>		
1 <sup>st</sup>	MANA TV	Commencement of Telecast of MANA TV Live Lessons
I Week	Incentives & Awards	Honouring State Topper students- University wise
II Week	State Level Review Meeting	Video Conference/ Meeting – CCE with RJDCE & Principals
3 <sup>rd</sup> Saturday	MANA TV Special Live Telecast	Biodiversity conservation/environment protection
July	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes



**July 2016**

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## August 2016

Date	Activity	Description
15 <sup>th</sup>	Independence Day celebrations Academic Festival 2014-15	Conduct of related activities at college level. Presentation of awards to toppers in Academics (subject wise & group wise).
26 <sup>th</sup>	Women's Equality Day	Conduct of related activities by ICC
29 <sup>th</sup>	Telugu Bhasha Dinotsavam	Conduct of related activities
I week	DRC	II Meeting
	IQAC	IQAC Meeting with all the departments
I & II week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
	Harivillu	Meeting of all clubs - Review and progress
III Week	Field/Industry visit	Organizing field/ industrial visits to students
Last Week	I unit Exams – II & III yrs	Conduct of examinations and recording of marks in the proforma provided
	Add-on Courses	2 day workshop to students by each department
	Consumer awareness programs	Intercollegiate / interdepartmental activities
	Career Counseling programs	Display of notifications on College Wall Magazine & guidance for application
I Saturday	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
III Saturday	Staff Meeting	Meeting of the Principal with staff
IV Saturday	Swachha Bharath	Cleaning of College Premises including Rooftops, Terraces, Overhead Tanks & Sumps.
August	Telangana ku Haritaharam	Organizing related activities tending to Greenary and Gardens in consultation with District authorities
	Ecofest	Organising 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 Un Armed Combat Techniques

## August 2016

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Departmental Activities		
1 <sup>st</sup> Week	State Level Review Meeting	Video Conference/ Meeting – CCE with RJDCE & Principals
3 <sup>rd</sup> Saturday	MANA TV Special Live Telecast	Dial the doctor/dietician
August	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

## September 2016

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	
15 <sup>th</sup>	TSKC		
22 <sup>nd</sup>	Hindi Divas celebrations	Organizing related activities	
24 <sup>th</sup>	NSS Day	NSS activities	
	CBCS	Internal Assessment	According to University Almanac
I week	DRC	III Meeting : Workshop with UGC coordinators on mobilization & utilization of UGC funds	
	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	Teacher Evaluation Process	<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> <li>Documentation for Academic Audit</li> </ul>	
	Parents Meeting	Teachers meet the parents	
	Harivillu	Meeting of all clubs - Review and progress	
III week	CBCS	College level review meeting on implementation of CBCS	
Last Week	II unit Exams – II & III yrs	Conduct of examinations and recording of marks as per the proforma	
	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 Responsibility Cell	Organizing related activities	
I Saturday	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities	
III Saturday	Staff Meeting	Meeting of the Principal with staff	
IV Saturday	Swachha Bharath	Cleaning of College Premises including Rooftops, Terraces, Overhead Tanks & Sumps	
September	Telangana ku Haritaharam	Maintenance of Plants	

## September 2016

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Departmental Activities		
1 <sup>st</sup> Week	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
3 <sup>rd</sup> Saturday	MANA TV Special Live Telecast	Dial CCE
1 Week	State Teacher Awards	Presentation of Awards to Teachers on Teachers' Day
September	Quality Enhancement Initiative - NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

## October 2016

Date	Activity	Description	
2 <sup>nd</sup>	Gandhi Jayanti & Lal Bahdur Sastri Jayanti	Celebration of days	
	CBCS	1 <sup>st</sup> Semester last day of instruction	According to University Almanac
	CBCS	Short vacation	
	CBCS	Practical Examinations	
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	
	IQAC Evaluation	IQAC Meeting with all the departments. Collection of Students' feedback on teachers, Analysis, submission of analysis report to Principal Action of Principal on Students' feedback on teachers.	
	TSKC Day	A PPT presentation/ Talk/ Skit/ Seminar to all students (class wise) on Career Prospects by H.R. representative/JKC trainee, Coordinator or Mentor/Guest Lecturers etc.	
	Harivillu - Projects Display Day	Meeting of all clubs - Review and progress Conduct of Science/Arts/Commerce Fest Display of Research, study projects and achievements.	
III Week	Bathukamma Festival	Conduct of related activities	
I Saturday	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities	
III Saturday	Staff Meeting	Meeting of the Principal with staff	
IV Saturday	Swachha Bharath	Cleaning of College Premises including Rooftops, Terrace, Overhead Tanks & Sumps	
October	DCEDRC	2nd Meeting of DCEDRC	
	Telangana ku Haritaharam	Maintenance of Plants	

## October 2016

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Departmental Activities		
1 <sup>st</sup> Week	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
3 <sup>rd</sup> Saturday	MANA TV 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 2016

Date	Activity	Description	
	CBCS	Commencement of 1 <sup>st</sup> semester examinations	According to University Almanac
11 <sup>th</sup>	National Education day	Conduct of related activities	
14 <sup>th</sup>	Pandit Jawahar Lal Nehru Birthday/World Diabetes day	Conduct of related activities	
15 <sup>th</sup>	Job Mela	Job Mela to be organized at all ID colleges	
14th -20th	National Library Week	1.Organizing programs to inculcate reading habits 2.Assignments to encourage students to visit libraries and use the resources to the maximum extent	
	CBCS	Commencement of 2 <sup>nd</sup> Semester classes	According to University Almanac
I week	Communal Harmony / College Social Responsibility Week	Conduct of related activities etc.	
	IQAC	IQAC Meeting with all the departments	
	TSKC	Commencement of JKC II batch training Organizing Campus drive	
	Career Guidance Cell	Conducting coaching classes for students to prepare for EdCET/ PGCET/Competitive examinations etc.	
II week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects	
	DRC	IV Meeting	
III Week	III Unit Exams – II & III yrs	Conduct examinations, ensure student attendance and record marks	
Last Week	Harivillu - Sports & Cultural Fest	Organizing District level Sports & cultural festival	
I Saturday	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities	
III Saturday	Staff Meeting	Meeting of the Principal with staff	
IV Saturday	Swachha Bharath	Cleaning of College Premises including Rooftops, Terraces, Overhead Tanks & Sumps	
November	Telangana ku Haritaharam	Maintenance of Plants	



# November 2016

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Departmental Activities		
I week	State Level Review Meeting	Video Conference/ Meeting – CCE with RJDCE & Principals
3 <sup>rd</sup> Saturday	MANA TV 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 2016

Date	Activity	Description
1 <sup>st</sup>	AIDS day	Red Ribbon Clubs conduct AIDS awareness programs in collaboration with District officials
10 <sup>th</sup>	Human Rights Day	Conduct of related activities
24 <sup>th</sup>	National Consumer Day	Competitions & awareness programs
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	Commencement of TSKC training & Organizing Campus drive
	Career Guidance Cell	Conducting coaching classes for students to prepare for EdCET/ PG CET/Competitive examinations etc.
II Week	Term Exams – II & III yrs	Conduct examinations, ensure student attendance and record marks
	Harivillu - Yuvatarangam	Organizing State level Sports & Cultural Festival
	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	Staff Meeting	Meeting of the Principal with staff
III Saturday	Swachha Bharath	Cleaning of College Premises including Rooftops, Terrace, Overhead Tanks & Sumps
December	DCEDRC	3 <sup>rd</sup> Meeting of DCEDRC
	Telangana ku Haritaharam	Maintenance of Plants
<b>Departmental Activities</b>		
I Week	State Level Review Meeting	Video Conference/ Meeting – CCE with RJDCE & Principals
3 <sup>rd</sup> Saturday	MANA TV Special Live Telecast	Preparation for competitive exams tips & strategies
December	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

