

VIVEKANANDA GOVERNMENT DEGREE COLLEGE
VIDYANAGAR, HYDERABAD
INSTITUTIONAL CURRICULAR PLAN FOR THE YEAR 2016-17

Month	Week	Activity	Tentative Date	Lecturer / Staff I/C	Whether Conducted
June		Re-opening of the college and staff meeting.	01.06.2016	By Principal	Yes
	1 week	Online Admission Process (Helpline Center)			
		Telangana Formation Day celebrations	02.06.2016		Yes
	2 week	Online Admission Process (Helpline Center)		By Individual Lecturers	Yes
		Result Analysis		By Principal	Analysed in Staff Meeting
		Commencement of II & III yr Classes.	09.06.2016		
		World Blood Donor Day	14.06.2016	Red Ribbon Club	Yes
		Formation of various committees		By Principal	Yes
	3 week	Online Admission Process (Helpline Center)			
		Preparation of Institutional and Annual curricular plans Department wise – Lecturer wise.		By Individual Lecturers	Yes
	4 week	Online Admission Process (Helpline Center)			
		International Day of Yoga	21.06.2016	By all Depts.	
		Announcement of First List of Admissions.	22.06.2016	By Principal	Displayed on Notice Board.
		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	Yes
		Last date for reporting for first list of candidates for Admission.	28.06.2016	By Conveners	Yes

Month	Week	Activity	Tentative Date	Lecturer / Staff I/C	Whether Conducted
July	1 week	UGC Review	02.07.2016	By Concerned I/C	
		Monthly Review meeting of Academic activities.	02.07.2016		
	2 week	Commencement of I yr Classes.	04.07.2016	By DRC Chairman, Govt. City College	Meeting Conducted
		IQAC Meeting		By IQAC co-ordinator	Yes
		Counseling of First year Degree students.	05.07.2016		Yes
		Organize Anti-Ragging Activities	06.07.2016	By Class I/C	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
		Telangana Harithaharam	11.07.2016	By NSS	Yes
	3 week	Induction Programme for Freshers Declaration of college rules and regulations Maintenance of discipline etc.	12.07.2016	By Principal	Yes
		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
		Staff meeting admissions progress	18.07.2016	By Principal	Yes
	4week	Drunk & Drive Awareness Programme	22.07.2016	By NSS	Yes
		MANA TV Programmes as per schedule.		By Concerned I/C	Yes
		Student as Teacher Programme	23.07.2016	By Students	Yes
		Conduct of Class seminars, Assignments in all Departments.		By Individual Depts.	Yes
	5 week	Conduct of Departmental meetings syllabus Review Discussion.	30.07.2016	By all Depts.	Yes
		Swach Bharat - Swach Telangana & Hobby Day	30.07.2016	Cleaning of College Premises.	Yes

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August	1 week	DRC II Meeting	02.08.2016	By DRC Chairman, Govt. City College	Meeting Conducted
		IQAC Meeting	02.08.2016	By IQAC co-ordinator	
		Staff Council meeting – Review of Academic activities.	06.08.2016	By Principal	Yes
		Review Meetings (Academic, Administrative & Financial aspects)	08.08.2016	By Principal	Yes
	2 week	Essay Writing, Elocution and Songs Competitions on the eve of Independence Day		By Concerned Dept.	Yes
		Independence Day Celebrations.	15.08.2016	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.	20.08.2016	By I/C Dept. of Computer Science	Yes
		Staff Meeting	22.08.2016	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
		Azadi -70	23.08.2016	By Telugu Dept.	Yes
		Awareness Programme on Opportunities available to SC & ST Students	24.08.2016	By Career Guidance and Placement Cell	Yes
		Conduct of Remedial Classes for Supplementary Exams			Yes
		Telangana Haritaharam - Organizing plantation program			Yes
		Women's Equality Day - Activities by ICC	26.08.2016	By ICC	Yes
		Guest Lecture on Interview Skills	27.08.2016	By Commerce Dept	Yes
		Telugu Bhasha Dinotsavam	29.08.2016	By Telugu Dept.	Yes
	5 week	Training to all girl students in Un Armed Combat Techniques		By ICC	To be conducted in the month of November.
		Eco fest - Organizing activities related to Environment protection			Yes

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September	1 week	DRC III Meeting	1.09.2016	By DRC Chairman, Govt. City College	Meeting Conducted
		IQAC Meeting	02.09.2016	By IQAC co-ordinator	Meeting Conducted
		Teachers Day Celebrations students involvement.	06.09.2016	By Principal & Staff I/C	Meeting Conducted
		International Literacy Day	08.09.2016		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.	08.09.2016	By Principal	Yes
	2 week	Classroom seminars, Discussions and Assignments.		By Depts.	Yes
		Review Meetings (Academic, Administrative & Financial aspects)			Yes
		Telangana Bhasha Dinotsavam	09.09.2016	By Telugu Dept.	Yes
		One Day Training Programme on Personality Development in collaboration with Junior Chamber International	10.09.2016		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	14.09.2016	by Hindi Department	Yes
		NSS Day Celebrations - NSS Activities			Yes
		World Democracy Day			Yes
		International Peace Day	21.09.2016		Yes
		World Tourism Day	22.09.2016		Yes
		Swach Bharat - Swach Telangana & Hobby Day		Cleaning of College Premises. Photo, Drawing, Sketching & Painting Exhibition by	Yes
	5 week	MANA TV programmes as per schedule.		By Concerned I/C	Yes
		Conduct of II Unit Test			Yes
		Model question papers - Discussions - Preparation of students for supplementary examinations.		By all Depts.	Yes

