

## Institutional Plan :2015-16

| Name of the College: |          |          | GOVT.DEGREE COLLEGE, Porumamilla, Kadapa Dist. |  |                             |                            |                   |                 |                |         |
|----------------------|----------|----------|--|--|-----------------------------|----------------------------|-------------------|-----------------|----------------|---------|
| S no                 | Month    | Week     | Tentative Dates(s)                             | Activity Proposed  | Name of the Department      | Lecturer/staff in charge   | Whether conducted | If not, Reasons | Alternate date | Remarks |
| 1                    | May-15   | IV week  | 20.05.2015                                     | Issue of Admission Applications  | Office                      | Sri.K.Subba Rayudu         |                   |                 |                |         |
| 2                    | Jun-15   | I week   | 05.06.2015                                     | World Environment Day  | Dept. Environment Science   | Sri.K.Lakshmi Narasaiah    |                   |                 |                |         |
|                      |          | I week   | 02.06.2015                                     | Swatchh Bhart  | Principal & Staff, Students | Principal & Staff Students |                   |                 |                |         |
|                      |          | II week  | 08.06.2015                                     | Institution Plan Preparation   | Vice Principal              | Sri.V.Sreerama Reddy       |                   |                 |                |         |
|                      |          | II week  | 08.06.2015                                     | Staff Meeting  | Principal                   | Dr.P.Subba Lakshumma       |                   |                 |                |         |
|                      |          | II week  | 13.06.2015                                     | Cleaning the Campus  | Office                      | Sri.S.Ramanamma, H.K.      |                   |                 |                |         |
|                      |          | II week  | 14.06.2015                                     | World Blooddonor Day   | RRC                         | Dr.C.Narasimharao          |                   |                 |                |         |
|                      |          | III week | 17.06.2015                                     | Commencement of first year Admissions  | Principal                   | Dr.P.Subba Lakshumma       |                   |                 |                |         |
|                      |          | IV week  | 26.06.2015                                     | Result analysis  | Principal                   | All the Teaching Staff     |                   |                 |                |         |
|                      |          | IV week  | 26.06.2015                                     | IQAC Meeting   | Principal                   | NAAC / IQAC coordinators   |                   |                 |                |         |
| 3                    | Jul-15   | I week   | 02.07.2015                                     | Review Meeting with Office Staff on financial aspects  | Principal                   | Principal                  |                   |                 |                |         |
|                      |          | I week   | 02.07.2015                                     | Swatchh Bhart  | Principal & Staff, Students | Principal & Staff Students |                   |                 |                |         |
|                      |          | I week   | 04.07.2015                                     | Anti Raging Activities   | NSS                         | Sri.S.Prakash Rao          |                   |                 |                |         |
|                      |          | II week  | 09.07.2015                                     | Selection of Class Representatives and meeting   | Class Incharge Lecturers    |                            |                   |                 |                |         |
|                      |          | II Week  | 09.07.2015                                     | Medical Camp   | Health Service              | Dr.C.Narasimharao          |                   |                 |                |         |
|                      |          | III week | 17.07.2015                                     | <b>Commencement of Student Centric Activities</b> Staff Meeting to carry out class room seminars, study projects, Felid trips and competitions | Staff Members               | Teaching Faculty           |                   |                 |                |         |
|                      |          | III week | 21.07.2015                                     | Vanamohatavam  | Dept.of Botany              | Dr.Prayaga Murty Pragada   |                   |                 |                |         |
|                      |          | IV week  | 25.07.2015                                     | Last Date for Admission into first year courses  |                             |                            |                   |                 |                |         |
|                      |          | IV week  | 26.06.2015                                     | IQAC Meeting   | Principal                   | NAAC / IQAC coordinators   |                   |                 |                |         |
|                      |          | IV week  | 30.07.2015                                     | Commencement of Class for Ist year Students  | All Dept.                   | All Dept.                  |                   |                 |                |         |
|                      |          | IV week  | 30.07.2015                                     | Last Date for Submission letter for Extra seats  | Principal                   | Principal                  |                   |                 |                |         |
| 4                    | Aug-2015 | I week   | 01.08.2015                                     | Review Meeting on Academic Activities  | Principal & Staff           | Principal & Staff          |                   |                 |                |         |
|                      |          | I week   | 01.08.2015                                     | Swatchh Bhart  | Principal & Staff, Students | Principal & Staff Students |                   |                 |                |         |

