

INSTITUTIONAL PLAN 2024-25

JUNE-2024

Activity	Description	Incharge
Administrative Functions	Formation of College Level Committees and clubs	Principal & Vice-Principal
Finalization of Institutional Plan for 2024-25	Institutional Plan 2024-25 incorporating all activities given in Academic Calender 2024-25 & other activities proposed under NRC, IQAC, NSS, NCC, Seminars & Workshops etc.,)	Principal, Vice-Principal & Academic Co-ordinator
Preparation for reopening of College	Cleaning the campus, provision of drinking water, sanitation facilities.	NSS Co-ordinator
Preparation of Lecture wise Annual Curricular Plan	In corporating all curricular, Co-curricular and extra-curricular activities as per format.	All Teaching Faculty
Time-Table for AY 2024-25	Preparation and uploading departmental wise and lecturer wise time-table in college website and mapping of faculty timetable in TLP App.	Academic Co-ordinator, Website and TLP Co-ordinators
Student Admissions	To campaign for Admissions and enrolling of facilitating for OAMDC	All Teaching staff
Creations of template and Migration of students in APPs	Migration of Students of first year to second year, second year to third year in TLP app. Creation of fee template and mapping of students in Fee Map.	TLP Co-ordinator
Initiating CIA App	Mapping of faculty and students to CIA App	All Dept. incharges
Conducting Department level meetings	Department meeting for finalization of curricular and co-curricular activities.	All Dept. incharges
Commencement of Classes for II & III year Students	Annual Curricular Plans shall be followed strictly & reflected in Teaching Dairy and Teaching Notes.	All Teaching staff
NRC meeting	NRC Colleges meeting to prepare activities to be conducted at NRC Level.	NRC Co-ordinator
World Environment Day	Conduct of related activities	Dept. of Physics & Chemistry
World Blood Donar Day	Conduct of related activities	NSS & RRC
World Yoga Day	Conduct of related activities	NSS & Physical Education

JULY-2024

Activity	Description	Incharge
First Year Students Admissions	Registration of students in OAMDC portal	Incharge of Department
Registration of Students	Registration of Newly admitted students in TLP and F-Map	TLP and F-Map Co-ordinator
College Level Review Meeting by Principal	The meeting shall be like a Faculty Forum and a platform to share & discuss innovative teaching techniques, review of Lecturer wise Annual Curricular Plans & conduct of academic activities as per schedule & record minutes.	All Teaching Staff
News letter Submission	Submission of College Newsletter in CCE and College website	JKC Mentor & Website co-ordinator
Review Meeting by RJDCE	Review of all colleges under jurisdiction through ID Principals	Principal
Result Analysis	College Level Results analysis	All Teaching Staff

AUGUST-2024

Activity	Description	Incharge
Review meetings at different Levels	Review of Academic, Administrative and Financial aspects	Principal
Students Induction Program(Deekshrambam)	On College activities, facilities, Certificate/Add on Courses, NCC & NSS etc.,	All Department incharges
Anti-Ragging Activities	Organizing Anti Ragging activities	WEC, NSS & NCC
To conduct Parents Meeting	To discuss matters pertaining to college activities	All Department incharges
Newsletter Submission	Submission of College News latter in CCE and College Website	JKC Mentor & Website Co-ordinator
Class Representatives Meeting	Selection of representatives, collection of feedback and compliance report	IQAC Co-ordinator
Submission of SSAR& CSAR	To submit faculty SSAR&CSAR for even semesters(2,4,6)	IQAC Co-ordinator
Student data for Annual Fest	Colleges to submit students list for different categories to NRC college	
Certificate Course from Edx	Student enrolment index for certificate courses	
NRC Level Meeting	NRC college principals meeting	
Medical Camp	Medical camp in collaboration with District Health Officials	NSS
Independence Day Celebrations	To conduct related activities	All Department
Awareness on various scholarships	Display of notifications on college wall magazine & guidance for scholarship applications	All Department
Women Equality Day	Conduct of related activities by WEC	WEC

Telugu Basha Dinotsavam	Conduct of related activities	Telugu
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SEPTEMBER-2024

Activity	Description	Incharge
Review meetings at different Levels	Review of Academic, Administrative and Financial aspects	Principal
Review of Budget utilization of first two quarters	Review the budget utilization and steps to be taken for utilization of un-utilized budget	All Department incharges
Submission of College level students list for Annual fest	Submission of colleges level student's details to NRC as per Annual Fest Guidelines.	WEC, NSS & NCC
Teacher Evaluation process	Collect Feedback, analyze & document for Academic Audit	All Department incharges
News letter submission	Submission of college Newsletter in CCE and College website	JKC Mentor & Website Co-ordinator
I Mid Examinations and marks entry	Conduct of MID examinations as per University Academic calendar and entering marks in CIA app.	IQAC Co-ordinator
Preparedness for ODD semester exams	Preparing students for Final exams based on the mid examination marks	IQAC Co-ordinator
Student Centric activities	Class room seminars, Study Projects, Field trips and Competitions etc.,	All Department
Identification of Industries for Semester Internship	Preparedness for identification of industries for semester internships	I-map Coordinator
NRC List for Annual fest	NRCs to submit NRC level students details for different categories to RJDCE's	
Teachers day	Celebration of Teacher Day	All Department
International Literacy Day	Conduct of related activities	All Department
Hindi Divas celebrations	Literary competitions	All Department
NSS Day	NSS activities	NSS Coordinator