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		Closure of Admission records in all respects.		By Principal	Yes
		Bathukamma Sambaralu	1.10.2016	By telugu Dept	Yes
October	1 week	MID TERM VACATION(4.10.2016 to 12.10.2016)& SUPPLEMENTARY EXAMINATIONS.			
		MANA TV programmes as per schedule.		By Concerned I/C	Yes
	3 week	Internal Exams -Ist year-Ist Sem	21.10.2016 & 22.10.2016	By all Depts.	Yes
		Extension Lecture by the Depts.		By all Depts.	Yes
	4 week	National Integration Day	31.10.2016	By telugu Dept ,English & NSS	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	11.11.2016		
		Last Instruction Day for 1 Sem	11.11.2016		
		Clean & Green programme in the College premises.		By NSS I/C	
	3 week	National Library Week			
		Conduct of III unit tests		By Depts.	
		Youth Festival - District level Sports Meet & Cultural Competitions			
		Staff meeting – Review of Remedial classes I– Students counseling in connection with remedial classes – Feed back collections.		By Principal and Staff	
		Practical Exams for semester I	24.11.2016 to 26.11.2016		
		Remedial classes to academically weak students		By Depts.	
		Swach Bharat - Swach Telangana & Hobby Day		Cleaning of College Premises. Stamps & Coins Exhibition by Students & Staff	
		MANA TV programmes as per schedule.		By Concerned I/C	

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December	4 week	Women grievances cell – Counseling of women students		By Concerned I/C	
		Career prospects for a conventional degree holder – a Lecture by Career Guidance cell I/C		By Concerned I/C	
	1 week	Review Meetings (Academic, Administrative & Financial aspects)		By Principal	
		IQAC Meeting		By IQAC co-ordinator	
		College Social Responsibility Week			
		Conducting coaching classes for students to prepare for EdCET/PGCET/Competitive examinations		By Career Guidance Cell	
		Commencement of TSKC training		By TSKC	
		For I years Semester End Exams			
		WORLD AIDS DAY- STUDENTS RALLY – AIDS awareness programme		By NSS I/C	
	2 week	Clean and Green programme.		By NSS I/C	
		Human Rights Day - Conduct of related activities		By DRC	

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		Commencement of Classes	14.12.2016		
		Seminars, Assignments, Project work in all Subjects.		By Depts.	
	3 week	Staff meeting – Review of academic and other activities of the college.		By Principal	
		MANA TV programmes as per schedule.		By Concerned I/C	
	4 week	Conduct of Half Yearly Examinations			
		Swach Bharat - Swach Telangana & Hobby Day		Cleaning of College Premises. Rangoli Competition	
		National Consumers Day - Conduct of awareness programs			
January	1 week	Review Meetings (Academic, Administrative & Financial aspects)		By Principal	
		Question paper Discussions academic activities.		By Depts.	
		IQAC Meeting		By IQAC co-ordinator	
	2 week	Conduct of Cultural, Literary & Sports Competitions			
		MANA TV programmes as per schedule.		By Concerned I/C	
	3 week	Staff meeting		By Principal	
		PRE-FINAL EXAMINATIONS			
	4 week	IUFF			
		Staff meeting – Academic activities review – Total Review.		By Principal	
		National Voters Day - Organizing programmes to sensitize students on exercising the franchise	25.01.2017		
February	1 week	REPUBLIC DAY CELEBRATIONS	26.01.2017	By Principal	
		ANNUAL DAY Celebrations & Competitions			
		Review Meetings (Academic, Administrative & Financial aspects)		By Principal	
		IQAC Meeting		By IQAC co-ordinator	
	2 week	Last Day of Instruction for II & III yr students.	10.02.2017	By Depts.	
		Revision & Remedial classes to needy students			
		Commencement of II & III Yr Practical Examinations.	13.02.2017	By O.U	
	3 week	Antarjaatiya Matru Bhasha Dinotsavam - Celebrating the day	21.02.2017		
		TSKC & Career Guidance Cell - Organizing Job fairs & Campus drives		By TSKC	
	1 week	Review Meetings (Academic, Administrative & Financial aspects)		By Principal	
		IQAC Meeting		By IQAC co-ordinator	

Month	Week	Activity	Tentative Date	Lecturer / Staff I/C	Whether Conducted
March		Budget Utilization - Submission of all bills to DTO			
	2 week	International Women's Day - Conduct of related activities			
		Commencement of Theory Examinations.	10.03.2017	By O.U	
	3 week	Staff Meeting		By Principal	
	4 week	Stock Verification			
April	1 week	Second Internal Assesment	03.04.2017 & 04.04.2017		
	2 week	Commencement of I Year Practical Examinations for II Semester	17.04.2017		
		Commencement of Theory Exams I Year for II Semester	26.04.2017		
		Summer vacation from 30.04.2017 to 04.06.2017			