

VIVEKANANDA GOVERNMENT DEGREE COLLEGE
VIDYANAGAR, HYDERABAD
INSTITUTIONAL CURRICULAR PLAN FOR THE YEAR
2015-16

Month	Week	Activity	Tentative Date	Lecturer / Staff I/C	Whether Conducted
June		Commencement of sale of Applications for First year Registrations	11.05.2015		
	1 week	Last date for Registration for First year Admissions.	06.06.2015		
		Re-opening of the college and staff meeting.	08.06.2015	By Principal	Yes
	2 week	Commencement of II & III yr Classes.	08.06.2015	By Individual Lecturers	Yes
		World Blood Donor Day	14.06.2015	Red Ribbon Club	Yes
		Formation of various committees		By Principal	Yes
	3 week	Preparation of Institutional and Annual curricular plans Department wise – Lecturer wise.		By Individual Lecturers	Yes
		Announcement of First List of Admissions.	15.06.2015	By Principal	Displayed on Notice Board.
		Last date for Payment of Fee for First list of Candidates for Admissions.	22.06.2015		
	4 week	Result Analysis		By Principal	Analysed in Staff Meeting
		Staff meeting - Admission Progress discussion		By Principal	Conducted
		Swach Bharat - Swach Telangana & Hobby Day		Cleaning of College Premises Exhibition of literary works like Poetry, Short stories, news reports collected by Students &	Yes

				Staff	
		Announcement of Second List of Admissions.	25.06.2015		Displayed on Notice Board.
		Last date for payment of fee for second & final list of candidates for Admission.	30.06.2015	By Individual Lecturers	Yes
		Commencement of First year classes.	30.06.2015	By all Faculty members	Yes
July	1 week	UGC Review		By Concerned I/C	
		DRC I Meeting	04.07.2015	By DRC Chairman, Govt. City College	Meeting Conducted
		Monthly Review meeting of Academic activities.	01.07.2015	By Principal	Yes
		IQAC Meeting		By IQAC co-ordinator	Yes
		Counseling of First year Degree students.	02.07.2015		Yes
		Organize Anti-Ragging Activities	04.07.2015	By Class I/C	Yes
	2 week	Welcome address for Freshers Declaration of college rules and regulations Maintenance of discipline etc.	06.07.2015	By Principal	Yes
		Commencement of Student centric activities - Classroom seminars, Study Projects, Field trips and competitions		By all Depts.	Yes
		Class Representatives Meeting- Selection of representatives, collection of feedback.		By Mentors	Yes
	3 week	Announcement of annual curricular plan to First year students.		By Concerned Dept.	Yes
		Usage of Library and reading room issue of books an Introduction to First year students.		I/C Librarian	Yes
		Medical Camp in collaboration with District Health Officials			

		Enrolment of Students into NCC/NSS/Sports/Cultural related activities		By NSS I/C Sri J.Radhakrishna Murthy Sri R.Sridhar	Yes
		Staff meeting admissions progress	18.07.2015	By Principal	Yes
		MANA TV Programmes as per schedule.		By Concerned I/C	Yes
	4 week	Swach Bharat - Swach Telangana & Hobby Day	25.07.2015	Cleaning of College Premises. Crafts Exhibition by Students & Staff	Yes
		JKC Day - A PPT presentation/ Seminar to all students on Career Prospects	20.07.2015	JKC Coordinator or Mentor	Yes
		Conduct of Class seminars, Assignments in all Departments.		By Individual Depts.	Yes
	5 week	Telangana Haritaharam - Organizing plantation program	27.07.2015	By I/C Harithaharam & NSS	Yes
		Conduct of Departmental meetings syllabus Review Discussion.	30.07.2015	By all Depts.	Yes
	August	1 week	DRC II Meeting	01.08.2015	By DRC Chairman, Govt. City College
IQAC Meeting			01.08.2015	By IQAC co-ordinator	
Review Meetings (Academic, Administrative & Financial aspects)			07.08.2015	By Principal	Yes
Staff Council meeting – Review of Academic activities.			06.08.2015	By Principal	Yes
2 week		Essay Writing, Elocution and Songs Competitions on the eve of Independence Day		By Concerned Dept.	Yes
		Independence Day Celebrations.	15.08.2015	By Principal	Yes
		Conduct of classroom seminars by Individual Departments- Participation of students in the Discussion.		By Depts.	Yes
3 week		The need of computer education to all An extension lecture.	20.08.2015	By I/C Dept. of Computer	Yes

