

GIRRAJ GOVERNMENT COLLEGE(AUTONOMOUS), NIZAMABAD

INSTITUTIONAL PLAN

ACADEMIC YEAR : 2018-2019

MONT H	WEEK/DAT ES	NATURE OF ACTIVITY	DESCRIPTION	DEPARTMENT/WIN G RESPONSIBLE
June	I Week	Reopening of college(5/6/2018)		
		online admissions for I year students	formation of various admission committees	
		preparation of Academic Calender	Academic calender with curricular details and examinations	Examination Branch
		Planning of Institutional Academic, Administrative committees	formation of college level committees for Academic, Administrative, student support and Financial aspects	Principal along with all committees
		Board of Studies meetings	Each Department will conduct BOS meetings and incorporate changes in syllabus, examination pattern, select panel of external examiners etc.,	all departments
	II Week	Preparation of Lecturer-wise Annual curricular plans	individual lecturers will record their annual curricular plans	All departments and individual lecturers
		Commencement of Classes for III & V semester (11/6/2018)		
		Preparation of Action Plans	Department level , student support systems etc, action plans for the year	All Departments
		Preparation of Institutional plan	Institutional level action plan	IQAC

		Review meeting	principal's meeting with various HOD's	
		Result Analysis	Previous years result analysis to be recorded and reported to principal	All Departments
		IQAC meeting	Constitution of IQAC and meeting of members	IQAC
		Remedial classes	slow learners to be identified and remedial classes to be taken	All Departments
	III Week	Sports and games		Department of Physical Education
	IV Week	Anti- Ragging campaign		Anti-Ragging committee
	2nd	state formation day	related activities	concerned departments
	5th	world environment day	related activities	concerned departments
	14th	world blood donor day	related activities	concerned departments
	21th	international yoga day	related activities	concerned departments
		Governing Body meeting		
		CPDC meeting	meeting with CPDC members	CPDC
		BOS Minutes Review meeting	Review of Decisions taken in BOS of various departments	Principal and all BOS chairmen
		Financial committee meeting		Principal and finance committee
		Commencement of classes for I semester(2/7/18)		
	I Week	selection of student representatives	selection of students into various academic, sports, cultural and other committees	All student support wings
July				

		Student centric activities	classroom seminars, competitions, field trips etc	ALL departments
		Orientation classes	on CBCS, Academics, facilities etc in college	All departments
	II Week	IQAC Meeting	meeting of IQAC committee, planning of workshops/ seminars etc	IQAC
	III Week	Meetings of All Clubs		Health club, Eco-club, NSS,NCC
		Extension activities	enrollment into NSS, NCC and other wings	NSS Units , NCC
	IV Week	Staff council	Principal meeting with heads of all departments	
		Swatch Bharat activities	cleaning of college premises	NSS, Eco-club
		Haritha haram activity	Environmental activities/ plantation activities	Eco-club
		TSKC Activities	orientation programmes of TSKC on career related aspects	TSKC
August	I Week	DRC meeting		DRC
	II Week	IQAC Meeting	Review of research activities	IQAC
		Review meetings	Academic and Administrative committees	
	III Week	field visits, study projects etc	Planning and implementation of participatory learning methods	All Departments
		Add-on courses/ certificate courses	conduct of certificate courses for students	All Departments
		consumer awareness programme		Consumer club
		career counselling programme		Career guidance cell/

				TSKC
		Swatch Bharat activities	cleaning of college premises	NSS
		Haritha haram activity	Environmental activities/ plantation activities	NSS/ Eco-club
		ICC activity	Internal complaints cell review with girl students	ICC
	IV Week	Staff meeting		Principal & Staff
	15th	Independence day	related activities	concerned departments
	26th	Womens equality day	related activities	concerned departments
	29th	Telugu bhasha dinotsavam	related activities	concerned departments
	I Week	Extension and Outreach activities	guest lecturers / field visits/ social/ community development activities	all departments
			Review of research and other activities	
	II Week	IQAC		IQAC
		CPDC		CPDC
		First Internal Examinations for I,III, V Semesters(05/9/18 - 07/9/18)	Formative assessments	all departments
	III Week	Feedback	collection of feed back from stakeholders & analysis	IQAC
		Student Centric activities		all departments
		Swatch Bharat activities	cleaning of college premises	NSS
		haritha haram	Environmental activities/ plantation activities	NSS
		staff council meeting		Principal & HoD's
		5th - Teachers day	related activities	concerned departments
	IV Week	8th- National literacy day	related activities	concerned departments
September				First term holidays (08/10/18 - 20/10/2018)

