

ACADEMIC CALENDAR

2024-25



COMMISSIONERATE OF COLLEGIATE EDUCATION
GOVERNMENT OF ANDHRA PRADESH
SRILAKSHMI NARASIMHA COLONY,
GARUDADRI K.K TOWERS, MANGALAGIRI,
GUNTUR-522503



MAY 2024

Activity	Description
Quality enhancement initiative	Preparation of AQAR, Submission of Odd semester. Semester Self-Appraisal Report (SSAR) and College Semester Self-appraisal Report (CSAR)
Admission Campaigning	Campaigning for admissions for the Next academic year.
CSP/Internship	Starting of CSP for 2023-24 admitted batch and 2 months internship for 2022-23 admitted batch
Submission of College Newsletter	To Submit the Newsletter for the Month of April in CCE Website.
Preparation of Institutional and Financial plan for 2024-25.	1. Preparation of IDP for the Academic Year 2024-25 and preparation of proposals for submission for financial assistance to UGC, State Govt. etc. for all additional requirements of the college
Updating Internship details in APP	Students and \mentors allotted details to be updated in I-Map
College Annual Report	Recording all activities conducted during the academic year 2023-24 with all relevant documents.
Summer Camps	Conduct of Summer camps for Intermediate and School students/community
World Red Cross Day	Conduct related activities

Departmental Activities

Zonal Level Review Meetings	To conduct Zonal review meeting to finalized SMP for the academic year 2024-25
Review Meeting on Digital Initiatives	Online or Offline review meeting on digital initiatives
Autonomous College Meeting	Consortium of Autonomous Colleges.
Placement Drives	Placement drives conducted for the 2021-22 admitted batch students.
Conduct of FDP Programmes	To conduct FDP Programmes.





June 2024


Activity	Description
Administrative functions	Formation of College Level Committees and clubs
Finalization of Institutional Plan for 2024-25	Institutional Plan-2024-25 incorporating all activities(given in Academic Calander-2024-25 & other activities proposed under NRC, IQAC, NSS, NCC, Seminars & workshop etc.,)
Preparation for reopening of college	Cleaning the campus, provision of drinking water, sanitation facilities.
Preparation of Lecturer wise Annual Curricular Plan	Incorporating all curricular, co-curricular and extra-curricular activities as per format
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
Student Admissions	To campaign for Admissions and enrolling of facilitating for OAMDC.
Creation 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.
Initiating CIA App	Mapping of faculty and students to CIA App.
Conducting Department level meetings	Department meeting for finalization of curricular and co-curricular activities.
Commencement of classes for II & III year students	Annual Curricular Plans shall be followed strictly & reflected in Teaching Diary and Teaching Notes
NRC Meeting	NRC Colleges meeting to prepare activities to be conducted at NRC Level.
World Environment Day	Conduct of related activities
World Blood Donor Day	Conduct of related activities
World Yoga day	Conduct of related activities

Zonal Level Activities

Visits and Review by RJDCEs	Conduct meetings at NRCs and at Colleges to review implementations of activities as planned
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Departmental Activities

Review Meeting on Digital Initiatives	Online or Offline review meeting on digital initiatives
Conduct of FDPs	To Conduct NRC level FDP programmes
Submission of fee structure	Submission of first year programmes list and fee structure to OAMDC.
State Teachers Awards	Inviting proposals from Colleges/Universities





July 2024

Activity	Description
First Year Students Admissions	Registration of students in OAMDC portal
Registration of Students	Registration of Newly admitted students in TLP and F-map.
College Level Review Meeting by Principal	The meeting shall be like a Faculty Forum and a platform to share & discuss innovative teaching learning techniques, review of Lecturer wise Annual Curricular Plans & conduct of cademic activities as per schedule & record minutes
Newsletter Submission	Submission of College Newsletter in CCE and College Website
Review Meeting by RJDCE	Review of all colleges under jurisdiction through ID Principals
Result Analysis	College Level Result analysis
Zonal Level Activities	
Visits and Review by RJDCEs	Conduct meetings at NRCs and at Colleges to review implementations of activities as planned
Departmental Activities	
Review Meeting on Digital Initiatives	Online or Offline review meeting on digital initiatives
Conduct of FDPs	To Conduct NRC level FDP programmes
State Level Review Meeting	State Level Coordination & Review meeting by CCE with RJDCEs & NRC College Principals