				Science	
		Staff Meeting	14.08.2015	By Principal	Yes
		Identification of Low profile students basing on marks, seminars, discussions to conduct remedial classes.		By all Depts.	Yes
	4 week	Conduct of I Unit Test		By Dept.	Yes
		Swach Bharat - Swach Telangana & Hobby Day		Cleaning of College Premises. Dance, Music, Dramatics by Students & Staff	Yes
		Submission of Assignments & Project works- Discussions.		By Dept.	Yes
		Closure of Admission records in all respects.		By Principal	Yes
		Conduct of Remedial Classes for Supplementary Exams			Yes
		Telangana Haritaharam - Organizing plantation program			Yes
		Women's Equality Day - Activities by ICC	26.08.2015	By ICC	Yes
		Telugu Bhasha Dinotsavam	31.08.2015	By Telugu Dept.	Yes
		Training to all girl students in Un Armed Combet Techniques		By ICC	To be conducted in the month of November.
		Eco fest - Organizing activities related to Environment protection			Yes
September	1 week	DRC III Meeting	11.09.2015	By DRC Chairman, Govt. City College	Meeting Conducted
		IQAC Meeting	04.09.2015	By IQAC co-ordinator	Meeting Conducted
		Teachers Day Celebrations students involvement.	05.09.2015	By Principal & Staff I/C	Meeting Conducted
		International Literacy Day	08.09.2015		Yes
		Preparation of teaching models, study projects, charts and other creative skills by students in all the Depts.		By Depts.	Yes

		Staff Council meeting – Review of Academic activities.	04.09.2015	By Principal	Yes
		Submission of Admission Lists to the university with CD's		By Depts.	Yes
	2 week	Classroom seminars, Discussions and Assignments.		By Depts.	Yes
		Review Meetings (Academic, Administrative & Financial aspects)			Yes
		Telangana Bhasha Dinotsavam	09.09.2015		Yes
		One Day Training Programme on Personality Development in collaboration with Junior Chamber International	10.09.2015		Yes
		CPDC Meeting			Yes
		Annual, Sports, Cultural & Literary Meet			Yes
		Review of project works assigned to high profile students.		By all Depts.	Yes
	3 week	Internal quality assurance cell meeting review of academic activities.		By IQAC co-ordination	Yes
		Staff meeting - Review of academic activities etc.		By Principal	Yes
		Extensions Lecturer in the Dept.		By Concerned Dept.	Yes
		Clean and Green programme.		By NSS I/C	Yes
	4 week	Conduct of Departmental meetings academic activities – Discussion.		By Depts.	Yes
		Hindi Divas Celebrations - Literary Activities			
		NSS Day Celebrations - NSS Activities			Yes
		World Democracy Day	15.09.2015		Yes
		International Peace Day	21.09.2015		Yes
		World Tourism Day	22.09.2015		Yes
		Swach Bharat - Swach Telangana & Hobby Day		Cleaning of College Premises. Photo, Drawing, Sketching & Painting Exhibition	Yes

				by Students & Staff	
		MANA TV programmes as per schedule.		By Concerned I/C	Yes
	5 week	Conduct of II Unit Test			Yes
		Model question papers - Discussions - Preparation of students for supplementary examinations.		By all Depts.	Yes
October	1 week	MID TERM VACATION(10.10.2015 to 25.10.2015)& SUPPLEMENTARY EXAMINATIONS.			
		MANA TV programmes as per schedule.		By Concerned I/C	Yes
		Extension Lecture by the Depts.		By all Depts.	Yes
November	1 week	IQAC Meeting		By IQAC co-ordinator	Yes
		Review Meetings (Academic, Administrative & Financial aspects)		By Principal	Yes
	2 week	Seminar presentation by students in all Departments		By Depts.	Yes
		DCEDRC III Meeting			Yes
		National Education Day	11.11.2015		Yes
		Clean & Green programme in the College premises.		By NSS I/C	Yes
	3 week	National Library Week			Yes
		Conduct of III unit tests		By Depts.	Yes
		Youth Festival - District level Sports Meet & Cultural Competitions			Yes