# December 2016

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## January 2017

Date	Activity	Description
	CBCS	Short vacation According to University Almanac
12 <sup>th</sup>	National Youth day	Celebration of the day
25 <sup>th</sup>	National Voters day	Organize programmes to sensitize students on exercising the franchise
26 <sup>th</sup>	Republic day	Celebration of Republic Day
I week	IQAC	IQAC Meeting with all the departments
I & II week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
II week	TSKC & Career Guidance Cell	Organizing Job fairs & Campus drives
Last Week	IEPP Pre-Final Exams – II & III yrs	Intensive Examination Preparation Program - Conduct Pre final examinations in theory & practical, ensure student attendance and record marks
I Saturday	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
III Saturday	Staff Meeting	Meeting of the Principal with staff
IV Saturday	Swachha Bharath	Cleaning of College Premises including Rooftops, Terrace, Overhead Tanks & Sumps
January	TSKC	<ul style="list-style-type: none"> <li>Organizing Campus drives</li> <li>TSKC Day - A PPT presentation/ Talk/ Skit/ Seminar to all students (class wise) on Career Prospects by H.R. representative/TSKC trainee, Coordinator or Mentor/Guest Lecturers etc.</li> </ul>
	Career Guidance Cell	Conducting coaching classes for students to prepare for EdCET/ PG CET/Competitive examinations etc.
	Telangana ku Haritaharam	Maintenance of Plants
<b>Departmental Activities</b>		
I Week	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
3rd Saturday	MANA TV Special 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 2016-16
January	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

## January 2017

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## February 2017

Date	Activity	Description
15 <sup>th</sup>	Job Mela	Job Mela to be organized at all ID colleges
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
	Practical Exams – II & III yrs	Commencement of University Practical examinations
	Performance improvement activities	Revision and Remedial classes to needy students
	TSKC & Career Guidance Cell	Organizing Campus drives
III week	Parents Meeting	Teachers meet the parents
I Saturday	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
III Saturday	Staff Meeting	Meeting of the Principal with staff
February	Telangana ku Haritaharam	Maintenance of Plants
<b>Departmental Activities</b>		
I Week	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
February	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

## February 2017

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## March 2017

Date	Activity	Description
8 <sup>th</sup>	International Women's Day	Conduct of related activities & competitions for students & staff
	CBCS	Internal Assesment
		2 <sup>nd</sup> semester – Last day of instruction
		Practical Examinations
		Commencement of 2 <sup>nd</sup> Semester Examinations
I Week	Budget Utilization	Submission of all bills to DTO
	IQAC	IQAC Meeting with all the departments
II week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
II Week	University Exams – II & III yrs	Commencement of University Theory examinations (2013-14)
Last Week	Stock Verification	Stock verification of Laboratories and Libraries.
I Saturday	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
III Saturday	Staff Meeting	Meeting of the Principal with staff
March	DCEDRC	4 <sup>th</sup> Meeting of DCEDRC
	Telangana ku Haritaharam	Maintenance of Plants
<b>Departmental Activities</b>		
I Week	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
March	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes



## March 2017

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## April 2017

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 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 2017-18.	Preparation of college Annual Academic Plan for 2017-18.
	Preparation of DRC Annual Activity plan for 2017-18	Preparation of DRC Annual Activity plan for 2017-18
II Week	Preparation of Financial plan for 2017-18	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. Keeping proposals ready for additional requirements of the college.
I Saturday	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
April	Career Guidance Cell	Conducting coaching classes for students to prepare for EdCET/ PG CET/Competitive examinations etc.
	Telangana ku Haritaharam	Maintenance of Plants
Departmental Activities		
I Week	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
April	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

# April 2017

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## May 2017

Month & Date	Activity	Description
May 1st	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>
	TSKC	Commencement of TSKC Summer batch training
May	Student Help Desk	Establishment of a Student 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		
4 <sup>th</sup> May	State Level Review Meeting	Video Conference - CCE with RJDCE & Principals - Review on Admissions

May 2017

MON	TUE	WED	THU	FRI	SAT	SUN
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S. No	District	ID College	Details of the Principal
1	Adilabad	GDC(M), Adilabad	Sri.P.Ashok (FAC) ☎ 9490916771 ✉ adilabad.jkc@gmail.com
2	Karimnagar	SRRGDC, Karimnagar	Sri P.Niti (FAC) ☎ 9948121702 ✉ karimnagar.jkc@gmail.com
3	Khammam	SR&BGNRGDC(A), Khammam	Dr. U. Veerabhadraraiha ☎ 9948076876/9849887050 ✉ khammamsrbgnr.jkc@gmail.com
4	Warangal	GGC, Hanamakonda	Dr. V. Vijaya Lakshmi ☎ 9948121722 ✉ warangal.jkc@gmail.com
5	Mahbubnagar	MVS GDC (A), Mahabubnagar	Dr.G.Yadagiri ☎ 9848176350 ✉ mahaboobnagar.jkc@gmail.com
6	Medak	Tara GDC (A), Sangareddy	Sri B. Rajendra Kumar (FAC) ☎ 9440890253 ✉ tara.sangareddy@gmail.com
7	Nalgonda	NGGDC (A), Nalgonda	Dr. R. Nagender Reddy ☎ 7396060598 ✉ nalgonda.jkc@gmail.com
8	Nizamabad	GGC (A), Nizamabad	Dr. Rammohan Rao (FAC) ☎ 8500885991 ✉ nizamabad.jkc@gmail.com
9	Rangareddy	GDC, Kukatpally	Dr. Sri. Ch. Prasad ☎ 9866458512 ✉ gdc.kukatpalli@gmail.com
10	Hyderabad	GDC (W) (A), Begumpet	Dr. P. Rajani ☎ 9290553393 ✉ begumpet.idcollege@gmail.com



# Commissionerate of Collegiate Education Govt. of Telangana

## ACADEMIC CALENDAR - 2017-18

Commissioner : **Smt. A.Vani Prasad, I.A.S.**

CCE Website: <http://ccets.cgg.gov.in>

No.	Name	Designation	Mobile
1.	Dr. B. Darjan	RJDCE, Warangal	9948121726
2.	Dr.A.Sri Ramulu	Officer on Special Duty	9848784977
3.	Sri B. Swamy	Deputy Director	9848784975
4.	Sri V. Y. Chakravarthy	Assistant Director	9848553617
5.	Smt. P. Padmalatha	Assistant Director	9848784975
6.	Smt. Suguna	Accounts Officer	9848784975
7.	Sri B. Kanaka Chary	Academic Officer	7660020711
8.	Dr. T. Annie Sheron	Academic Officer	7660020744
9.	Dr. M. Nancy Serena	Academic Officer	7660020720
10.	Dr. J. Neeraja	Academic Officer	7660020730
11.	Sri Gajendra Babu P.G.K.	Academic Officer	7660020740
12.	Sri Naveen Chander Raju	Academic Officer	9030956515
13.	Dr. V. Sridevi	Academic Officer	7660020710

### E-mail IDs

No.	Initiative	Email ID
1.	CCE	commissioner.tgce@gmail.com
2.	TSKC	tskcac@gmail.com
3.	NAAC	naac.tgce@gmail.com
4.	Academic Audit	academicaudit.tgce@gmail.com
5.	Trainings	rcoc.tgce@gmail.com
6.	RUSA	rusa.tgce@gmail.com
7.	Data collection	datacollection.tgce@gmail.com
8.	MANA TV	manatv.tgce@gmail.com
9.	Aided Colleges Section	aidedsection.tgce@gmail.com
10.	Minimum Requirements	minimumrequirements.tgce@gmail.com
11.	Plan & Non Plan Section	pnpcce.ts@gmail.com

