

MVS Arts & Science College
Mahabubnagar
ACTION PLAN

June 2019

Month & Date	Activity	Description	Dept (College Level)
2nd	Telanagana State Formation Day	Celebration in Colleges	
5th	World Environmental Day	Conduct of activities to create awareness among students on environment	
14th	World Blood Donor Day	Red Ribbon Clubs shall conduct activities to promote awareness among students and parents	
21st	International Yoga Day	Celebration of Yoga day in colleges	
I week	Result Analysis	College Level & Department Wise Result analysis and submission to O/o CCE.	
	Preparation of Semester Curricular Plan (Lecturer-wise)	Preparation of Lecturer-wise Semester Curricular Plan incorporating curricular, co-curricular and extra-curricular activities as per formats provided.	
	College Level Review Meeting by Principal	Preparation of NCC/NSS/Others Annual Action Plan. Review of Department wise Annual Curricular Plans – share & discuss innovative teaching learning techniques etc.	
	Commencement of classes for II & III year students	Semester Curricular Plans shall be followed strictly & reflected in Teaching Diary and Teaching Notes	
II week	DRC Meeting by ID college Principals	Review of all colleges in the district by ID College Principals – Finalization of Annual DRC activities plan	
	Review meeting by RJDCE	Review of all colleges	
	Sports & Games	Maintenance of tracks and sports equipment, laying of new tracks & courts and purchase of sports material	
	DCEDRC	First meeting of DCEDRC	
III Week	Anti-Ragging campaign	Organizing Anti Ragging Campaign in the college premises.	

Every Saturday	Student Seminars	Conduct of Student Seminars and quizzes	
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July 2019

Month & Date	Activity	Description	Dept (College Level)
2nd		Commencement of 1 year Class Work	
5th		Setting A Goal And Plan of Action	
15th	TSKC	Awareness Programme for 1 year students on TSKC Curriculum, MOOCs, Certificate Courses	
12th	Telangana Ku Harithaharam	Organizing planting programme in consultation with District authorities	
I week	Review Meeting at different Levels and Student Progression	Review of Academic, Administrative and financial aspects and recording Student progression	
	IQAC- 2018-19	IQAC – Preparation of Industrial plan	
	Student Representative meeting	Nomination of Select, students on committees like Academic, Sports, Cultural, Literary, Etc.	
	CBCS	Orientation for 1 year students on CBCS and College activities, facilities, Certificate/Add-On Courses etc.	
II week	Commencement of Student- Centric activities	Classroom Seminars, Study Projects, Field Trips and Competition etc.,	
	Harivilu	Meeting of all clubs and preparation of action plan for 2018-19 and enrolment of students into different clubs.	
	State teacher Awards	Inviting proposal from Colleges/Universities	
	Extension Activities & College Social Responsibility cell	Enrollment of students into NCC/NSS Organizing related activities	
5th of July	Staff council meeting	Meeting of the Principal with HoDs to Review previous month's activities and plan for current months activities	
1st of every month	Staff Meeting	Staff Meeting with the Principal of the College	
3rd Saturday	Academic Audit	Conduct of academic audit in Colleges.	
4th Saturday	Swachha Bharath	Cleaning of Academic audit in colleges	
July	Academic Bharath	Verification of Academic records.	
Every Saturday	Student Seminars	Conduct of students seminars and quizzes	

August 2019

Month & Date	Activity	Description	Dept (College Level)
15th	Independence Day Celebrations	Conduct of related activities at college level Presentation of Award to District toppers (subject wise) of academic year 2017-18	
26th	Women's Equality Day	Conduct of related activities by ICC	
29th	Telugu Basha Dinostavam	Conduct of Various activities like debates, group discussions, essay writing etc.	
I week	DRC	II Meeting	
	IQAC	Meeting of IQAC Executive Body	
I & II week	Review Meeting at different Levels	Review of Academic, Administrative and financial aspects	
III week	Add-On Courses	Organizing Two-Day workshop for students by each Department	
	Field/Industry visit	Organizing field/ industrial visits for students	
	Consumer awareness programmes	Intercollegiate/ Interdepartmental activities	
	Carrer counseling porgrammes	Display of Notification on Notice Boards, magazine & providing guidance for application	
5th of August	Staff council meeting	Meeting with the Heads of various Departments to review previous month's activities and plan for current months activities	
1st of every month	Staff Meeting	Staff Meeting with the Principal	
4th Saturday	Swachha Bharath	Cleaning of college premises including rooftops, terraces, overhead tanks, & sumps.	
August	Telangana ku Harithaharam	Organizing related activities to increase the green cover in consultation with district authorities	
	Ecofest	Organizing activities related to Environment protection like Water Management, Waste Management etc. Display of student projects and conduct of competitions	
	Jignasa-Student Study Projects	Topic Selection and allotment of study projects	
	ICC	Training to all girl students in Unarmed Combat Techniques	
Every Saturday	Student Seminars	Conduct of student seminars and quizzes.	

