

# Dr.BRR Government Degree College Jadcherla

## Institutional Plan -2023-24

S.No.	Month	Subject	Activity to be done	Executive Strategy
1	June-23	Admissions	College Reopens on 15-06-2023 for the Academic Year 2023-24  Constitution of college level Admissions Promotion Committee  Preparation/Printing of Application formats for Admissions	1.Establishment of Help desk 2..Show case of infrastructure 3.Advertising through media 4. Admissions campaigning. 6.Designing brochures, pamphlets, Flexes, videos
		Bridge Creation	Sensitization of Junior college students for Admissions through Phone Calls	1. Utilizing the Social media. Department wise APC visited Junior colleges
		Academics Planning	Preparation of Class work material	Preparation of Department Action plans
2	Jul-23	Admissions	First year Admissions	Fresh registrations at Helpdesk
		Academic Planning & University Examinations	Conduct of classes	Preparation of Time Table as per Scheduled Workload and Annual Curricular Plans
			Academic Record maintenance  Cadre Strength review/ Guest Faculty Services, Departmental Workload particulars	Updating of Teaching diaries to CAIMS.  Engagement of Guest faculty as per the guidelines of CCE

3	Aug-23	Admissions	Progression of Admissions	Fresh registrations at Helpdesk on daily basis and Campaign by APC as per scheduled Roadmap
		Infrastructure	ICT Teaching	Procurement of Digital Interactive Panels, Public Addressing Systems for better control & communication.
		Academic Planning	Departmental Action plans, Time Tables, Result Analysis	Preparing College Timetable: Scheduling Program wise time table/ Faculty wise Time Table And share among student groups. Conduct of Orientation Programs
			Classes for I, III & V Semesters	Class room instruction. Implementation of student centric methods
			Extra Curricular Activities	Independence Day celebrations, Annual Sport Day Prize distribution
			Classes -Scheduling of Classwork-Preparation of Academic Calendar as prescribed by PU,MBNR T.S.	Curriculum Plan and Other Departmental Academic activities, Bridge Course Preparation of PPTs, Video classes, Project works.
4	Sep-23	HOLISTIC DEVELOPMENT	.Academic, Cultural, Environmental, Sports and others for holistic development of the stakeholders	Mentoring students for academic, social and career prospects Organizing intellectual, academic, creative, literary, communication, presentation competitions at inter and intra departmental level. Making athletics, indoor and outdoor sports, a regular feature for students of the University Innovating programs Conduct of 1 <sup>st</sup> Internal Exams 15-09-2023 to 16-09-2023
		Academic Planning	Classes for I, III & V Semesters	Class room instruction. Implementation of student centric methods
		Infrastructure	Skill development programme	TSKC & Career Guidance Cell

5	Oct-23	Planning Collaborations /Infrastructure	Maintenance of records, preparation and timely submission of AQARs to NAAC, Arrangements and invitation to resource persons, Improving Academic facilities.	Establishment of MoUs
		Academic	Classes for I, III & V Semesters  Short Term Vacation	Class room instruction. Implementation of student centric methods  23-10-2023 to 29-10-2023
6	Nov-23	Governance & Integration	E- Office/ Invited Lectures/ Institutional Policies/ Joining all the academic and administrative departments seamlessly	Maintaining central electronic database for staff and students. Integrated facilities for sharing intellectual and physical resources .Bringing improvement and reforms in procedures, process and policies for increasing efficiency and effectiveness .Forming strategical alliances with prominent universities. Conduct of 2 <sup>nd</sup> Internal Exams 23-10-2023 to 24-10-2023
			Innovations	Integrating training modules, Lecture & knowledge expertise of resource persons for the benefit of stakeholders. Integrating the student evaluation and assessment centrally for quick disposal of results.
		Planning	Class work Instructions-Organization of Semester Examinations,	Completion of Syllabus and preparing the students for Semester End Examinations
		Sustainability	R5-Recycle,Reduce,Rethink,Reuse and Recreate for sustainability development	Encouraging green and eco-friendly units. Green audit by ISO certification. Promoting healthy environment friendly practices