Online Admission Website : [dost.cgg.gov.in](http://dost.cgg.gov.in)

## June 2017

Month & Date	Activity	Description
2 <sup>nd</sup>	Telangana State Formation Day	Celebrations
5 <sup>th</sup>	World Environment Day	Conduct of Activities to create awareness among students on environment
14 <sup>th</sup>	World Blood Donor's Day	Red Ribbon Clubs shall conduct activities to promote awareness among students and parents
21 <sup>st</sup>	International YOGA Day	Celebration
<b>I week</b>	IQAC - Preparation of Institutional Plan for 2017-18	Preparation of Institutional Plan by incorporating all the activities given in Academic Calendar (2017-18)
	Result Analysis	College Level & Department wise Result analysis and submission to O/o CCE. Planning for Remedial teaching.
	Preparation of Annual Curricular Plan (Lecturer wise)	Preparation of Lecturer wise Annual 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	Annual Curricular Plans shall be followed strictly & reflected in Teaching Diary and Teaching Notes
<b>II week</b>	District Level Review Meeting by ID College Principal	Review of all colleges in the district by ID College Principal – Finalization of Annual DRC activities plan.
	Review Meeting by RJDCE	Review of all colleges under jurisdiction through ID Principals
	State Teacher Awards	Inviting proposals from Colleges/Universities
	Sports & Games	Maintenance of tracks and Sports equipment & Laying of new tracks and Courts, Purchase of sports material
	Anti-Ragging campaign	Organizing Anti Ragging Campaign in the college premises.
	DCEDRC	First meeting of DCEDRC



**June 2017**

MON	TUE	WED	THU	FRI	SAT	SUN
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**Departmental Activities**

1-6 <sup>th</sup>	D - Sampada	Training cum Workshop for Faculty working in GDCs on Innovative Online Teaching & Learning and Effective Content Management.
23 <sup>rd</sup>	MANA TV	Topic selection workshop to prepare the annual MANA TV Schedule for 2017-18
JUNE	Quality Enhancement Initiative -- NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

**July 2017**

Month & Date	Activity	Description
5 <sup>th</sup>	<b>TSKC</b>	Setting a Goal and Plan of Action- III year
7 <sup>th</sup>		Setting a Goal and Plan of Action- II year
15 <sup>th</sup>		Awareness Program to I year students on TSKC Curriculum, MOOCs, Certificate Courses etc. –PPT presentation/ Talk
12 <sup>th</sup>	Telangana Ku Haritaharam	Organizing plantation program in consultation with District authorities
<b>I week</b>	1. Review Meetings at different Levels 2. Student Progression	Review of Academic, Administrative and financial aspects Recording Student progression
	IQAC	Meeting of IQAC Executive Body
	Student Representatives meeting	Nomination of select students on committees like Academic, Sports, Cultural, literary, etc.
	CBCS	Orientation for First year students on CBCS and College activities, Facilities, Certificate/Add on Courses etc.
<b>II Week</b>	Commencement of Student centric activities	Class room seminars, Study Projects, Field trips and competitions etc.,
	Harivillu	Meeting of all clubs and preparation of action plan for 2017-18 Enrolment of students into different clubs
<b>III Week</b>	Medical Camp	Medical camp in collaboration with District Health Officials
	Extension Activities & College Social Responsibility Cell (CSRC)	Enrolment of students into NCC/ NSS Organising related activities
<b>I Saturd ay</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>III Saturd ay</b>	Staff Meeting	Staff Meeting with the Principals
<b>IV Saturd ay</b>	Swachha Bharath	Cleaning of College Premises including Rooftops, Terraces, Overhead Tanks & Sumps by students /staff

**July 2017**

MON	TUE	WED	THU	FRI	SAT	SUN
<b>31</b>					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

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**Departmental Activities**

<b>3<sup>rd</sup></b>	MANA TV	Commencement of Telecast of MANA TV Live Lessons
<b>3<sup>rd</sup> Saturday</b>	MANA TV Special Live Telecast	Dial the Doctor/ Nutritionist/ Dietician
<b>II Week</b>	State Level Review Meeting	Video Conference/ Meeting – CCE with RJDCE & Principals
<b>July</b>	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

## August 2017

Date	Activity	Description
15 <sup>th</sup>	Independence Day celebrations	Conduct of related activities at college level. Presentation of awards to District toppers (subject wise) 2016-17
26 <sup>th</sup>	Women's Equality Day	Conduct of related activities by ICC
29 <sup>th</sup>	Telugu Bhasha Dinotsavam	Conduct of related activities
I week	1 <sup>st</sup> unit Test for 3 <sup>rd</sup> yr students	Conduct of examinations and recording of marks as per the proforma
	DRC	II Meeting
	IQAC	IQAC Meeting with all the departments
I & II week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
	Harivillu	Meeting of all clubs - Review and progress
III Week	Add-on Courses	Enrolment & 2 day workshop to students by each department
	Field/Industry visit	Organizing field/ Industrial visits to students
	Consumer awareness programs	Intercollegiate / Interdepartmental activities
	Career Counseling programs	Display of notifications on College Wall Magazine & guidance for application
I Saturday	Staff Council Meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
III Saturday	Staff Meeting	Staff Meeting with the Principals
IV Saturday	Swachha Bharath	Cleaning of College Premises including Rooftops, Terraces, Overhead Tanks & Sumps.
August	Telangana ku Haritaharam	Organizing related activities tending to Greenary and Gardens in consultation with District authorities
	Ecofest	Organising activities related to Environment protection like Water Management, Waste Management etc. Display of student projects and conduct of competitions
	Jignasa	Topic Selection and allotment of Student study Projects
	ICC	Training to all girl students in Un Armed Combat Techniques

## August 2017

MON	TUE	WED	THU	FRI	SAT	SUN
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### Departmental Activities

1 <sup>st</sup> Week	State Level Review Meeting	Video Conference/ Meeting – CCE with RJDCE & Principals
	Incentives & Awards	Honouring State Topper students- University wise
II week	Yuvatarangam- 2017	Meeting with State Level/ Cluster level Coordinators
3 <sup>rd</sup> Saturday	MANA TV Special Live Telecast	Biodiversity Conservation/ Environment Protection.
August	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes
	D- Sampada	Review meeting with all the Trainees

## 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
18 <sup>th</sup> & 19 <sup>th</sup>	CBCS	Internal Assessment I For 1 <sup>st</sup> & 2 <sup>nd</sup> Yr. students
20 <sup>th</sup>	Bathukamma Festival	Conduct of related activities
22 <sup>nd</sup>	Hindi Divas celebrations	Organizing related activities
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> <li>Documentation for Academic Audit</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>
	CSRC	Organizing related activities
I Saturday	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
	Parents -Teacher Meeting	Teachers meet the Parents
III Saturday	Staff Meeting	Staff Meeting with the Principals
	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

## September 2017

MON	TUE	WED	THU	FRI	SAT	SUN
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### Departmental Activities

<b>1<sup>st</sup> Week</b>	State Level Review Meeting	Video Conference/ Meeting – CCE with RJDCE & Principals
<b>3<sup>rd</sup> Saturday</b>	MANA TV Special Live Telecast	Special Live Telecast - Special Invitee
<b>I Week</b>	State Teacher Awards	Presentation of Awards to Teachers on Teachers' Day
<b>September</b>	Quality Enhancement Initiative - NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