		Staff meeting – Review of Remedial classes I– Students counseling in connection with remedial classes – Feed back collections.		By Principal and Staff	Yes
		Remedial classes to academically weak students		By Depts.	Yes
	4 week	Swach Bharat - Swach Telangana & Hobby Day		Cleaning of College Premises. Stamps & Coins Exhibition by Students & Staff	Yes
		MANA TV programmes as per schedule.		By Concerned I/C	Yes
		Women grievances cell – Counseling of women students		By Concerned I/C	Yes
		Career prospects for a conventional degree holder – a Lecture by Career Guidance cell I/C		By Concerned I/C	Yes
December	1 week	Review Meetings (Academic, Administrative & Financial aspects)		By Principal	Yes
		IQAC Meeting		By IQAC co-ordinator	Yes
		College Social Responsibility Week			Yes
		Conducting coaching classes for students to prepare for EdCET/PGCET/Competitive examinations		By Career Guidance Cell	Yes
		Commencement of JKC training		By JKC	Yes
		WORLD AIDS DAY- STUDENTS RALLY – AIDS awareness programme		By NSS I/C	Yes
	2 week	Clean and Green programme.		By NSS I/C	Yes

January		Human Rights Day - Conduct of related activities	10.12.2015	By DRC	Yes
		Seminars, Assignments, Project work in all Subjects.		By Depts.	Yes
	3 week	Staff meeting – Review of academic and other activities of the college.		By Principal	Yes
		MANA TV programmes as per schedule.		By Concerned I/C	Yes
	4 week	Conduct of Half Yearly Examinations			Yes
		Swach Bharat - Swach Telangana & Hobby Day		Cleaning of College Premises. Rangoli Competition	Yes
		National Consumers Day - Conduct of awareness programs			Yes
	1 week	Review Meetings (Academic, Administrative & Financial aspects)		By Principal	Yes
		Question paper Discussions academic activities.		By Depts.	Yes
		IQAC Meeting		By IQAC co-ordinator	Yes
	2 week	Conduct of Cultural, Literary & Sports Competitions			Yes
		MANA TV programmes as per schedule.		By Concerned I/C	Yes
	3 week	Staff meeting		By Principal	Yes
		PRE-FINAL EXAMINATIONS			Yes
	4 week	IUFF			Yes
		Staff meeting – Academic activities review – Total Review.		By Principal	Yes
		National Voters Day - Organizing programmes to sensitize students on exercising the franchise	25.01.2016		Yes
	5 week	REPUBLIC DAY CELEBRATIONS	26.01.2016	By Principal	Yes
		ANNUAL DAY Celebrations & Competitions			Yes
February	1 week	Review Meetings (Academic, Administrative & Financial aspects)		By Principal	Yes
		IQAC Meeting		By IQAC	Yes

				co-ordinator	
		Last Day of Instruction for II & III yr students.	06.02.2016	By Depts.	Yes
		Revision & Remedial classes to needy students			Yes
	2 week	Commencement of II & III Yr Practical Examinations.	10.02.2016	By O.U	Yes
		Commencement of I Year Practical Examinations.	24.02.2016	By O.U	Yes
	3 week	Antarjaatiya Matru Bhasha Dinotsavam - Celebrating the day	21.02.2016		Yes
		Last Day of Instruction for I yr students.	23.02.2016	By Depts.	Yes
		JKC & Career Guidance Cell - Organizing Job fairs & Campus drives		By JKC	Yes
	4 week	Commencement of I Yr Practical Examinations.		By O.U	Yes
	March	1 week	Review Meetings (Academic, Administrative & Financial aspects)		By Principal
IQAC Meeting				By IQAC co-ordinator	Yes
Budget Utilization - Submission of all bills to DTO					Yes
2 week		International Women's Day - Conduct of related activities			Yes
		Commencement of Theory Examinations.		By O.U	Yes
3 week		Staff Meeting		By Principal	Yes
4 week		Stock Verification			Yes
April		Summer vacation from 09.04.2016 to 31.05.2016			