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|------|--------|----------|--------------------------|--|---|----------------------------------|-------------------|-----------------|----------------|---------|
|      |        | I Week   | 01.08.2015               | Commencement of JKC Batch  | JKC                                       | Smt.M.V.Sulochana                |                   |                 |                |         |
|      |        | II week  | 07.08.2015               | Parent Teachers Meeting on Student academic issues   | Parent Teachers Association               | Sri.V.Sreerama Reddy             |                   |                 |                |         |
|      |        | II week  | 07.08.2015               | Fresher's Day  | Literacy and Cultural Committee           | Smt.M.V.Sulochana                |                   |                 |                |         |
|      |        | III week | 12.08.2015               | International Youth Day  | NSS                                       | Sri.S.Prakash Rao                |                   |                 |                |         |
|      |        | III week | 14.08.2015               | Issue of Scholarships application forms  | Scholarship Committee                     | Sri.K.A.Jamal Basha              |                   |                 |                |         |
|      |        | III week | 14.08.2015               | Staff Meeting on unit Examinations / Independence Day  | Principal                                 | All the Teaching Staff           |                   |                 |                |         |
|      |        | III week | 15.08.2015               | Independence day   | College                                   | Sri.K.Madan Mohan                |                   |                 |                |         |
|      |        | III week | 18.08.2015               | Last Date for Admission into first year courses with late fee  | Principal                                 | office                           |                   |                 |                |         |
|      |        | III week | 17.08.2015 to 22.08.2015 | Commencement of unit Examinations  | Academic Planning and Teaching evaluation | Smt.M.V.Sulochana                |                   |                 |                |         |
|      |        | V week   | 26.08.2015               | IUFF   | Research Committee                        | Dr.Prayaga Murty Pragada         |                   |                 |                |         |
|      |        | V week   | 26.08.2015               | IQAC Meeting   | Principal                                 | NAAC / IQAC coordinators         |                   |                 |                |         |
|      |        | V week   | 26.08.2015               | <b>Student Centric Activities</b><br>Staff Review Meeting on class room seminars, study projects, Felid trips and competitions | Principal                                 | Teaching Faculty                 |                   |                 |                |         |
|      |        | V week   | 29.08.2015               | Telugu Bhasha Dinotsavam   | Dept.of Telugu                            | Sri.G.Veeraih                    |                   |                 |                |         |
|      |        | V week   | 29.08.2015               | National Sports Day  | Sports Activities Committees              | Sri.K.Madan Mohan                |                   |                 |                |         |
| 5    | Sep-15 | I week   | 04.09.2015               | Review meeting on I Unit test results / Feed Back analysis from students   | Principal                                 | Principal                        |                   |                 |                |         |
|      |        | II week  | 04.09.2015               | Swatchh Bhart  | Principal & Staff, Students               | Principal & Staff Students       |                   |                 |                |         |
|      |        | II week  | 05.09.2015               | Teachers Day   | Maths & Physics                           | Sri.S.Nagendra & K.A.Jamal basha |                   |                 |                |         |
|      |        | II week  | 08.09.2015               | International Literacy Day (UNESCO)  | Literacy and Cultural Committee           | Smt.M.V.Sulochana                |                   |                 |                |         |
|      |        | II week  | 10.09.2015               | Teacher Evaluation by students   | Principal                                 | Principal                        |                   |                 |                |         |
|      |        | II week  | 11.09.2015               | Preparation for ICT Tournament   | Sports Activities Committees              | Sri.K.Madan Mohan                |                   |                 |                |         |
|      |        | III Week | 14.09.2015               | Hindi Devas Celebrations   | Literacy and Cultural Committee           | Smt.M.V.Sulochana & G.Veeraiah   |                   |                 |                |         |

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|------|--------|----------|--------------------------|--|---|----------------------------|-------------------|-----------------|----------------|---------|
|      |        | III Week | 16.09.2015               | World Ozone Day  | Eco Club                                  | K.Lakshminarasiah          |                   |                 |                |         |
|      |        | IV week  | 24.09.2015               | NSS Day  | NSS Committee                             | Sri.S.Prakash Rao          |                   |                 |                |         |
|      |        | IV week  | 25.09.2015               | IUFF   | Faculty Development Committee             | Dr.Prayaga Murty Pragada   |                   |                 |                |         |
|      |        | IV week  | 25.09.2015               | Social Justices Days   | Dept.of Political Science                 | Sri.G.C.Peraiah            |                   |                 |                |         |
|      |        | IV week  | 26.09.2015               | IQAC Meeting   | Principal                                 | NAAC / IQAC coordinators   |                   |                 |                |         |