## October 2017

Date	Activity	Description
2 <sup>nd</sup>	Gandhi Jayanti & Lal Bahadur Shastri Jayanti	Celebration of days
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
II Week	CBCS	Internal Assessment II for 1 <sup>st</sup> & 2 <sup>nd</sup> Year
	2 <sup>nd</sup> unit Test for 3 <sup>rd</sup> yr students	Conduct of examinations and recording of marks as per the proforma
III Week	Harivillu	Meeting of all clubs - Review and progress Conduct of Science/Arts/Commerce Fest.
	Jignasa	Projects Display Day - Display of Research, study projects and achievements – Selection of District/ Cluster level Projects
I Saturday	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
III Saturday	Staff Meeting	Staff Meeting with the Principals
	Swachha Bharath	Cleaning of College Premises including Rooftops, Terrace, Overhead Tanks & Sumps
September	DCEDRC	2 <sup>nd</sup> Meeting of DCEDRC
	Telangana ku Haritaharam	Maintenance of Plants



## October 2017

MON	TUE	WED	THU	FRI	SAT	SUN
<b>30</b>	<b>31</b>					<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
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### Departmental Activities

<b>1<sup>st</sup> Week</b>	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
<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>	MANA TV 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
8 <sup>th</sup> & 9 <sup>th</sup>	CBCS	Internal Assessment II For 1 <sup>st</sup> & 2 <sup>nd</sup> Yr. students
11 <sup>th</sup>	National Education day	Conduct of related activities
14 <sup>th</sup>	Pandit Jawahar Lal Nehru Birthday/World Diabetes day	Conduct of related activities
10 <sup>th</sup> - 30 <sup>th</sup>	CBCS	1 <sup>st</sup> Semester Practical & Theory Examinations for 1 <sup>st</sup> & 2 <sup>nd</sup> Yr. students
14 <sup>th</sup> -20 <sup>th</sup>	National Library Week	1.Organizing programs 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 EdCET/ PG CET/Competitive Examinations etc.
III Week	III Unit Exams for 3 <sup>rd</sup> Yr. students	Conduct examinations, ensure student attendance and record marks
Last Week	DRC	IV Meeting
I Saturday	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
III Saturday	Staff Meeting	Staff Meeting with the Principals
IV Saturday	Swachha Bharath	Cleaning of College Premises including Rooftops, Terraces, Overhead Tanks & Sumps
November	Telangana ku Haritaharam	Maintenance of Plants

## November 2017

MON	TUE	WED	THU	FRI	SAT	SUN
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### Departmental Activities

I week	State Level Review Meeting	Video Conference/ Meeting – CCE with RJDCE & Principals
	Yuvatarangam-2017	Grand Finale
3 <sup>rd</sup> Saturday	MANA TV Special Live Telecast	Methods/Strategies/Best Practices adopted by colleges
November	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

## December 2017

Date	Activity	Description
1 <sup>st</sup>	AIDS day	Red Ribbon Clubs conduct AIDS awareness programs in collaboration with District officials
2 <sup>nd</sup>	CBCS	Commencement of 2 <sup>nd</sup> Semester classes for 1 <sup>st</sup> & 2 <sup>nd</sup> Yr. students
10 <sup>th</sup>	Human Rights Day	Conduct of related activities
24 <sup>th</sup>	National Consumer Day	Competitions & Awareness Programs
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
II Week	Term Exams – III yr	Conduct examinations, ensure student attendance and record marks
	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	Staff Meeting	Staff Meeting with the Principals
III Saturday	Swachha Bharath	Cleaning of College Premises including Rooftops, Terrace, Overhead Tanks & Sumps
December	DCEDRC	3 <sup>rd</sup> Meeting of DCEDRC
	Telangana ku Haritaharam	Maintenance of Plants
Departmental Activities		
I Week	State Level Review Meeting	Video Conference/ Meeting – CCE with RJDCE & Principals
3 <sup>rd</sup> Saturday	MANA TV 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

# December 2017

MON	TUE	WED	THU	FRI	SAT	SUN
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## January 2018

Date	Activity	Description
12 <sup>th</sup>	National Youth day	Celebration of the day
25 <sup>th</sup>	National Voters day	Organize programmes to sensitize students on exercising the franchise
26 <sup>th</sup>	Republic day	Celebration of Republic Day
I week	IQAC	IQAC Meeting with all the departments
I & II week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
Last Week	IEPP Pre-Final Exams – II & III yrs	Intensive Examination Preparation Program - Conduct Pre final examinations in theory & practical, ensure student attendance and record marks
I Saturday	Staff Council Meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
III Saturday	Staff Meeting	Staff Meeting with the Principals
IV Saturday	Swachha Bharath	Cleaning of College Premises including Rooftops, Terrace, Overhead Tanks & Sumps
January	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 Haritaharam	Maintenance of Plants
<b>Departmental Activities</b>		
I Week	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
3rd Saturday	MANA TV Special 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 2016-17
January	Quality Enhancement Initiative -- NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

## January 2018

MON	TUE	WED	THU	FRI	SAT	SUN
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## February 2018

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
	Practical Exams – II & III yrs	Commencement of University Practical examinations
	Performance improvement activities	Revision and Remedial classes to needy students
I Saturday	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
III Saturday	Staff Meeting	Staff Meeting with the Principals
	Parents -Teacher Meeting	Teachers meet the Parents
February	CBCS	Internal Assessment I For 1 <sup>st</sup> & 2 <sup>nd</sup> Yr. students
	Telangana ku Haritaharam	Maintenance of Plants
Departmental Activities		
I Week	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
February	Quality Enhancement Initiative -- NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes



## February 2018

MON	TUE	WED	THU	FRI	SAT	SUN
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## March 2018

Date	Activity	Description
8 <sup>th</sup>	International Women's Day	Conduct of related 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: Preparation of details of income through different sources, expenditure and other requirements etc. Preparation of necessary proposals along with enclosures for submission for financial assistance from different agencies like UGC, RUSA, State Govt. etc. Sending proposals to O/o CCE for budget requirement for 2018-19</li> </ul>
	IQAC	IQAC Meeting with all the departments
II week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
II Week	University Exams – III yrs	Commencement of University Theory examinations (2017-18)
Last Week	Stock Verification	Stock verification of Laboratories and Libraries.
I Saturday	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
III Saturday	Staff Meeting	Staff Meeting with the Principals
March	DCEDRC	4 <sup>th</sup> Meeting of DCEDRC
	Telangana ku Haritaharam	Maintenance of Plants
<b>Departmental Activities</b>		
I Week	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
March	Quality Enhancement Initiative -- NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

# March 2018

MON	TUE	WED	THU	FRI	SAT	SUN
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12	13	14	15	16	17	18
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## April 2018

Date	Activity	Description
5 <sup>th</sup>	Babu Jagjivan Ram's birthday	Celebrating the day
7 <sup>th</sup> & 8 <sup>th</sup>	CBCS	Internal Assessment II For 1 <sup>st</sup> & 2 <sup>nd</sup> Yr. students
9 <sup>th</sup> - 30 <sup>th</sup>		2 <sup>nd</sup> Semester Practical & Theory Examinations for 1 <sup>st</sup> & 2 <sup>nd</sup> Yr. students
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 2018-19.	Preparation of draft college Annual Academic Plan for 2018-19.
	Preparation of DRC Annual Activity plan for 2018-19	Preparation of DRC Annual Activity plan for 2018-19
II Week		
I Saturday	Staff Council meeting	Meeting of the Principal 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/ PG CET/Competitive examinations etc.
	Telangana ku Haritaharam	Maintenance of Plants
Departmental Activities		
I Week	State Level Review Meeting	Video Conference/ Meeting - CCE with RJDCE & Principals
April	Quality Enhancement Initiative - NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