September 2019

Month & Date	Activity	Description	Dept. (College Level)
5 th	Teachers Day		
8 th	International Literacy day	Organizing inter/Intra College literary Fest	
22 nd	Hindi divas celebrations	Conduct of various activities like debates, group discussions, essay writing etc.	
24 th	NSS Day	NSS Activities	
I week	DRC	III Meeting – Review of activities	
	Extension & outreach activities	Organizing Guest Lectures / Field visits/social /community development activities etc.	
	IQAC	IQAC meeting with all the department	
II week	Review meetings at different Levels	Review of Academic, Administrative and financial aspects	
	CPDC Meeting	Meeting of college CPDC to review and discuss various matters	
II week	Student evaluation of Teacher performance	<ul style="list-style-type: none"> • Collection of student feedback on every teacher by IQAC • Analysis 7 Action taken by Principal 	
	Harivilu	Meeting of all clubs – review and progress	
Last week	Student centric activities	<ul style="list-style-type: none"> • Class room seminars; study Projects and competitions etc., • Remedial instruction 	
	College Social Responsibilities Cell	Organizing related activities	
5th of September	Staff Council meeting	Meeting of the Principal with head of department to review previous month's activities and plan for current month's activities	
1 Saturday	Parent – Teacher Meeting	Teachers meet the Parents to discuss the performance of the ward	
1st of every month	Staff Meeting	Staff meeting with the principal	
3rd Saturday	Swachha Bharath	Cleaning of colleges premises including rooftops, terrace , overhead tanks & sumps	
September	Telangana ku Harithaharam	Maintenance of Plants	
	Yuvatarangma 2018	College level – Sports & games and Cultural and Literary competitions	
Every Saturday	Student seminar	Conduct of seminars and Quizzes.	

October 2019

Month & Date	Activity	Description	Dept. (College Level)
2nd	Gandhi Jayanthi & Lal Bahadur Shastri Jayanthi	Celebration in Colleges	
10th	TSKC	Timelines & other details of various PG Entrances and Competitive Examinations – A PPT presentation to III year Students	
31st	National Integration Day	Conduct of Related activities	
I week	Review Meeting at different levels	Review of Academic, Administrative and financial aspects.	
III week	Harivulu	Meeting of all clubs – review and progress Conduct of science/Arts/Commerce fest.	
	Jignasa	Project Presentation at college level-Selection of best Projects.	
5th of October	Staff Council meeting	Meeting of the principal with Head of departments to review previous month's activities and plan for current month's activities	
1st of every month	Staff meeting	Staff meeting with the Principals	
3rd Saturday	Swachha Bharath	Cleaning of College Premises including rooftops, terrace, overhead tanks & sumps	
October	Internal Assessment-II	Conduct of Examination and recording of marks as per the proforma	
	DCEDRC	2 nd Meeting of DCEDC	
	Telangana ku Harithaharam	Maintenance of Plants	
Every Saturday	Students Seminars	Conduct of students seminars and quizzes	

November 2019

Month & Date	Activity	Description	Dept. (College Level)
11th	National Education day	Conduct of related activities	
14th	Pandith Jawaharlal Nehru Birthday	Conduct of related activities	
14th -20th	National library week	1. Organizing programmes to include reading habits. 2. Assignments to encourage students to visit libraries and use the resource to the maximum extent	
I week	IQAC	IQAC Meeting with all the departments	
	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects	
	TSKC	Conducting coaching classes for students to prepare for Ed CET/ PG CET/Competitive Examinations etc.	
Last week	DRC	IV Meeting	
5th of November	Staff council meeting	Meeting of the principal with head of department to review previous month's activities and plan for current month's activities	
1st of every month	Staff Meeting	Staff Meeting with the Principals	
4th Saturday	Swachha Bharath	Cleaning of College Premises including rooftops, terrace, overhead tanks & sumps	
November	CBCS	1 st Semester Practical & Theory Examinations	
	Telangana Ku Harithaharam	Maintenance of plants	
Every Saturday	Students Seminars	Conduct of student seminar and quizzes	

December 2019

Month & Date	Activity	Description	Dept. (College Level)
1st	AIDS Day	Red ribbon Clubs conduct AIDS awareness Programmes in collaboration with district officials	
10th	Human Rights Day	Conduct of related activities	
24th	National Consumer Day	Competition & Awareness Programmes	
1st week	Communal harmony/ College social responsibility week	Conduct of related activities etc.	
	Review Meetings at different Levels	Review of Academic, Administrative and Financial aspects	
	IQAC	Meeting of IQAC Executive Body	
	TSKC	Conducting coaching classes for students to prepare for Ed CET/PGCET/Competitive Examinations etc.-III year	
5th of December	Staff Council Meeting	Meeting of the Principal with heads of department to review previous month's activities and plan for current month's activities	
1st of December	Staff meeting	Staff meeting with the Principals	
III Saturday	Swachha Bharath	Cleaning of College premises including rooftops, terrace, overhead tanks & sumps	
December	CBCS	Commencement of II, IV & VI Semester classes	
	DCEDRC	3 rd meeting of DCEDRC	
	Telangana Ku Harithaharam	Maintenance of DCEDC	
Every Saturday	Student Seminars	Conduct of student seminars and quizzes	