|      |        | V week   | 28.09.2015               | Student Centric Activities Staff Meeting to carry out class room seminars, study projects, Felid trips and competitions and Remedial Classes | Principal                                 | Teaching Faculty           |                   |                 |                |         |
|      |        | V week   | 25.09.2015 to 30.09.2015 | Commencement of unit-II Examinations   | Academic Planning and Teaching evaluation | Smt.M.V.Sulochana          |                   |                 |                |         |
|      |        | V week   | 30.09.2015               | Last Date for Submission of Application for Combination of Attendance  | Principal                                 | Non-Teaching Staff         |                   |                 |                |         |
| 6    | Oct-15 | I week   | 01.10.2015               | Review of Academic Administrative aspects and NAAC/IQAC  | Principal                                 | Staff                      |                   |                 |                |         |
|      |        | I week   | 01.10.2015               | Swatchh Bhart  | Principal & Staff, Students               | Principal & Staff Students |                   |                 |                |         |
|      |        | I week   | 02.10.2015               | Gandhi Jayanthi  | College                                   | College                    |                   |                 |                |         |
|      |        | I week   | 03.10.2015               | World Nature Day   | Department of Botany                      | Botany Faculty             |                   |                 |                |         |
|      |        | I week   | 04.10.2015               | World Animal Day   | Department of Zoology                     | Zoology Faculty            |                   |                 |                |         |
|      |        | I week   |                          | Student Centric Activities Staff Meeting to carry out class room seminars, study projects, Felid trips and competitions                      | Principal                                 | Teaching Faculty           |                   |                 |                |         |
|      |        | II week  | 10.10.2015               | Teacher Evaluation by students   | Principal                                 | Principal                  |                   |                 |                |         |
|      |        | II Week  | 08.10.2015 to 14.10.2015 | I Term Examinations  | Academic Planning and Teaching evaluation | Smt.M.V.Sulochana          |                   |                 |                |         |
|      |        | III Week | 13.10.2015               | Consumar Awareness Program   | Sri.V.Sreeramareddy                       | Sri.V.Sreeramareddy        |                   |                 |                |         |
|      |        | III Week | 15.10.2015 to 25.10.2015 | I term Vacation  | College                                   | College                    |                   |                 |                |         |
|      |        | IV week  | 20.10.2015               | World Statistics Days  | Department of Economics                   | Smt.V.Malathi              |                   |                 |                |         |
|      |        | IV week  | 26.10.2015               | IQAC Meeting   | Principal                                 | NAAC / IQAC coordinators   |                   |                 |                |         |

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|      |        | V week   |                          | Academic Festival / Youth Festival  | Literacy and Cultural Committee           | Smt.M.V.Sulochana          |                   |                 |                |         |
|      |        | V week   | 31.10.2015               | National Integration Day  | NSS                                       | Sri.S.Prakash Rao          |                   |                 |                |         |
| 7    | Nov-15 | I week   | 01.11.2015               | A.P.Formation Day   | Dept.of Physical Edu                      | Sri.K.Madan Mohan          |                   |                 |                |         |
|      |        | I week   | 01.11.2015               | Swatchh Bhart   | Principal & Staff, Students               | Principal & Staff Students |                   |                 |                |         |
|      |        | I Week   | 05.11.2015               | Review Meeting on I Term Examination / Student Attendance and Record Marks  | Principal                                 | Principal                  |                   |                 |                |         |
|      |        | II Week  | 07.11.2015               | Special Training Classes on Placement Drives  | Carrier Guidance cell                     | Sri.S.Nagendra             |                   |                 |                |         |
|      |        | II Week  |                          | District Level Youth Festival   | Literacy and Cultural Committee           | Smt.M.V.Sulochana          |                   |                 |                |         |
|      |        | II week  | 10.11.2015               | Teacher Evaluation by students  | Principal                                 | Principal                  |                   |                 |                |         |
|      |        | II Week  | 11.11.2015               | National Education Day  | Literacy and Cultural Committee           | Smt.M.V.Sulochana          |                   |                 |                |         |
|      |        |          |                          | State Level youth festival  | Literacy and Cultural Committee           | Smt.M.V.Sulochana          |                   |                 |                |         |
|      |        | II Week  | 14.11.2015               | Children Day  | NSS                                       | Sri.S.Prakash Rao          |                   |                 |                |         |
|      |        | II Week  | 14.11.2015               | World Diabetes Day  | Health Service                            | Dr.C.Narasimharao          |                   |                 |                |         |