# April 2018

MON	TUE	WED	THU	FRI	SAT	SUN
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## May 2018

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 RJDCE & Principals - Review on Admissions

# May 2018

MON	TUE	WED	THU	FRI	SAT	SUN
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28	29	30	31			

Sl. No	District	ID College	Details of the Principal
1	Adilabad	GDC(M), Adilabad	Sri.P.Ashok ☎ 9490916771 ✉ adilabad.jkc@gmail.com
2	Mancherial	GDC, Mancherial	Sri.Ch. Narayana Reddy ☎ 9441594223 ✉ gdcmancherial.jkc@gmail.com
3	Nirmal	GDC, Nirmal	Sri.Ch.Shiva Prasad ☎ 9393007552 ✉ gdcnirmal.jkc@gmail.com
4	Karimnagar	S.R.R.GDC, Karimnagar	Sri.P.Nithin ☎ 9948121702 ✉ karimnagar.jkc@gmail.com
5	Jagtial	SKNR.GDC, Jagtial	Dr.K.Kishan ☎ 9492013338 ✉ jagtial.jkc@gmail.com
6	Peddapally	GDC, Peddapally	Sri.Varaprasad ☎ 9490189847 ✉ knr.peddapallijkc@gmail.com
7	Rajanna (Sricisila)	GDC, Agraharam	Sri.K.Laxminarsaiah ☎ 9440338459 ✉ knr.agraharamjkc@gmail.com
8	Khammam	GDC(M), Khammam	Dr.U.Veerabadraiah ☎ 9948076876 ✉ khammamsrbgnr.jkc@gmail.com
9	Bhadardri (Kothagudem)	S.R.GDC, Kothagudem	Dr.M.V.Ramana ☎ 9441164999 ✉ srasgdckothagudem.jkc@gmail.com
10	Warangal (Urban)	K.D.C, Hanamkonda	Dr.VijayaLaxmi ☎ 9948121722 ✉ warangal.jkc@gmail.com
11	Jaya Shankar (Bhoopalpalli)	GDC, Etruunagaram	Dr.P.Venkateswarlu ☎ 9502687809 ✉ gdceturnagaram@gmail.com



12	Jangaon	GDC, Jangaon	Dr.LakshmiSatyavathi 📞 9440678054 ✉ warangal.jgnjkc@gmail.com
13	Mahabubabad	GDC, Mahabubabad	Dr.G.Poshaiah 📞 9701275266 ✉ wgl.jkc.mbad@gmail.com
14	Warangal (Rural)	GDC, Narsampet	Dr.B.ChandraMouli 📞 9849551559 ✉ kakatiyarural.nspt@gmail.com
15	Mahabubnagar	GDC(M), Mahabubnagar	Dr.G.Yadagiri 📞 9848176350 ✉ ntr.jkc@gmail.com
16	Jogulamba (Gadwal)	M.A.L.D.GDC, Gadwal	Dr. Abdul Ansari 📞 9246526254 ✉ 1gadwal.jkc@gmail.com
17	Nagarkurool	GDC, Palem	Dr.ASR.Rajendra Singh 📞 9440415626 ✉ palem.gdc@gmail.com
18	Wanaparthy	GDC(M), Wanaparthy	Sri.G.RaghunathReddy 📞 9912036678 ✉ wanaparthy.jkc@gmail.com
19	Medak	GDC, Medak	Dr. P.V. Narsimha 📞 9441154246 ✉ gdcmedak@yahoo.com
20	Medchal	GDC, Kukatpally	Dr.Ch.Prasad 📞 9866458512 ✉ gdc.kukatpalli@gmail.com
21	Sangareddy	TARA GDC, Sangareddy	Sri.B.RajendraKumar 📞 9440890253 ✉ tara.sangareddy@gmail.com
22	Siddipet	GDC, Siddipet	Sri.A.Srinivas Reddy 📞 9440379380 ✉ gdcSiddipet@yahoo.com
23	Nalgonda	Nagarjuna GDC, Nalgonda	Dr.R.Nagendra Reddy 📞 7396060598 ✉ nalgonda.jkc@gmail.com

24	Suryapeta	KRRGDC, Kodad	Sri.A.Shankar 📞 9849531645 ✉ kodad.jkc@gmail.com
25	Yaadadri Bhuvanagiri	GDC, Ramannapet	Dr.A.Bhanu Prasad 📞 9848385850 ✉ govt.degreecollege_ramannapet@yahoo.co.in
26	Nizamabad	GDC(A), Nizamabad	Sri.Rammohan Reddy 📞 9440481774 ✉ nizamabad.jkc@gmail.com
27	Kamareddy	GDC, Kamareddy	Sri.C.Prabhakar 📞 9440974887 ✉ gjckamareddy@gmail.com
28	Ranga Reddy	GDC, Hayatnagar	Dr.A.SriRamulu 📞 9985133049 ✉ gdchayathnagar@gmail.com
29	Vikarabad	GDC, Tandur	Dr.K.Rajendra Reddy 📞 9959175314 ✉ gdctandur@gmail.com
30	Hyderabad	City GDC, Nayapul	Dr.C.Manjulatha 📞 9948121712 ✉ idcitycollegehyd@gmail.com



# 2018

JANUARY	FEBRUARY	MARCH
S 7 14 21 28 M 1 8 15 22 29 T 2 9 16 23 30 W 3 10 17 24 31 T 4 11 18 25 F 5 12 19 26 S 6 13 20 27	S 4 11 18 25 M 5 12 19 26 T 6 13 20 27 W 7 14 21 28 T 1 8 15 22 F 2 9 16 23 S 3 10 17 24	S 4 11 18 25 M 5 12 19 26 T 6 13 20 27 W 7 14 21 28 T 1 8 15 22 29 F 2 9 16 23 30 S 3 10 17 24 31
APRIL	MAY	JUNE
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JULY	AUGUST	SEPTEMBER
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OCTOBER	NOVEMBER	DECEMBER
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## Commissionerate of Collegiate Education Government of Telangana

### ACADEMIC CALENDAR - 2018-19

Commissioner : **Sri Navin Mittal, I.A.S.**

CCE Website: <http://ccets.cgg.gov.in>

No.	Name	Designation	Mobile
1.	Dr C Manjulatha	Joint Director (FAC)	7660020744
2.	Dr B Darjan	RJDCE, Warangal	9948121726
3.	Sri B Swamy	Deputy Director	9848784975
4.	Dr P Bala Bhaskar	Academic Guidance Officer (I/C)	9848784977
5.	Sri Y V Chakravarthy	Assistant Director	9848553617
6.	Smt P Padmalatha	Assistant Director	9848784975
7.	Smt P Gayathri	Assistant Director	9848556317
8.	Ms Kumari L K Durgamba	Accounts Officer	8309008328
9.	Dr Soundarya Joseph	Project Officer, RUSA	9963309396
10.	Dr J Neeraja	Academic Officer	7660020730
11.	Sri Gajendra Babu PGK	Academic Officer	7660020740
12.	Dr K Usha Rani	Academic Officer	7660020733
13.	Sri M Satyanarayana	Academic Officer	7660020711
14.	Dr M Sundara Murthy	Academic Officer	7660020710
15.	Smt E Swarna Latha	Academic Officer	7660020750
16.	Dr M Nancy Serena	Academic Officer	7660020720

#### e-mail IDs

No.	Initiative	e-mail ID
1.	CCE	commissioner.tgce@gmail.com
2.	AGO	ago.ccets@gmail.com
3.	IT Wing	cslabs.tgce@gmail.com
4.	TSKC	tskcac@gmail.com
5.	NAAC	naac.tgce@gmail.com
6.	Academic Audit	academicaudit.tgce@gmail.com
7.	Trainings	rcoc.tgce@gmail.com
8.	RUSA	rusa.tgce@gmail.com
9.	Data collection	datacollection.tgce@gmail.com
10.	T-SAT- Nipuna	manatv.tgce@gmail.com
11.	Plan & Non Plan Section	pnp.cce.ts@gmail.com

Online Admission Website : [dost.cgg.gov.in](http://dost.cgg.gov.in)



June 2018

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.