7	Dec-23	Self reliance	To generate additional revenues Cost saving measures	Making efforts for donation from Alumni/Founders and other sources. Cost saving Measures paperless communication for inter and intra departments, Energy savings options, better capacity utilization of existing Last day of Instruction: 25-11-2023
		Planning	Annual Academic Records/ Attendance Registers/ NAACRegisters & Files QuestionBankGenerationbylecturers.  Commemorative Days	Providing opportunities and facilities for developing teaching and research skills of faculty members  AIDS Day National Mathematics Day, National Consumers Day
		Examinations	Semester Examinations	As per P.U. MBNR T.S Theory and Practical Exams
		Planning / NAAC 7 Criteria:- Curricular Aspects and Teaching & Learning Evaluation	IQAC Meeting- Preparation of NAAC Registers & File formats for documentation of Departmental Activities,	Review of Committees and Responsibilities.
	Jan - 2024	Academic	Preparation of Timetable	Preparation of Timetable for Classes and implementation
			Classes for II, IV & VI Semesters	Class room instruction. Implementation of student centric methods  Preparation of Timetable
		Innovations and Extension	To create environment and facilities for interdisciplinary research. Training programs and consultancy to be encouraged for revenue generation.	Consultancy, Training Programs, Case studies, Study Projects, Training Programs

		Result Analysis	Assessment and Evaluation Remedial Measures	College level / Group and Subject wise University result analysis
				Submission of Result Analysis to the Principal
		Globalization Awareness Programs	To establish benchmarks with global perspective in all areas of academic and administrative performance.	<p>Creating quality orientation in all areas of performance. •  Updating teaching-learning processes with global standards. •  Introducing innovative academic programs with global requirements and acceptability.  Updating existing course curriculum with global perspective in terms of conceptual and application dimensions.</p> <p>Encouraging conventions, seminar, conferences, workshops, training programs,  Short term courses, exhibitions, competitive events etc.</p>
9	Feb-24	Academic	Commencement of Classes	As per PU Almanac
		Employability Guidance /Student Support Services	Equal Opportunity	TSKC and Career Guidance Cell
		WEC	Awareness Program on Women Security	WEC Short Term Vacation From 13-01-2024 to 17-01-2024
		Planning / NAAC 3Criteria:- RESEARCH,INNOVATION,COSULTATION &EXTENSION	Transfer of Technology from Lab to Land/Acting as Resource person/Innovative Online Training Classes, Proposals for MRPs to UGC, DBT, DST etc.,/ Research Publications	IQAC
		Advertisement	Publishing News Letter and Magazine on monthly basis	Press Committee

		Examinations	Internal Exams	2 <sup>nd</sup> ,4 <sup>th</sup> & 6 <sup>th</sup> Semesters Internal Assessments from 28-02-2024 to 29-02-2024
		Departmental Activities	Commencement of Students centric activities like seminars, Group Discussions, Assignments, Project Work etc.	
		Co- Curricular and Extra Curricular activities	Commemorative Days	Conduct of National Science Day
10	Mar-24	Republic Day	Republic Day Celebrations-Cultural & literary Competitions, Sports & Games.	
		Academic (Skill Upgradation in addition to regular Curriculum)	Career Counseling Program/Certificate Courses	
			TSKC	
		Planning / NAAC7 Criteria:- INFRASTRUCTURE &LEARNING RESOURCES	Follow up of Library automation ,Digital literacy, INFLIBNET, NLIST registration sand Subscription	Follow up of ,Library automation, Digital literacy, INFLIBNET, NLIST registration and Subscription
11	Apr-24	Planning / NAAC 5 Criteria:-STUDENT SUPPORT & PROGRESSION	Student empowerment skill Trainig programmes for meritorious students / Certificate courses	Extending scholarships to the students Improving learning abilities and chances for higher education opportunities
			Alumni	Conduct of Alumni meetings
		Academic	Internal Exams/ External exams	II,IV &VI Semesters Internal Assessments from 29-04-2024 to 30-04-2024
			Review Meeting on Coverage of Syllabus and Remedial Classes/ Stock verification	
			Monitoring of NCC/ NSS Units	

		NCC &NSS	Swatch Bharath-Clean and Green Program	NCC /NSS /TSKC
			Student empowerment skill Training programs	
		Collaborations	MOU/Linkages with Industries/ Research stations/ Universities	
		Cultural Programs	Sports / Cultural Competitions	Conducting College Annual Day
12	May-24	Academic	Transparency in evaluation process for Teachers Performance	NAAC Updates/ Academic Audit/ Faculty Forum activities
				Annual Stock Verification of all Departments
				Collection of Feedback forms
				Collection of Dept. activities and Student support services
				Conduction of Exams
		IQAC review meeting		
		Examinations	UG Public Examinations	Last Day of Instruction: 03-05-2024 Following Practical and Theory Exams as per the Scheme of University
13	Jun-24	Academic	UG Public Examinations	Following Practical and Theory Exams as per the Scheme of University
		Events	World Environment Day-Conduct of Quiz	
			World Blood Donation Day	
			World Yoga Day	
			World Anti Drug Day	
			Azadi ka Amrith Mahostav Celebrations	
Earth Day				

- Any activities suggested by the higher authorities will be incorporated accordingly in the Institutional plan.

PRINCIPAL