

GOVT.DEGREE COLLEGE, KODUR (RS), KADAPA Dist.
Institutional Action Plan 2017-18

Month & Year	Week	Activity	Description
May, 2017	II/III	1 st Year Admissions	Issue of Applications for 1 st year admissions after declaring the Intermediate Results.
June, 2017	III & IV	Institution Re-opening after summer vacations	15-06-2017 Institution Re-opening
		Student Admissions	Commencement of Admissions by nominating conveners and members for 1 st year various Groups.
		DRC Activities	Action Plan for 2017-18 as per District Resource centre activities tentatively.
		College Activity Register	Start recording activities in CCE Prescribed formats.
		Commencement of classes for II & III year students	1 Commencement of classes for II & III year students as per Y.V.University Academic Schedule 2017-18. 2. Preparation of Institutional Plan and the Annual Academic Plan for Lecturers Curricular Plan for 2017-18
		Staff Meeting	Review of Curricular Plans and conduct of academic activities
		Result Analysis	Subject wise and College level Result analysis
		Maintaining the Department records like Teaching Notes, Diary and Annual Curricular Plan etc.	Supply of Teaching Notes, Diary and Annual Curricular Plan to each Teaching Staff member and briefing about maintaining of Department Records in the CCE formats.
		World Blood Donor Day	Conduct of related activities
		1 st Year classes commencement	commencement of 1 st Year classes from 26-06-2017
		Principal's reviewing meeting	Review of Academic and Financial matters
July, 2017	I II III & IV	Student Centric Activities	Planning and Topics selection to Conduct of Seminars and study projects for 2017-18 academic year.
		Anti Ragging Activities	Organize Anti Ragging activities
		Class Representatives Meeting	Selection of representatives and collection of feedbacks
		Constitution of Various Committees	Nomination of Teaching staff members for various committees.
		Orientation to students on the utilization of Adhar Cards	Orientation to First, Second and Final Year Students on Adhar related programs , schemes and services
		Database on Admissions	Preparation of comprehensive database
		Staff Meeting	Review of Academic , Administrative aspects and activity performance
		Medical Camp	Organizing Medical Camp on Dental , Optic and conducting oriental program me on Immune centric diseases
		Fresher's Day	Conducting related programs
		CPDC	CPDC meeting.
		Principal's reviewing meeting	Review of Academic, Admissions and Financial matters

Month & Year	Week	Activity	Description
Aug, 2017	I II III & IV	Scholarships	Issue of Application forms, Orientation program for Students on procedures for getting scholarships
		Parent Teacher Meeting	Meeting with Parents
		Staff Meeting	Review of Academic & Administrative matters
		Extension Activities	Conduct of Activities
		Consumer awareness programs	Conduct of related activities by Consumers club
		Career Counseling programmes	Display of notifications on college wall magazine
		JKC	Commencement of II Batch Training
		Independence Day Celebrations	15.08.2017 Independence Day Celebrations
		Women's Equality Day	Conduct of related activities by WEC.
		Telugu Bhasha Dinostavam	Conduct of related activities
		Sports Day	Aug 29 th Dhyanchand's Birth Day
Principal's reviewing meeting	Review of Academic and Financial matters		
Sept, 2017	I II III & IV	Staff Meeting	A Review on curricular and co curricular activities
		Extension activities	Conduct of Extension lecturers , Seminars , Workshops, Field trips etc.,
		Youth Festival 2017-18	Conduct of District Level competitions
		Teachers Day	Celebration of Teacher's Day
		International Literacy Day	Conduct of related activities
		NSS Day	NSS activities
Principal's reviewing meeting	Review of Academic and Financial matters		
October,2017	I II III & IV	Gandhi Jayanti & Lal Badhur Sastri Jayanti	Celebrations of the Days
		Staff Meeting	A Review on curricular and co curricular activities
		Disaster Management Training	Disaster Management Training by RRC
		Principal's reviewing meeting	Review of Academic and Financial matters
Nov, 2017	I II III & IV	Staff Meeting	A Review on curricular and co curricular activities
		Youth Festival 2017-18	Zonal Level competitions
		National Education Day	Conduct of Essay writing, Elocution, Quiz Competitions etc.
		Children's Day/World Diabetes Day	Conduct of related activities
		Principal's reviewing meeting	Review of Academic and Financial matters

Month & Year	Week	Activity	Description
Dec, 2017	I	Staff Meeting	A Review on curricular and co curricular activities
	II	World AIDS Day	Conduct of awareness programs
	III	Human Rights Day	Conduct of related activities
	&	National Consumers Day	Competitions and awareness programs
	IV	Principal's reviewing meeting	Review of Academic and Financial matters
Jan, 2018	I	Staff Meeting	A Review on curricular and co curricular activities
	II	Republic Day	Celebration of Republic Day
	III	JKC /career counseling Cell	Organizing Job Fairs & Campus Drives awareness programs
	&	College/Sports Day	Conduct of Activities
	IV	National Youth Day	Celebration of Youth Day
		National Voters Day	Organizing programs on importance of voting in driving the democracy
Feb, 2018	I	Staff Meeting	A Review on curricular and co curricular activities
	II	Practical Examinations	Commencement of Practical Examinations
	III	Performance and Improvement of Activities	Revision and Remedial classes to needy students
	& IV	Principal's reviewing meeting	Review of Academic and Financial matters
March 2018	I	Staff Meeting	A Review on curricular and co curricular activities
	II	Budget utilization	Submission of all Bills to DTO
	III	University Examinations	Commencement of Theory examinations
	&	Stock verification	Stock verification as per registers
	IV	International Women's Day	Conduct of related activities
		Principal's reviewing meeting	Review of Academic and Financial matters