June 2018

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#### 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 2018

Month & Date	Activity	Description
2 <sup>nd</sup>		Commencement of 1 Year Class Work
5 <sup>th</sup>		Setting a Goal and Plan of Action
15 <sup>th</sup>	TSKC	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
I week	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.
II Week	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.

July 2018

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#### Departmental Activities

9 <sup>th</sup> July	T-SAT Nipuna	Commencement of T-SAT Nipuna Live Telecast
II Week	Health and Nutrition	Blood grouping and Haemoglobin test to identify anemic students. BMI Check, distribution of Health cards and awareness programme on <i>Anaemia</i> .
3 <sup>rd</sup> Saturday	T-SAT Nipuna Special Live Telecast	Dial the Doctor/ Nutritionist
II Week	State Level Review Meeting	Video Conference/ Meeting – CCE with JD, RJDCE & Principals
July	Quality Enhancement Initiative – NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation.



## August 2018

Date	Activity	Description
15 <sup>th</sup>	Independence Day celebrations	Conduct of related activities at college level. Presentation of awards to District toppers (subject wise) of academic year 2017-18
26 <sup>th</sup>	Women's Equality Day	Conduct of related activities by ICC
29 <sup>th</sup>	Telugu Bhasha Dinotsavam	Conduct of various activities like debates, group discussions, essay writing etc.
I week	DRC	II Meeting
	IQAC	Meeting of IQAC Executive Body
I & II week	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
III Week	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
5 <sup>th</sup> of August	Staff Council Meeting	Meeting with the Heads of various 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 Principal
4 <sup>th</sup> Saturday	Swachha Bharath	Cleaning of college premises including rooftops, terraces, overhead tanks & sumps.
August	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
Every Saturday	Student Seminars	Conduct of student seminars and quizzes.

## August 2018

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### Departmental Activities

1 Week	State Level Review Meeting	Video Conference/ Meeting – CCE with JD,RJDCE & Principals
II week	Yuvatarangam-2018	Meeting with State Level/ Cluster level Coordinators
II Week	Health and Nutrition	Administering Deworming tablets and providing medical insurance to students.
3 <sup>rd</sup> Saturday	T-SAT- Nipuna Special Live Telecast	Environment Protection.



## 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	Parent -Teacher Meeting	Teachers meet the Parents to discuss the performance of the ward
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.

## September 2018

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### 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 2018

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.

## October 2018

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### 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 2018

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/ PG CET/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.

## November 2018

MON	TUE	WED	THU	FRI	SAT	SUN
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### 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.



## December 2018

Date	Activity	Description
1 <sup>st</sup>	AIDS day	Red Ribbon Clubs conduct AIDS awareness programmes in collaboration with District officials
10 <sup>th</sup>	Human Rights Day	Conduct of related activities
24 <sup>th</sup>	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 Ed CET/ PG CET/Competitive Examinations etc-III year
5 <sup>th</sup> of December	Staff Council meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
1 <sup>st</sup> 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	CBCS	Commencement of II, IV & VI Semester classes
	DCEDRC	3 <sup>rd</sup> Meeting of DCEDRC
	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
I Week	Health and Nutrition	Awareness programme on AIDS and organizing AIDS rally.
3 <sup>rd</sup> 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.

## December 2018

MON	TUE	WED	THU	FRI	SAT	SUN
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## January 2019

Date	Activity	Description
12 <sup>th</sup>	National Youth day	Celebration of the day
25 <sup>th</sup>	National Voters day	Organize awareness programmes to sensitize students on exercising their franchise
26 <sup>th</sup>	Republic day	Celebration of Republic Day
I week	IQAC	IQAC Meeting with all the departments
5 <sup>th</sup> of January	Staff Council Meeting	Meeting of the Principal with Heads of departments to review previous month's activities and plan for current month's activities
I & II week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
II Week	Jignasa- Study Projects	State Level Presentation of study Projects by students.
1 <sup>st</sup> of every month	Staff Meeting	Staff Meeting with the Principals
IV Week	Jignasa – Study Projects	Prize Distribution programme
4 <sup>th</sup> Saturday	Swachha Bharath	Cleaning of College premises including, rooftops, terrace, overhead tanks & sumps
January	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/PGCET/Competitive examinations etc.</li> </ul>
	Telangana ku Harithaharam	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	Haemoglobin test and invited lecture on <b>Menstrual Hygiene for Girls.</b>
3 <sup>rd</sup> Saturday	T-SAT- Nipuna Live Telecast	Focus on Examination Preparation and Study opportunities in Higher Education
Last Week	Review Meeting with all Academic Advisers	To review the Academic Audit conducted both in GDCs & Private aided colleges during 2017-18
January	Quality Enhancement Initiative - NAAC	Visit by Academic Cell members to GDCs on NAAC Assessment and Accreditation / other important programmes

## January 2019

MON	TUE	WED	THU	FRI	SAT	SUN
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## 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

## February 2019

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			



## March 2019

Date	Activity	Description
8 <sup>th</sup>	International Women's Day	Conduct of various activities & competitions for students & staff
I Week	Budget	Submission of all bills to DTO Preparation of Financial plan for 2018-19: Preparation of details of income through different sources, expenditure and other requirements etc. Preparation of necessary proposals along with enclosures for submission for financial assistance from different agencies like UGC, RUSA, State Govt. etc. Sending proposals to O/o CCE for budget requirement for 2019-20
	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.

## March 2019

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



## April 2019

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
<b>Departmental Activities</b>		
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

## April 2019

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



May 2019

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

May 2019

MON	TUE	WED	THU	FRI	SAT	SUN
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



# GOVERNMENT DEGREE COLLEGE ZAHEERABAD

## ACADEMIC CALENDAR 2019-2020



## June 2019

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
26 <sup>th</sup>	International Day against Drug Abuse	Awareness on Drug Abuse
<b>1<sup>st</sup> working day of every month-Staff Review Meeting</b>		
<b>5<sup>th</sup> working day of every month Staff Council Meeting</b>		
<b>All Saturdays</b>		
<b>II Week</b>	1. IQAC/NAAC Meeting 2. DRC Meeting- Preparation of DRC Annual activity plan for 2019-20 3. Preparation of college Annual Academic Plan for 2019-20.	
<b>All Saturdays</b>	Activities related to NCC/NSS/ Swachh Bharat/ Telangana ku Haritha haram /All Clubs/ Committees / Outreach / Academic /Cultural / Games & Sports/ Extracurricular etc....	

