

**VIVEKANANDA GOVERNMENT DEGREE COLLEGE
VIDYANAGAR, HYDERABAD**

INSTITUTIONAL CURRICULAR PLAN FOR THE YEAR 2017-18

Month	Week	Activity	Tentative Date	Lecturer / Staff I/C	Whether Conducted
June	1 week	Re-opening of the college and staff meeting.	05.06.2017	By Principal	Yes
		Online Admission Process			
		Telangana Formation Day celebrations	02.06.2017		Yes
	2 week	Online Admission Process		By Individual Lecturers	Yes
		Result Analysis		By Principal	Analysed in Staff Meeting
		Commencement of III yr Classes.	12.06.2017		
		World Blood Donor Day	14.06.2017	Red Ribbon Club	Yes
		Formation of various committees		By Principal	Yes
	3 week	Online Admission Process			
		Preparation of Institutional and Annual curricular plans Department wise – Lecturer wise.		By Individual Lecturers	Yes
	4 week	Online Admission Process			
		International Day of Yoga	21.06.2017	By all Depts.	Yes
		Announcement of First List of Admissions.	15.06.2017	By Principal	Displayed on Notice Board.
		Staff meeting - Admission Progress discussion		By Principal	Conducted
		DCEDRC		DCEDRC I Meeting	Yes
		Last date for reporting for first list of candidates for Admission.	24.06.2017	By Conveners	Yes
		Commencement of I & II Year Classes.	21.06.2017		Meeting Conducted
	1 week	UGC Review	03.07.2017	By Concerned I/C	Yes
		Monthly Review meeting of Academic activities.	03.07.2017		
	2 week	IQAC Meeting		By IQAC co-ordinator	Yes
		Counseling of First year Degree students.	06.07.2017		Yes
		Organize Anti-Ragging Activities	06.07.2017	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

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July					
		Telangana Vanamahotsavam	11.07.2017	By NSS	Yes
	3 week	Induction Programme for Freshers Declaration of college rules and regulations Maintenance of discipline etc.	12.07.2017	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
		TSKC UNDP Disha Team Conducted Orientation programme on career counseling for girl students in our college on 15-07-2017	15-07-2017	By TSKC	yes
		Staff meeting admissions progress	18.07.2017	By Principal	Yes
		MANA TV Programmes as per schedule.		By Concerned I/C	Yes
		Conduct of Class seminars, Assignments in all Departments.		By Individual Depts.	Yes
	5 week	Conduct of Departmental meetings syllabus Review Discussion.	31.07.2017	By all Depts.	Yes
		Swach Bharat - Swach Telangana & Hobby Day	31.07.2017	Cleaning of College Premises. Crafts Exhibition by Students &	Yes
	1 week	DRC II Meeting	02.08.2017	By DRC Chairman, Govt. City College	Meeting Conducted
		IQAC Meeting	02.08.2017	By IQAC co-ordinator	Yes
		Staff Council meeting – Review of Academic activities.	07.08.2017	By Principal	Yes
		Review Meetings (Academic, Administrative & Financial aspects)	08.08.2017	By Principal	Yes
	2 week	Essay Writing, Elocution and Songs Competitions on the eve of Independence Day		By Concerned Dept.	Yes
		Independence Day Celebrations.	15.08.2017	By Principal	Yes
		Conduct of classroom seminars by Individual Departments- Participation of students in the Discussion.		By Depts.	Yes

