

GOVERNMENT DEGREE COLLEGE, RAVULAPALEM

ANNUAL INSTITUTIONAL PLAN 2020-2021

S.No	Month	Date/Week	Activity Proposed	Faculty/Dept to be organised
1	May		Sale of applications and Registration	Office/ Admission-in-charge
2			College Reopening	Principal & Staff
3			Student Induction Programme	Principal & Staff
4	June	21-06-2020	International Yoga Day	Physical Director
5			Last date for transfers without late fee	Office/ Admission-in-charge
6			Anti Ragging Awareness Programme	Anti Ragging Committee
7			Close of Admissions without fine	Office/ Admission-in-charge
8	July		Women Empowerment Awareness Programme	WEC Coordinator
9			Parent Teacher Meet	Students Union Committee
10			State level Faculty Development Programme	IQAC
11	August	11-08-20 to 14-08-2020	College Level Sports Competitions	Physical Director
12		11-08-20 to 14-08-2020	College Level cultural and literary Competitions	Students Union Committee
13		15-08-2020	Celebration of Independence Day	Physical Director
14			Environmental Consciousness programme	Dept of Botany
15			NSS Membership Drive	NSS Unit
16			I Mid Examinations	Examination Committee
17			Mathrubhasha Dinotsavam	Department of Telugu
18			National level Workshop/Seminar	
19	September	5-09-2020	Celebration of Teacher's Day	Students Union Committee
20			Celebration of International Literacy Day	College Level
21			Career Guidance Awareness Programme	Career Guidance Cell
22			Gender Sensitisation Programmes	WEC

23			II Mid Exams	Examination Committee
24			Attendance Submission & Shortage Condonation	Office/Class-in-charge
25		24-09-2020	Celebration of NSS Day	NSS Unit
26			Last Day of instruction for Odd Semester	College Level
27	October	02-10-2020	Celebration of Gandhi Jayanthi	Principal & Staff
28			Commencement of Exams	Examination Committee
29			Dashara Holidays	
30	November	11-11-2020	National Education Day	Principal & Staff
31			Commencement of Class Work for Even Semester	
32			Workshop for administrative staff(District Level)	IQAC
33			Library Week	Librarian
34			Gender Sensitisation Programme	WEC
35	December	01-12-2020	AIDS Rally	NSS and Red Ribbon Club
36		10-12-2020	Human Rights Day	Department of Polital Science
37			N.S.S Special Camp	NSS
38		22-12-2020	Celebration of Ramanajuan's Birthday	Department fof Mathematics
39			Christmas Holidays	
40	Janyuary		Blood Donation Camp/Health Camps in Villages	NSS/RRC
41			Sports	Physical Education Department
42			Cultural Activities	Fine Arts Club
43			Pongal Holidays	--
44			National Voter's Day	Department of Polital Science
45			I Mid Exams	Examination Committee
46			National level Workshop/Seminar	
47			Competitions	Students Union Committee
48		26-01-2021	Republic Day	Principal & Staff
49	February		College Level Quiz	Fine Arts Club

50			II Mid Examination	Examination Committee
51			Annual Day	Principal & Staff
52			Last date of submission of attendance particulars	Office/Class-in-charge
53	March	08-03-2021	International Women's Day	WEC
54			Last Date of Instruction for II & VI Semesters	
55		18-03-2019	Commencement of Semester Examinations	Examination Committee
56			Summer Vacation	

MINIMUM COMMON ACADEMIC PROGRAMME 2020-2021

S.No	Activity		Faculty/Dept to be organised
1	Curriculum Enrichment	May-2020	Prepared by the faculty engaged previous year
2	Annual Curriculum Plan	First week of the Semester	To be prepared by faculty members for each subject
3	Teaching Synopsis	First week of the Semester	To be prepared by faculty members for each topic
4	Teaching Diary	First week of the Month	To be prepared by faculty for their respective subject
5	Students Induction Programme(SIP)	1 st week of June	For 1 st year admitted students
6	Bridge Course	1 st week of June	For 1 st year Non -subject Students
78	Collection of Student Bio-Data	3 rd Week of June	For 1 st year admitted students by the concerned proctor. II & III year students' Bio-data sheets to be transferred by the previous proctors.
9	Regular Class work	As per Academic Plan	Concerned Faculty
10	Certificate Course / Add on Course	Semester period	Minimum 3 Departments@ semester
11	Student Seminar	Weekly once	@ 1 Seminar from each Unit for each subject
12	Quiz Programme	September/October/January-2020	@ 1 per each class
13	Field Trip	February	@ 1 per each Class
14	Study Projects	Sept-Oct, Jan-Feb	Minimum One Project per semester
15	Guest Lectures	One Guest Lecturer per Month	@ one Lecturer per each subject

16	Organisation of Workshop/Seminars	Minimum District Level	Subject to availability of financial assistance
17	Attend Seminars/Workshops		Each faculty @ 2 per year
18	Swayam Courses		ARPIT Courses for Faculty Certificate/Subject Courses for Students
19	Evaluation Reforms		
20	Minor Research Project	To Apply	Minimum One Project for Department
21	Consultancy Project		For All Departments
22	Publication	Journal/Seminar proceedings	For All Departments
23	Registration in Vidwan	To be Registered	For All Departments
24	Swatch Bharat (involvement in community service)	Minimum 3 visits per year	To adopt a village and at least 3 programmes should be attend
25	MOU	With	For all departments
26	Use of Computer Lab/Digital Lab	Minimum 2 classes for every unit	PPT should be prepared by Faculty
27	Counselling of Students	Minimum 5 students per week.	To be counselled by the Proctor
28	Grouping of Students	After Ist Mid	For All Departments
29	Remedial Coaching	October-2020& February 2021	Daily 6 th Hour
30	Student Progression	Coaching Classes for P.G. Entrance & Competitive Exams	For All Departments
31	Social Service Awareness Programme	1 st week of September	NSS/ All the Departments
32	Observation of Subject Importance days		Awareness Programme/Camp
33	Governance & Leadership	Student Membership in department committee	Students involvement in programmes 1. Teachers Day 2. Fresher's Day 3. Annual Day 4. Community Service Programmes 5. Field Trips
34	Best Practice		To be followed the College Best Practice