### Departmental Activities

<b>June</b>	1. Preparation of Action Plan by all Coordinators for respective activities 2. Preparation of Action Plan by all teaching faculty regarding Departmental Activities 3. Preparation of Action Plan by the Principal and Staff regarding institutional
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**July 2019**

Date	Activity	Description
1 <sup>st</sup>		Commencement of I/III/V Semesters Class work
I Week	Student Induction Programme for I Semester students on CBCS and College activities, Facilities, Certificate/Add-On Courses etc.	
1 <sup>st</sup> working day of every month-Staff Review Meeting		
5 <sup>th</sup> working day of every month Staff Council Meeting		
	Telangana Ku Haritha haram	Organizing planting programme in consultation with District authorities
II Week	1. Students talent hunt for Jignasa/ Yuvatarangam/TSAT Student as a Teacher Programme/any other Curricular/Co-curricular/Extra-curricular activities 2. Classroom Seminars, Study Projects, Field Trips and Competitions etc., 3. IQAC/NAAC Meeting 4. DRC Meeting	
IV	1. Result Analysis-Student Result analysis-Subject wise, Courses wise, College wise 2. JIGNASA- Selection of Topic and Allotment of Projects	
	State Teacher Awards	Inviting proposals from Colleges/ Universities
	College Social Responsibility Cell & Extension Activities	Enrolment of students into NCC/ NSS Organizing related activities
	Academic Records	Verification of academic records.
All Saturdays	Activities related to NCC / NSS / Swachh Bharat / Telangana ku Haritha haram / All Clubs/ Committees / Outreach / Academic / Cultural / Games & Sports/ Extracurricular / Parent Teacher Meetings etc....	

### Departmental Activities

	T-SAT Nipuna	Commencement of T-SAT Nipuna Live Telecast
II Week	Health and Nutrition	<ul style="list-style-type: none"><li>➤ Awareness programme on <b>General Health, Hygiene and Nutrition</b> by inviting Doctors or Medical Officers</li><li>➤ Blood grouping and Haemoglobin test to identify anemic students. BMI Check, distribution of Health cards and awareness programme on <b>Anaemia</b>.</li></ul>
4 <sup>th</sup> Saturday	T-SAT Nipuna Special Live Telecast	Dial the Doctor/ Nutritionist

## August 2019

Date	Activity	Description
15 <sup>th</sup>	Independence Day celebrations	Conduct of related activities at college level. Presentation of awards to District toppers (subject wise) of academic year 2017-18
26 <sup>th</sup>	Women's Equality Day	Conduct of related activities by ICC
29 <sup>th</sup>	Telugu Bhasha Dinotsavam	Conduct of various activities like debates, group discussions, essay writing etc.
<b>1<sup>st</sup> working day of every month-Staff Review Meeting</b>		
<b>5<sup>th</sup> working day of every month-Staff Council Meeting</b> (Review of Academic, Administrative and financial aspects)		
II week	DRC	Meeting
	IQAC	Meeting of IQAC Executive Body ☛ Collection of student feedback on all teaching faculty members by IQAC coordinator ☛ Analysis & Action taken report by Principal
III week	DCEDRC	DCEDRC Meeting
4 <sup>th</sup> Saturday	Swachh Bharath	Cleaning of college premises including rooftops, terraces, overhead tanks & sumps.
	ICC	Training to all girl students in Unarmed Combat Techniques
Every Saturday	Activities related to NCC/NSS/ Swachh Bharat/ Telangana ku Haritha haram /All Clubs/ Committees / Outreach / Academic /Cultural / Games & Sports/ Extracurricular / Parent Teacher Meetings etc....	

### Departmental Activities

1 Week	State Level Review Meeting	Video Conference/ Meeting – CCE with JD,RJDCE & Principals
II week	Yuvatarangam-2019	Meeting with State Level/ Cluster level Coordinators
II Week	Health and Nutrition	Administering Deworming tablets and providing medical insurance to students.
5 <sup>th</sup> Saturday	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
14 <sup>th</sup>	Hindi Diwas celebrations	Conduct of various activities like debates, group discussions, essay writing etc.
24 <sup>th</sup>	NSS Day	NSS activities
<b>1<sup>st</sup> working day of every month-Staff Review Meeting</b>		
<b>5<sup>th</sup> working day of every month-Staff Council Meeting</b> (Review of Academic, Administrative and financial aspects)		
<b>II week</b>	DRC	Meeting
	IQAC	Meeting of IQAC Executive Body <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>
<b>I &amp; II week</b>	CPDC meeting	Meeting of College CPD Committee to review and discuss various matters
<b>Every Saturday</b>	Activities related to NCC/NSS/ Swachh Bharat/ Telangana ku Haritha haram /All Clubs/ Committees / Outreach / Academic /Cultural / Games & Sports/ Extracurricular / Parent Teacher Meetings etc....	

### Departmental Activities

<b>1<sup>st</sup> Week</b>	Health and Nutrition	Celebration of National Nutritional Week-organizing food festivals and awareness programs on the Nutritional value of food.
<b>I Week</b>	State Teacher Awards	Presentation of Best Teacher Awards on Teachers' Day

## October 2019

Date	Activity	Description
2 <sup>nd</sup>	Gandhi Jayanti & Lal Bahadur Shastri Jayanthi	Celebration in Colleges
31 <sup>st</sup>	National Integration Day	Conduct of related activities
<b>1<sup>st</sup> working day of every month-Staff Review Meeting</b>		
<b>5<sup>th</sup> working day of every month-Staff Council Meeting</b> (Review of Academic, Administrative and financial aspects)		
<b>II Week</b>	DRC	Meeting
	IQAC	Meeting of IQAC Executive Body <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>
<b>III Week</b>	DCEDRC	2 <sup>nd</sup> Meeting of DCEDRC
<b>Every Saturday</b>	Activities related to NCC/NSS/ Swachh Bharat/ Telangana ku Haritha haram /All Clubs/ Committees / Outreach / Academic /Cultural / Games & Sports/ Extracurricular /Parent Teacher Meetings etc.	

### Departmental Activities

<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>25<sup>th</sup> October</b>	T-SAT Nipuna Special Live Telecast	Dial Your CCE
<b>4<sup>th</sup> Saturday</b>	T-SAT Nipuna Special Live Telecast	Stress Management and Life Skills Education

## November 2019

Date	Activity	Description
11 <sup>th</sup>	National education Day	Conduct of related activities
14 <sup>th</sup>	Pandit Jawaharlal Nehru Birthday	Conduct of related activities
14 <sup>th</sup> to 20 <sup>th</sup>	National Library week	Conduct of related activities
<b>1<sup>st</sup> working day of every month-Staff Review Meeting</b>		
<b>5<sup>th</sup> working day of every month-Staff Council Meeting</b> (Review of Academic, Administrative and financial aspects)		
II Week	DRC	Meeting
	IQAC	Meeting of IQAC Executive Body <ul style="list-style-type: none"> <li>Collection of student feedback on all teaching faculty members by IQAC coordinator</li> <li>Analysis &amp; Action taken by Principal</li> </ul>
16 <sup>th</sup> to 22 <sup>nd</sup>	Jignasa	College level selections
23 <sup>rd</sup> to 25 <sup>th</sup>	Jignasa	Submission of selected projects to CCE
<b>Every Saturday</b>	Activities related to NCC / NSS / Swachh Bharat / Telangana ku Haritha haram / All Clubs / Committees / Outreach / Academic / Cultural / Games & Sports / Extracurricular / Parent Teacher Meetings etc....	