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August	3 week	Extenssion Lecture on Squences and Series of Functions	21.08.2017	By I/C Dept. of Maths	Yes
		Staff Meeting	22.08.2017	By Principal	Yes
		Extenssion Lecture on Drug Abuse & Cyber Crimes	23-08-2017	By Dept of History under DRC	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.	Yes
		Submission of Assignments & Project works- Discussions.		By Dept.	Yes
		Awareness Programme on Opportunities available to SC & ST Students	24.08.2017	By Career Gudance 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	26.08.2017	By WEC	Yes
		Training to all girl students in Un Armed Combet Techniques		By ICC	To be conducted in the month of November.
	5 week	Eco fest - Organizing activities related to Environment protection			Yes
	1 week	DRC III Meeting	1.09.2017	By DRC Chairman, Govt. City College	Meeting Conducted
		IQAC Meeting	04.09.2017	By IQAC co-ordinator	Meeting Conducted
		Teachers Day Celebrations students involvement.	05.09.2017	By Principal & Staff I/C	Meeting Conducted
		Career Awareness Programme on Company Secretaries	08.09.2017	By Dept., of Commerce	Meeting Conducted
		International Literacy Day	08.09.2017		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.	08.09.2017	By Principal	Yes

Month	Week	Activity	Tentative Date	Lecturer / Staff I/C	Whether Conducted
September	2 week	Classroom seminars, Discussions and Assignments.		By Depts.	Yes
		Review Meetings (Academic, Administrative & Financial aspects)			Yes
		Social Awareness Programme-Lets Eradicate Mosquitoes	11.09.2017	by Dept of Mathematics/History	Yes
		CPDC Meeting			Yes
		Hindi Divas Celebrations - Literary Activities	14-09-2017	Dep of Hindi	Yes
		Internal Exams -Ist & II year	14.09.2017		
		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	14.09.2017	by Hindi Department	Yes
		Internal Exams -IIyear-Ist Internal	14.09.2017 & 15.09.2017		
		NSS Day Celebrations - NSS Activities			Yes
		Bathukamma Sambaralu	19-09-2017		
		International Peace Day	21.09.2017		Yes
		Swach Bharat - Swach Telangana & Hobby Day		Cleaning of College Premises. Photo, Drawing, Sketching & Painting Exhibition by Students & Staff	Yes
		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
		Closure of Admission records in all respects.		By Principal	Yes

Month	Week	Activity	Tentative Date	Lecturer / Staff I/C	Whether Conducted
October		MID TERM VACATION(20.09.2017 to 2.10.2017)& SUPPLEMENTARY EXAMINATIONS.			
		Yuvatarangam 2017		College Level-Sports & Games and cultural and Literacy competitions	Yes
		LPG Awareness programme	04.10.2017	Maths & DRC	Yes
	1 week	MANA TV programmes as per schedule.		By Concerned I/C	Yes
		Valmiki Jayanthi	05.10.2017	Telugu Dept.	Yes
	3 week				
		Extension Lecture by the Depts.		By all Depts.	Yes
	4 week	National Integration Day	31.10.2017	By telugu Dept , NSS	Yes
November	1 week	IQAC Meeting		By IQAC co-ordinator	Yes
		Review Meetings (Academic, Administrative & Financial aspects)		By Principal	Yes
		TSKC Disha Programme on Interview Skills and coaching classes for students competitive Examinations etc.	11-01-2017	By TSKC	Yes
	2 week	Seminar presentation by students in all Departments		By Depts.	Yes
		DCEDRC III Meeting			Yes
		II Internal Exams -Ist Year & II Year(I Sem & III Sem)	07.11.2017 to 09.11.2017	By all Depts.	Yes
		National Education Day	11.11.2017	By NSS I/C	Yes
		Last Instruction Day for 1 Sem & II Sem	09.11.2017		
		Clean & Green programme in the College premises.			Yes
	3 week	National Library Week		By Depts.	Yes
		Conduct of III unit tests			
		Youth Festival - District level Sports Meet & Cultural Competitions		By Principal and Staff & students	Yes
		Staff meeting – Review of Remedial classes I– Students counseling in connection with remedial classes – Feed back collections.		By Principal and Staff	Yes