|      |        | II Week  | 14.11.2015 To 20.11.2015 | National Library Week   | Department of Library                     |                            |                   |                 |                |         |
|      |        | III week | 16.11.2015               | <b>Student Centric Activities</b><br>Staff Meeting to carry out class room seminars, study projects, Felid trips and competitions | Principal                                 | Teaching Faculty           |                   |                 |                |         |
|      |        | III week | 21.11.2015               | World Television Day  | Department of Physics                     | Physics Faculty            |                   |                 |                |         |
|      |        | IV week  | 23.11.2014               | IUFF  | Research Committee                        | Dr.Prayaga Murty Pragada   |                   |                 |                |         |
|      |        | IV week  | 23.11.2015 to 28.11.2015 | III Unit Test Examinations  | Academic Planning and Teaching evaluation | Smt.M.V.Sulochana          |                   |                 |                |         |
|      |        | IV week  | 26.11.2015               | IQAC Meeting  | Principal                                 | NAAC / IQAC coordinators   |                   |                 |                |         |
|      |        | IV week  |                          | Academic Audit  | College                                   | College                    |                   |                 |                |         |
|      |        | V week   | 30.11.2015               | National Flag Day   | Department of History                     | History Faculty            |                   |                 |                |         |
| 8    | Dec-15 | I week   | 01.12.2015               | World AIDS Day  | NSS                                       | Sri.S.Prakash Rao          |                   |                 |                |         |
|      |        | I week   | 01.12.2015               | Swatchh Bhart   | Principal & Staff, Students               | Principal & Staff Students |                   |                 |                |         |
|      |        |          |                          | Yvatharangam  | Literacy and Cultural Committee           | Smt.M.V.Sulochana          |                   |                 |                |         |
|      |        | I week   | 03.12.2015               | Review Meeting on Academic Activities / NAAC/IQAC   | Principal                                 | Principal                  |                   |                 |                |         |

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|      |        | II Week       | 10.12.2015               | Teacher Evaluation by students                                  | Principal                                 | Principal                  |                   |                 |                |         |
|      |        | II Week       | 10.12.2015               | Human Rights Day  | Dept.of Mathematics                       | Sri.S.Nagendra             |                   |                 |                |         |
|      |        | III week      | 21.12.2015 to 28.12.2015 | Half Yearly Examinations  | Academic Planning and Teaching evaluation | Smt.M.V.Sulochana          |                   |                 |                |         |
|      |        | III week      | 22.12.2015               | IUFF  | Research Committee                        | Dr.P.Prayaga Murty         |                   |                 |                |         |
|      |        | IV week       | 23.12.2015               | Farmers Day   | Dept. of Botany                           | Botany Faculty             |                   |                 |                |         |
|      |        | IV week       | 24.12.2015               | National Consumer Day   | Dept.of Commerce                          | Sri.V.Sreeramareddy        |                   |                 |                |         |
|      |        | IV week       | 26.12.2015               | IQAC Meeting  | Principal                                 | NAAC / IQAC coordinators   |                   |                 |                |         |
|      |        |               | 29.12.2015               | JKC Training  | JKC                                       | Smt.M.V.Sulochana          |                   |                 |                |         |
|      |        |               |                          | Submission of Y.V. University Examination Forms                 | Office                                    | Sri.K.Subba Rayudu         |                   |                 |                |         |
| 9    | Jan-16 | I Week        |                          | DRC Activities  |   |                            |                   |                 |                |         |
|      |        | I Week        |                          | Swatchh Bhart   | Principal & Staff, Students               | Principal & Staff Students |                   |                 |                |         |
|      |        | I Week        | 02.01.2016               | Review Meeting on academic and Administrative aspects NAAC/IQAC | Principal                                 | Principal                  |                   |                 |                |         |
|      |        | II Week       | 07.01.2016               | Job fair  | JKC & Career Guidance Cell                | Conveners                  |                   |                 |                |         |
|      |        | II / III Week | 09.01.2016 to 17.01.2016 | II term Vacation Sankranthi Holidays                            |   |                            |                   |                 |                |         |
|      |        | II / III Week | 10.01.2016               | Teacher Evaluation by students                                  | Principal                                 | Principal                  |                   |                 |                |         |
|      |        | III Week      | 12.01.2016               | National Youth Day  |   |                            |                   |                 |                |         |
|      |        | IV week       | 18.01.2016               | Reopening of the College of the Sankranthi Holidays             |   |                            |                   |                 |                |         |