### Departmental Activities

II Week	Yuvatarangam 2019-20	Meeting with state level / cluster level coordinators
II Week	Health and Nutrition	Awareness program on Diabetes on the occasion of World Diabetes day
5 <sup>th</sup> Saturday	T-SAT Nipuna-Special Live Telecast	Methods / Strategies / Best Practices adopted by Colleges

## December 2019

Date	Activity	Description
1 <sup>st</sup>	AIDS day	Red Ribbon Club – conduct of AIDS awareness programmes in collaboration with District officials
10 <sup>th</sup>	Human Rights Day	Conduct of related activities
24 <sup>th</sup>	National Consumer Day	Competitions & Awareness Programmes
<b>1<sup>st</sup> working day of every month-Staff Review Meeting</b>		
<b>5<sup>th</sup> working day of every month-Staff Council Meeting</b> (Review of Academic, Administrative and financial aspects)		
<b>II Week</b>	DRC	DRC Meeting
	IQAC	Meeting of IQAC Executive Body <ul style="list-style-type: none"> <li>Collection of student feedback on all teaching faculty by IQAC Coordinator &amp; Principal.</li> <li>Analysis &amp; Action taken report by Principal</li> </ul>
<b>III Week</b>	Jignasa	State level selections
<b>Every Saturday</b>	Activities related to NCC/NSS/ Swachh Bharat/ Telangana ku Haritha haram /All Clubs/ Committees / Outreach / Academic /Cultural / Games & Sports/ Extracurricular /Parent Teacher Meetings etc...	

### Departmental Activities

<b>I Week</b>	Health and Nutrition	Awareness programme on AIDS and organizing AIDS rally.
<b>IV Week</b>	Yuvatarangam 2019-20	College level Games , Sports, Cultural & literary Competitions
<b>4<sup>th</sup> Saturday</b>	T-SAT Nipuna Special Live Telecast	Preparation for Competitive Examinations: Tips and strategies



## January 2020

Date	Activity	Description
12 <sup>th</sup>	National Youth day	Celebration of the day
25 <sup>th</sup>	National Voters day	Organize awareness programmes to sensitize students on exercising their franchise
26 <sup>th</sup>	Republic day	Celebration of Republic Day
<b>1<sup>st</sup> working day of every month-Staff Review Meeting</b>		
<b>5<sup>th</sup> working day of every month-Staff Council Meeting</b> (Review of Academic, Administrative and financial aspects)		
<b>I week</b>	DRC	Meeting
	IQAC	Meeting of IQAC Executive Body <ul style="list-style-type: none"> <li>Collection of student feedback on all teaching faculty by IQAC coordinator &amp; Principal.</li> <li>Analysis &amp; Action taken report by Principal</li> </ul>
<b>III Week</b>	DCEDRC	3 <sup>rd</sup> Meeting of DCEDRC
	Jignasa	Presentation at State level – selection of best projects
<b>IV Week</b>	Jignasa	Prize Distribution Programme
<b>Every Saturday</b>	Activities related to NCC/NSS/ Swachh Bharat/ Telangana ku Haritha haram /All Clubs/ Committees / Outreach / Academic /Cultural / Games & Sports/ Extracurricular /Parent Teacher Meetings etc...	

### Departmental Activities

<b>I Week</b>	State Level Review Meeting	Video Conference/ Meeting - CCE with JD, RJDCE & Principals
<b>II Week</b>	Yuvatarangam 2019-20	Cluster level Games , Sports, Cultural & literary Competitions
<b>III Week</b>	Health and Nutrition	Hemoglobin test and invited lecture on <b>Menstrual Hygiene for Girls.</b>
<b>IV Week</b>	Yuvatarangam 2019-20	State level Games , Sports, Cultural & literary Competitions
<b>4<sup>th</sup> 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

## February 2020

Date	Activity	Description
21 <sup>st</sup>	Antarjaatiya Matru Bhasha Dinotsavam	Celebrating the Day
28 <sup>th</sup>	National Science Day	Celebrating the Day
<b>1<sup>st</sup> working day of every month-Staff Review Meeting</b>		
<b>5<sup>th</sup> working day of every month-Staff Council Meeting</b> (Review of Academic, Administrative and financial aspects)		
<b>I Week</b>	DRC	II Meeting
	IQAC	IQAC Meeting with all the departments
<b>Every Saturday</b>	Activities related to NCC/NSS/ Swachh Bharat/ Telangana ku Haritha haram /All Clubs/ Committees / Outreach / Academic /Cultural / Games & Sports/ Extracurricular /Parent Teacher Meetings etc....	

### Departmental Activities

<b>II Week</b>	Yuvatarangam 2019-20	Grand Finale
<b>III Week</b>	Health and Nutrition	World Cancer Day- Awareness programme on <b>Prevention and Cure of Cancer.</b>

## March 2020

Date	Activity	Description
8 <sup>th</sup>	International Women's Day	Conduct of various activities & competitions for students & staff
<b>1<sup>st</sup> working day of every month-Staff Review Meeting</b>		
<b>5<sup>th</sup> working day of every month-Staff Council Meeting</b> (Review of Academic, Administrative and financial aspects)		
<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>
	DRC	II Meeting
	IQAC	IQAC Meeting with all the departments
<b>III Week</b>	DCEDRC	4 <sup>th</sup> Meeting of DCEDRC
<b>Last Week</b>	Stock Verification	Stock verification of Laboratories and Libraries.
<b>Every Saturday</b>	Activities related to NCC/NSS/ Swachh Bharat/ Telangana ku Haritha haram /All Clubs/ Committees / Outreach / Academic /Cultural / Games & Sports/ Extracurricular /Parent Teacher Meetings etc...	

### Departmental Activities

<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.

## 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
<b>1<sup>st</sup> working day of every month-Staff Review Meeting</b>		
<b>5<sup>th</sup> working day of every month-Staff Council Meeting</b> (Review of Academic, Administrative and financial aspects)		
<b>April</b>	Preparation of Annual Academic Performance Report	Preparation of college Annual Academic Performance Report (AAPR) and submission of soft copy of the same to O/o CCE
<b>I Week</b>	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>
<b>Every Saturday</b>	Activities related to NCC/NSS/ Swachh Bharat/ Telangana ku Haritha haram /All Clubs/ Committees / Outreach / Academic /Cultural / Games & Sports/ Extracurricular /Parent Teacher Meetings etc.....	

### Departmental Activities

<b>I Week</b>	Health and Nutrition	Celebration of World Health Day
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## May 2020

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 Students' Help Desk in the College and online registration of students to various courses to be taken up

### Departmental Activities

May	State Level Review Meeting	Meeting / Video Conference - CCE with JD, RJDCE & Principals - Review on Admissions
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## e-mail IDs

S.No.	Initiative/Designation/Section	e-mail ID
1.	Commissioner	comm-ce@telangana.gov.in
2.	Joint Director-I	jtdir-ce@telangana.gov.in
3.	Joint Director-II	rjtdir-ce@telangana.gov.in
4.	Academic Guidance Officer	ago-ce@telangana.gov.in
5.	Academic Cell	academiccell-ce@telangana.gov.in
6.	ICT Cell	itofficer-ce@telangana.gov.in
7.	TSKC	tskc-ce@telangana.gov.in
8.	Capacity Building (RC & OC)	trainings-ce@telangana.gov.in
9.	PwDs	inclusion-ce@telangana.gov.in
10.	NAAC/ UGC/ Autonomous	quality-ce@telangana.gov.in
11.	Bank SID	banksid-ce@telangana.gov.in
12.	CA & IMS	caims-ce@telangana.gov.in
13.	T-SAT NIPUNA Live Classes	eclasses-ce@telangana.gov.in
14.	Yuvatarangam	excellence-ce@telangana.gov.in
15.	Jignasa	jignasa-ce@telangana.gov.in
16.	MOOCS/ Virtual Class	moocs-ce@telangana.gov.in
17.	State Teacher Awards	teacherawards-ce@telangana.gov.in
18.	Academic Audit	academicaudit-ce@telangana.gov.in
19.	Budget Section	budget-ce@telangana.gov.in
20.	Tappal Inward Section	inward-ce@telangana.gov.in
21.	SPD RUSA	spdrusa-ce@telangana.gov.in