OCTOBER -2024

Activity	Description	Incharge
Review meetings at different Levels	Review of Academic, Administrative and Financial aspects	
Principal Evaluation	Conduct of feedback & redressal of grievances	
Student Centric activities	Class room seminars, Study Projects, Field trips and Competitions etc.,	
News letter submission	Submission of college Newsletter in CCE and College website	
Mapping in I-Map	Mapping of faculty and students in I-Map	

II Mid Examinations and marks entry	Conduct of MID examinations as per University Academic calendar and entering marks in CIA app.	
Registration in CEJP	Registration of third year students in CCE-CEJP portal	
Conduct of Remedial Classes	To conduct remedial classes for slow learners	
Finalization of Internals for 1,3,5 semesters	Finalization and submission of Internal marks of 1,3,5 semesters to University	
RJDCE's to submit details of Annual Fest	RJDCEs to submit student details for state level prize winners for Annual fest	
Gandhi Jayanti & Lal BahdurSastri Jayanti	Celebration of Days	
National Integration Day	Conduct of related activities	

NOVEMBER -2024

Activity	Description	Incharge
Review meetings at different Levels	Review of Academic, Administrative and Financial aspects	
News letter submission	Submission of college Newsletter in CCE and College website	
Conduct of University Examinations	To Conduct Practical or Semester End examinations as per University Academic calendar	
Preparedness for even semesters	Preparedness for 2,4 and 6 th semesters	
NRC Level Meeting	NRC college Principals Meeting	
National Education Day	Conduct of related activities	
PanditJawahar Lal Nehru Birthday/ World Diabetes day	Conduct of related activities	
National Library Week	Conduct of programmes to inculcate reading habits	

DECEMBER -2024

Activity	Description	Incharge
Review meetings at different Levels	Review of Academic, Administrative and Financial aspects	
News letter submission	Submission of college Newsletter in CCE and College website	
Conduct of University Examinations	To Conduct Practical or Semester End examinations as per University Academic calendar	
Time-Table preparation for even semester	Preparation of time-table for even semester and uploading in TLP App	
TLP Mapping	Mapping of faculty time-table in TLP App	
AIDS Day	Colleges to conduct AIDS awareness programs in collaboration with District officials	

Human Rights Day	Conduct of related activities	
National Consumer Day	Competitions & awareness programs	

JANUARY - 2025

Activity	Description	Incharge
Review meetings at different Levels	Review of Academic, Administrative and Financial aspects	
News letter submission	Submission of college Newsletter in CCE and College website	
Result Analysis	To review odd semester result	
Republic Day	Celebration of Republic Day	
Semester Internship	Mapping of students to industries and mentors in I-Map for semester internship	
NRC Meeting	NRC level meeting	
College/Sports Day	Conduct of activities and celebration of the day	
Placement Drive for Final year students	To conduct NRC level placement Drive for the students in final year	
National Youth Day	Celebration of the day	
National Voters Day	Organize programmes to sensitize students on exercising the franchise	

FEBRUARY- 2025

Activity	Description	Incharge
Review meetings at different Levels	Review of Academic, Administrative and Financial aspects	
Newsletter submission	Submission of college Newsletter in CCE and College website	
Admission Campaigning	To conduct admission campaigning in nearby junior colleges and celebration of Open day in colleges.	
Review of Budget utilization of quarters	Review the budget utilization and steps to be taken for utilization of un-utilized budget before end of financial year	
Submission of SSAR and CSAR	To submit lecturer wise SSAR and CSAR for Odd Semester	
I MID examinations and marks entry	Conduct of MID examinations as per University Academic Calendar and entering Marks in CIA app	
Placement Drive for Final year students	To conduct NRC level placement Drive for the students in final year	

MARCH- 2025

Activity	Description	Incharge
Review meetings at different Levels	Review of Academic, Administrative and Financial aspects	
Newsletter submission	Submission of college Newsletter in CCE and College website	
Budget Utilization	Submission of all bills to DTO	
Admission Campaigning	To conduct admission campaigning at Intermediate Examination Centers	
II MID Examinations and marks entry	Conduct of MID examinations as per University Academic Calendar and entering Marks in CIA app	
Finalization of Internals for 2,4 and 6 th semester	Finalization and Submission of Internal marks of 2,4 and 6 th semesters to university	
Stock Verification	Stock Verification as per registers	
International Women's Day	Conduct of related activities	
Placement Drive for Final year students	To conduct NRC level placement Drive for the students final year	

APRIL- 2025

Activity	Description	Incharge
College Prospectus & Hand Book	Preparation of College Prospectus & hand Book and hosting information on College website	
Review meetings at different Levels	Review of Academic, Administrative and Financial aspects	
Newsletter submission	Submission of college Newsletter in CCE and College website	
Preparedness for CSP and 3 months Internship	Preparing students for CSP and 2 Months internship	
Conduct of University Examinations	To conduct Practical or Semester End examinations as per University Academic Calendar	