January 2020

Month &Date	Activity	Description	Dept. (College Level)
12nd	National Youth Day	Celebration of the day	
25th	National Voters day	Organize awareness programmes to sensitize students on exercising their franchise	
26th	Republic Day	Celebrating of Republic Day	
I Week	IQAC	IQAC Meeting with all the departments	
5th of January	Staff Council Meeting	Meeting of the Principal with Heads of departments to review previous month's activities	
I & II week	Review Meetings at different Levels	Review of Academic , Administrative and financial aspects	
II Week	Jignasa – Study Projects	State Level Presentation of Study Projects by Students	
1st of every month	Staff Meeting	Staff Meeting with the Principals	
IV Week	Jignasa –Study Projects	Prize Distribution Programme	
4th Saturday	Swacha Bharath	Cleaning of College premises including roof tops,terrace,overhead tanks & sumps	
January	Internal Assessment - I	Conduct of examinations and recording of marks as per the proforma	
	TSKC	<ul style="list-style-type: none">• Personality Development• Conducting coaching classes for students to prepare for Ed.CET/ PG CET Competitive examinations etc,	
	Telangana ku Harithaharam	Maintenance of Plants	
Every Saturday	Students Seminars	Conduct of student seminars and quizzes	

February 2020

Month &Date	Activity	Description	Dept. (College Level)
21st	Antarjaatiya Matru Bhasha Dinotsavam	Celebration of the day	
I Week	CPDC meeting	Meeting of College CPDC to review and discuss various matters	
	IQAC	IQAC Meeting with all the department	
II Week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects	
	Performance improvement activities	Revision and Remedial classes for students	
5 th of February	Staff Council Meeting	Meeting with Heads of Departments to review previous month's activities and plan for current month's activities	
1st of every month	Staff Meeting	Staff Meeting with the Principals	
III Saturday	Parent - Teacher Meeting	Teachers meet the parents to discuss the performance of the ward	
February	Telangana ku Harithaharam	Maintenance of Plants	
Every Saturday	Students Seminars	Conduct of student seminars and quizzes	

March 2020

Month & Date	Activity	Description	Dept. (College Level)
8th	International Women's Day	Conduct of various activities & Competitions for students & Staff	
I Week	Budget	Submission of all bills to DTO Preparation of Financial Plan for 2018-19 .Preparation of details of income through different sources, expenditure and other requirements etc. Preparation of necessary proposals along with enclosures for submission for financial assistance from different agencies like UGC, RUSA ,State Govt.etc. Sending proposals to O/o CCe for budget requirement for 2020-21	
	IQAC	IQAC Meeting with all the departments	
II Week	Review Meetings at different Levels	Review of Academic, Administrative and financial aspects	
Last Week	Stock Verification	Stock verification of Laboratories and Libraries	
5th of March	Staff Council	Meeting with Heads of departments to review previous month's activities and plan of current month's activities	
1st of every month	Staff Meeting	Staff Meeting with the principals	
March	Internal Assessment - II	Conduct of examinations and recording of marks as per the proforma	
	DCEDRC	4 th Meeting of DCEDRC	
	Telangana Ku Harithaharam	Maintenance of Plants	

April 2020

Month &Date	Activity	Description	Dept. (College Level)
5th	Babu Jagjivan Ram's Birthday	Celebrating the day	
14th	Dr.B.R.Ambedkar's birthday	Celebrating the day	
I Week	Preparation of Annual Academic Performance Report	Preparation of College Annual Academic Performance Report (AAPR) and submit soft copy to O/o CCe	
	IQAC	Preparation of IQAV report ,upload to college website and submission of softcopy to naac.tg@gamil.com	
	Preparation of College Annual Academic Plan for 2020-21	Preparation of draft college Annual Academic Plan for 2020-21	
	Preparation of DRC annual Activity plan for 2020-21	Preparation of DRC Annual activity plan for 2020-21	
5th of April	Staff Council Meeting	Meeting with Heads of departments to review precious month's activities and plan for current month's activities.	
April	TSKC	Conducting coaching classes for students to prepare for Ed.CET/ PG CET/Competitive examinations etc.	
	Telangana ku Harithaharam	Maintenance of Plants	
	CB CS	I III & V Semester Examinations	

May 2019

Month & Date	Activity	Description	Dept.(college level)
1 st	Publicity	<ul style="list-style-type: none">• Release of College Brochure by District Collector.• Campaigning through Brochures flexis, scrolling in local TV, door to door canvassing for online admissions.	
May	Student's Help Desk	Establishment of a student's Help Desk in the college and online registration of students to various courses to be taken up	
	Telangan ku Harithaharam	Maintenance of Plants	