|      |        | IV week       | 18.01.2016 to 23.01.2016 | Pre-Final exams   | Academic Planning and Teaching evaluation | Smt.M.V.Sulochana          |                   |                 |                |         |
|      |        | IV week       | 24.01.2016               | IUFF  | Research Committee                        | Dr.Prayaga Murty Pragada   |                   |                 |                |         |
|      |        | IV week       | 25.01.2016               | National Voters Day   | NSS                                       | Sri.S.Prakash Rao          |                   |                 |                |         |
|      |        | IV week       | 26.01.2015               | Republic Day  | College                                   | Staff                      |                   |                 |                |         |
|      |        | IV week       | 26.01.2015               | IQAC Meeting  | Principal                                 | NAAC / IQAC coordinators   |                   |                 |                |         |
|      |        | IV week       |                          | Sports Day  | Sports activities Committee               | Sri.K.Madan Mohan          |                   |                 |                |         |
| 10   | Feb-16 | I week        | 03.02.2016               | Review Meeting on academic and Administrative aspects NAAC/IQAC | Principal                                 | Principal                  |                   |                 |                |         |
|      |        | I week        | 03.02.2016               | Swatchh Bhart   | Principal & Staff, Students               | Principal & Staff Students |                   |                 |                |         |

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|      |        | I week   | 05.02.2016               | Pre-Final Result Analysis  | Principal                   | Staff                      |                   |                 |                |         |
|      |        | II week  |                          | Revision and Remedial Class  | all departments             | All the Departments        |                   |                 |                |         |
|      |        | II week  | 10.02.2016               | Teacher Evaluation by students   | Principal                   | Principal                  |                   |                 |                |         |
|      |        | II week  | 10.02.2016               | Internal Exams   |                             |                            |                   |                 |                |         |
|      |        | II week  | 12.02.2016               | Job fair   | JKC & Career Guidance Cell  | Conveners                  |                   |                 |                |         |
|      |        | III week | 20.02.2016               | Commencement of Practical's Examinations                                   | All departments             | All the Departments        |                   |                 |                |         |
|      |        | IV week  | 21.02.2016               | Antharajathiya Matru Bahadanotsavanm                                       | Dept.of Telugu              | Sri.G.Veeraih              |                   |                 |                |         |
|      |        | IV week  | 26.02.2015               | IQAC Meeting   | Principal                   | NAAC / IQAC coordinators   |                   |                 |                |         |
|      |        | IV week  | 28.02.2016               | National Science Day   | College                     | College                    |                   |                 |                |         |
| 11   | Mar-16 | I Week   | 03.03.2016               | Review Meeting on academic and Administrative, Financial aspects NAAC/IQAC | Principal                   | Principal                  |                   |                 |                |         |
|      |        | I Week   | 03.03.2016               | Swatchh Bhart  | Principal & Staff, Students | Principal & Staff Students |                   |                 |                |         |
|      |        | I Week   | 04.03.2016               | Budget Utilization   | Principal & Office          | Principal & Office         |                   |                 |                |         |
|      |        | I Week   | 05.03.2016               | Last Instruction Day   |                             |                            |                   |                 |                |         |
|      |        | II Week  | 08.03.2016               | International Women's Day  | Women Empowerment Committee | Smt.M.V.Sulochana          |                   |                 |                |         |
|      |        | II week  | 10.03.2016               | Teacher Evaluation by students   | Principal                   | Principal                  |                   |                 |                |         |
|      |        | II Week  | 14.03.2016               | Commencement of Theory Examinations  |                             |                            |                   |                 |                |         |
|      |        | V week   | 25.03.2015               | Stock verification   | Principal                   | Staff                      |                   |                 |                |         |
| 12   | Apr-16 | I week   |                          | University Examinations  |                             |                            |                   |                 |                |         |
|      |        | II Week  |                          | University Examinations  |                             |                            |                   |                 |                |         |
|      |        | II week  | 08.04.2016               | Last Working day   |                             |                            |                   |                 |                |         |
|      |        | IV week  | 09.04.2016 to 05.06.2016 | Summer Vacation  |                             |                            |                   |                 |                |         |
|      |        |          | 06.06.2016               | Reopening of the College   |                             |                            |                   |                 |                |         |