Month	Week	Activity	Tentative Date	Lecturer / Staff I/C	Whether Conducted
		Practical Exams for semester I & III	24.11.2017to26.11.2017	By Depts.	
		Remedial classes to academically weak students		Cleaning of College Premises. Stamps & Coins Exhibition by	Yes
	4 week	Swach Bharat - Swach Telangana & Hobby Day		By Concerned I/C	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 Principal	Yes
	1 week	Review Meetings (Academic, Administrative & Financial aspects)			Yes
		IQAC Meeting		By IQAC co-ordinator	Yes
		College Social Responsibility Week		By Career Guidance Cell	Yes
		Conducting coaching classes for students to prepare for EdCET/PGCET/Competitive examinations		By TSKC	Yes
		Commencement of TSKC training			Yes
		For I years Semester End Exams		By NSS I/C	
		WORLD AIDS DAY- STUDENTS RALLY – AIDS awareness programme		By NSS I/C	Yes

Month	Week	Activity	Tentative Date	Lecturer / Staff I/C	Whether Conducted
December	2 week	Clean and Green programme.		By DRC	Yes
		Human Rights Day - Conduct of related activities		By TSKC	Yes
		Orientation Programme on Ambedkar Overseas Vidya Nidhi for SC&ST Students	13.12.2017		Yes
		Commencement of Classes	14.12.2017	By Depts.	Yes
		Seminars, Assignments, Project work in all Subjects.		By Principal	
	3 week	Staff meeting – Review of academic and other activities of the college.		By Concerned I/C	Yes
		MANA TV programmes as per schedule.			
	4 week	Conduct of Half Yearly Examinations			
		Srinivasa Ramanujam Birthday	22.12.2018	By Maths Department	Yes
		Swach Bharat - Swach Telangana & Hobby Day		Cleaning of College Premises. Rangoli Competition	yes
		National Consumers Day - Conduct of awareness programs		By Principal	Yes
January	1 week	Review Meetings (Academic, Administrative & Financial aspects)		By Depts.	Yes
		Question paper Discussions academic activities.			Yes
		IQAC Meeting		By IQAC co-ordinator	Yes
	2 week	Conduct of Cultural, Literary & Sports Competitions		By Concerned I/C	Yes
		MANA TV programmes as per schedule.		By Principal	Yes
	3 week	Staff meeting			Yes
		PRE-FINAL EXAMINATIONS			Yes
	4 week	IUFF		By Principal	Yes
		Staff meeting – Academic activities review – Total Review.		By Principal	Yes
		National Voters Day - Organizing programmes to sensitize students on exercising the franchise	25.01.2018	By Principal	Yes
	5 week	REPUBLIC DAY CELEBRATIONS	26.01.2018		Yes
February	1 week	Review Meetings (Academic, Administrative & Financial aspects)		By Principal	Yes
		IQAC Meeting		By IQAC co-ordinator	Yes
		Last Day of Instruction for III yr students.	09.02.2018		Yes
		Revision & Remedial classes to needy students			Yes
	2 week	Commencement of III Yr Practical Examinations.	14.02.2018		Yes
	3 week	Antarjaatiya Matru Bhasha Dinotsavam - Celebrating the day	21.02.2018	By TSKC	Yes
		TSKC & Career Guidance Cell - Organizing Job fairs & Campus drives		By Principal	Yes

Month	Week	Activity	Tentative Date	Lecturer / Staff I/C	Whether Conducted
		ANNUAL DAY Celebrations & Competitions	28-02-2018	By Principal, Staff & Students	Yes
March	1 week	Review Meetings (Academic, Administrative & Financial aspects)			Yes
		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 for III year	06.03.2018	By Principal	Yes
	3 week	Staff Meeting		By Principal	Yes
	4 week	National Seminar	28-03-2018	By Commerce Department	Yes
		Stock Verification			
	1 week	Second Internal Assesment			Yes
	2 week	Commencement of I & II Year Practical Examinations for II & IV Semesters			12.04.2018 & 13.04.2018
April		Commencement of Theory Exams I Year for II Semester	18.05.2018		30.04.2018
		Summer vacation from 01.05.2018 to 10.06.2018			