

GOVT. DEGREE COLLEGE, KODUR (RS), Annamayya Dist.

Institutional Action Plan 2023-24

Month & Year	Week	Activity	Description
May, 2023	I/II	End semester Examinations	Semester I and III Yogi Vemana University End semester examinations
	III/IV	Admissions campaign	Admission campaigning for 2023-24, as per the action plan designed by college.
		Summer Vacation Community Service Project	Summer Vacation declared by Yogi Vemana University Community Service Project for 2021-22 Batch and 2022-23 Batch
June, 2023	I II III & IV	Admissions campaign	Admission campaigning for 2023-24, as per the action plan designed by college.
		College Activity Register	Start recording activities in CCE Prescribed formats.
		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.
		International Yoga Day – June 21 st	Conduct of related activities
		Principal's reviewing meeting	Review of Academic and Financial matters
		Student Centric Activities Anti Ragging Activities	Planning and Topics selection to Conduct of Seminars and study projects for 2023-24 academic year. Organize Anti Ragging activities
July, 2023	I II III & IV	Class Representatives Meeting	Selection of representatives and collection of feedbacks
		Constitution of Various Committees	Nomination of Teaching staff members for various committees.
		Data and reports submission for AQAR	Submission of Departmental Data and committees reports for AQAR submission
		Database on Admissions	Preparation of comprehensive database
		Admissions campaign	Admission campaigning for 2023-24, as per the action plan designed by college.
		Staff Meeting	Review of Academic , Administrative aspects and activity performance
		CPDC	CPDC meeting.
		Principal's reviewing meeting	Review of Academic, Admissions and Financial matters
		Azadi Ka amrit Mahostav -	Conducting various activities on the eve of Azadi KA amrit mahostav – celebrating 75 years of independence
		Farewell function Scholarships Parent Teacher Meeting	Organizing farewell for final year students Issue of Application forms, Orientation program for Students on procedures for getting scholarships Meeting with Parents
Month & Year	Week	Activity	Description
Aug, 2023	I II III & IV	Consumer awareness programs	Conduct of related activities by Consumers club
		Student Induction Program (SIP)	Conduct of various programmes for first year students
		Career Counseling programmes	Conduct of related activities by Career guidance cell
		Azadi ka Amrit Mahotsav activities	Conduct of activities by NSS, all departments
		Independence Day Celebrations	15.08.2023 Independence Day Celebrations
		Women's Equality Day	Conduct of related activities by WEC.

		Telugu Bhasha Dinostavam	Aug 29 th Conduct of related activities – Dept of Telugu -
		Sports Day	Aug 29 th Dhyanchand's Birth Day
		Principal's reviewing meeting	Review of Academic and Financial matters
		Staff Meeting	A Review on curricular and co curricular activities
		Extension activities	Conduct of Extension lecturers , Seminars , Workshops, Field trips etc.,
Sept, 2023	I II III & IV	Teachers Day	5 th September - Celebration of Teacher's Day
		International Literacy Day	Conduct of related activities
		NSS Day	NSS activities
		Principal's reviewing meeting	Preparation of Institutional Plan, Annual Curricular Plan for 2023-24
		Industry Visit by Faculty	Identifying internships for students – MOUs with industries for 2 months and 6 months internships
		Staff Meeting	A Review on curricular and co curricular activities
		Principal's reviewing meeting	Review of Academic and Financial matters
October,2023	I II III & IV	Staff Meeting	A Review on curricular and co curricular activities
		National Education Day	Conduct of Essay writing, Elocution, Quiz Competitions etc.
		Gandhi Jayanti & Lal Badhur Sastri Jayanti, Sardar Vallabhai Patel Jayanthi	Celebrations of the Days
		Children's Day/World Diabetes Day	Conduct of related activities
		Ozone Day	Ozone Day awareness program by dept of chemistry.
		Job Drives, Job Mela	Arranging Job drives or Job melas - JKC and placement cell
		Principal's reviewing meeting	Review of Academic and Financial matters
		Field trips, study tours	Organizing Field trips, study tours by all departments
November,2023	I II III & IV	Cancer Awareness Day	Conduct of awareness program
		Blood Donation camp	Organizing Blood donation camp – NSS, RRC
		Field trips, study tours	Organizing Field trips, study tours by all departments
		Cancer Awareness Day	Conduct of awareness program
		Blood Donation camp	Organizing Blood donation camp – NSS, RRC
		Principal's reviewing meeting	Review of Academic and Financial matters
Month & Year	Week	Activity	Description
Dec, 2023	I II III & IV	Staff Meeting	A Review on curricular and co curricular activities
		World AIDS Day	Conduct of awareness programs, Rally
		Human Rights Day	Conduct of related activities
		National Consumers Day	Competitions and awareness programs
		Principal's reviewing meeting	Review of Academic and Financial matters
Jan, 2024	I II III & IV	Staff Meeting	A Review on curricular and co curricular activities
		Republic Day	26 th January Celebration of Republic Day
		JKC /career counseling Cell	Organizing Job Fairs & Campus Drives awareness programs
		College/Sports Day	Conduct of Activities - Physical director, cultural committee
		National Youth Day	Celebration of Youth Day

		National Voters Day	Organizing programs on importance of voting in driving the democracy
		Principal's reviewing meeting	Review of Academic and Financial matters
Feb, 2024	I	Performance and Improvement of Activities	Revision and Remedial classes to needy students
	II	Staff Meeting	A Review on curricular and co curricular activities
	III	CPDC Meeting	CPDC Meeting
	IV	Principal's reviewing meeting	Review of Academic and Financial matters
March 2024	I	Staff Meeting	A Review on curricular and co curricular activities
	II	Budget utilization	Submission of all Bills to DTO
	III	Stock verification	Stock verification as per registers
	IV	International Women's Day	8 th March - Conduct of related activities WEC
	IV	Principal's reviewing meeting	Review of Academic and Financial matters
April 2024	I	Monitoring 6 Months project of BSc students	All science departments
	II	JKC /career counseling Cell	Organizing Job Fairs & Campus Drives awareness programs
	III		
	IV	Clean and Green	NSS
May 2024	I II III & IV	Summer Vacation	Summer Vacation
June - 2024	I	College Reopen	College Reopens
	II	Performance and Improvement of Activities	Revision and Remedial classes to needy students
	III	2 nd Internal Examinations for II and IV semester	Conduct of 2nd internal examinations in June second week
	IV	Allotment of mentors for CSP and 2 months internship	Mentors are allotted to monitor CSP and 2 months internship
	IV	University Examinations	End Semester Examinations for 2,4,5,6 semester from 21-6-2023 to 21-7-2023
July - 2024	II	Principal's meeting	Planning of curricular and co-curricular activities for the academic year 2023-24
	III	University Examinations	End Semester Examinations for 2,4,5,6 semester from 21-6-2023 to 21-7-2023
	IV	Community Service Project	Community Service Project for second semester starts from 20-7-2023
	IV	2 Months Internship	2 Months Internship for fourth semester starts from 20-7-2023
	IV	Admission	Admissions for 2023-24
	IV	Practical Examinations for 2,4,5 Semesters	Conduct of practical Examinations. Internal Evaluation of 6 semester project