		Assignments (1/10/18 - 6/10/2018)	student assignments	all departments	
October	III Week	Study Projects - JIGNASA	preparation of student study projects for JIGNASA competition	all departments	
		Meetings of all support wings	review meetings	NSS/WEC/NCC/Career guidance	
		Bathukamma festival	Bathukamma celebrations	NSS/ WEC	
		Second Internal and Assignment examinations for I,III,V semesters(18/10/16 - 24/10/2016)	Formative assessments	Examination branch & Departments	
		Practical examinations(23/10/18 - 28/10/18)		Examination branch & Departments	
		swatch bharat activities	cleaning of college premises	NSS	
	IV Week	haritha haram activities	Environmental activities/ plantation activities	NSS	
		DCEDRC	DRC of all colleges in the district with the District Collector	Principal & DRC	
		2nd	Gandhi jayanthi related activities	concerned departments	
	31st	National Integration day	related activities	concerned departments	
	November	I Week	Internal II exams & Assignments		Examination branch & Departments
		II Week	IQAC		IQAC
			Career guidance cell	career related activities	Career guidance cell/ TSKC
		SEMESTER Examinations (25/10/18 onwards)	Summative assessments	Examination branch & Departments	
III week		DRC		DRC	

		Sports		Dept. Physical education
		staff council		Principal & HoD's
		swatch bharat activities	cleaning of college premises	NSS
	IV week	haritha haram activities	Environmental activities/ plantation activities	NSS
	11th	National Education day	related activities	concerned departments
		Commencement of classes for II,IV,VI semesters (01/12/18)		
December	I Week	Extension Activities		All departments and support wings
	II Week	IQAC	Review meeting	IQAC
		YUVATARANGAM activities	Preparation and competitions for literary and cultural activities	Cultural committee
	IV Week	staff council		Principal & HoD's
		swatch bharat activities	cleaning of college premises	NSS
		haritha haram activities	Environmental activities/ plantation activities	NSS
	1st	AIDS day	related activities	concerned departments
	10th	Human rights day	related activities	concerned departments
24th	National consumer day	related activities	concerned departments	
January	II Week	IQAC	Review meeting	IQAC
		Review meetings	Academic , Administrative and financial committees	Departments & Committees
	III Week	Career guidance cell activities		
	IV Week	staff council		Principal & HoD's
		swatch bharat activities	cleaning of college premises	NSS
	haritha haram activities	Environmental activities/ plantation activities	NSS	

	12th	National youth day	related activities	NSS & other wings
	25th	National Voters day	related activities	NSS & other wings
	26th	Republic day	related activities	NSS,NCC
Februr y	II Week	IQAC	Review meeting	IQAC
		First Internal examinations for II,IV,VI semester 14/2/19 - 16/02/19		Examination branch & Departments
		Student assignments for II,IV,VI semester 28/3/19 - 03/4/19		Examination branch & Departments
	III week	Performance improvement activities	Remedial/ Revision	all departments
	IV week	Parents meeting		
		swatch bharat activities	cleaning of college premises	NSS
		haritha haram activities	Environmental activities/ plantation activities	NSS
	March	II Week	IQAC	
Review meetings				
Student Seminars				all departments
III week		stock verification	laboratories and libraries	all departments
		Second Internal and Assignment examinations for II,IV,VI semesters (28/3/19 - 3/4/19)	Formative assessments	Examination branch & Departments
8th	International women day	related activities	wec/ ICC	
April	I Week	Preparation of AAPR	Annual academic performance report	Principal, IQAC & HoD's
	II Week	Preparation of Annual academic plans, Financial		IQAC, Finance committee, UGC,

		plans etc		RUSA committees
		Semester examinations II,IV,VI (15/4/2019 onwards)	Summative assessments	Examination branch & Departments
May	I Week	PG courses examinations		
		summer vacation (01/5/19 to 09/6/19)		

Note:

- 1 All Departments may plan the conduct of National Seminars/ workshops/ conferences and the dates should be communicated to IQAC for incorporation into the Institutional plan.
- 2 Other days of importance may be followed and conducted at the convenience of the concerned department.
- 3 The changes if any in the conduct of Examinations will be intimated by COE separately.