August 2024


Activity	Description
Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
Students Induction Program (Deekshrambam)	On College activities, facilities, Certificate/Add on Courses, NCC & NSS etc.
Anti-Ragging Activities	Organize Anti Ragging activities
To Conduct Parents Meeting	To discuss matters pertaining to college activities
Newsletter Submission	Submission of College Newsletter in CCE and College Website
Class Representatives Meeting	Selection of representatives, collection of feedback and compliance report
Submission of SSAR & CSAR	To submit faculty SSAR & CSAR for even semesters (2, 4, 6, 8)
Student data for Annual fest	Colleges to submit students list for different categories to NRC College
Certificate course from edX	Student enrollment in edX for certificate courses
NRC Level meeting	NRC college principals meeting
Medical Camp	Medical camp in collaboration with District Health Officials
Independence Day Celebrations	To conduct related activities
Awareness on various Scholarships	Display of notifications on College Wall Magazine & guidance for scholarship applications
Women's Equality Day	Conduct of related activities by WEC
Telugu Bhasha Dinotsavam	Conduct of related activities

Zonal Level Activities

Visits and Review by RJDCEs	Conduct meetings at NRCs and at Colleges to review implementations of activities as planned
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Departmental Activities

State Teacher Awards	Inviting proposals from colleges/universities
Conduct of FDPs	To Conduct NRC level FDP programmes
State Teachers Award Scrutiny	Review of State teachers award proposal by Zonal committees.
Review Meeting on Digital Initiatives	Online or Offline review meeting on digital initiatives



September 2024

Activity	Description
Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
Review of Budget utilization of first two quarters.	Review the budget utilization and steps to be taken for utilization of un-utilized budget
Submission of College level students list for Annual fest	Submission of College level student's details to NRC as per Annual Fest Guidelines.
Teacher Evaluation Process	Collect feedback, analyze & document for Academic Audit
Newsletter Submission	Submission of College Newsletter in CCE and College Website
I Mid Examinations and marks entry	Conduct of Mid examinations as per University Academic Calendar and entering Marks in CIA App.
Preparedness for ODD semester exams	Preparing students for final exams based on the mid examination marks.
Student centric activities	Class room seminars, Study Projects, Field trips and competitions etc.,
Identification of Industries for Semester Internship	Preparedness for identification of industries for semester internships
NRC List for Annual fest	NRCs to submit NRC level students details for different categories to RJDCEs
Teachers 'Day	Celebration of Teachers 'Day
International Literacy Day	Conduct of related activities
Hindi Divas celebrations	Literary competitions
NSS Day	NSS activities

Zonal Level Activities

Visits and Review by RJDCEs	Conduct meetings at NRCs and at Colleges to review implementations of activities as planned
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Departmental Activities

State Teacher Awards	Presenting Awards to Teachers on Teachers' Day
Review Meeting on Digital Initiative	Online or Offline review meeting on digital initiatives
Submission of Courses	To submit details of programmes offered in GDCs to APCFSS for generation of affiliation order



October 2024

Activity	Description
Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
Principal Evaluation	Collection of feedback & redressal of grievances
Student centric activities	Class room seminars, Study Projects, Field trips and competitions etc.,
Newsletter 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, 7 Semester	Finalization and Submission of internal marks of 1, 3, 5, 7 semesters to university
RJDCEs to submit details for Annual Fest	RJDCEs to submit student details for state level prize winners for Annual fest.
Gandhi Jayanti & Lal Bahdur Sastri Jayanti	Celebration of days
National Integration Day	Conduct of related activities

Zonal Level Activities

Visits and Review by RJDCEs	Conduct meetings at NRCs and at Colleges to review implementations of activities as planned
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Departmental Activities

Review Meeting on Digital Initiatives	Online or Offline review meeting on digital initiatives
Conduct of FDPs	To Conduct NRC level FDP programmes





November 2024

Activity	Description
Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
Newsletter 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, 6 and 8 th semesters
NRC Level Meeting	NRC College Principals Meeting
National Education day	Conduct of related activities
Pandit Jawahar Lal Nehru Birthday/World Diabetes day	Conduct of related activities
National Library Week	Conduct of programmes to inculcate reading habits
Zonal Level Activities	
Visits and Review by RJDCEs	Conduct meetings at NRCs and at Colleges to review implementations of activities as planned
Departmental Activities	
Review Meeting on Digital Initiatives	Online or Offline review meeting on digital initiatives
Conduct of FDPs	To Conduct NRC level FDP programmes
Conduct of GDC Academic Audit	To Conduct academic audit for the academic year 2023-24 in GDCs
State Level Meeting on Annual Fest	To conduct state level meeting to finalize state level prize winners for Annual fest





December 2024

Activity	Description
Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
Newsletter 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
Zonal Level Activities	
Visits and Review by RJDCEs	Conduct meetings at NRCs and at Colleges to review implementations of activities as planned
Departmental Activities	
Review Meeting on Digital Initiatives	Online or Offline review meeting on digital initiatives
Conduct of FDPs	To Conduct NRC level FDP programmes
Conduct of Annual Fest	To Conduct Annual Fest.
Conduct of Academic Audit in PACs	To conduct Academic Audit in Private Aided Colleges.





January 2025

Activity	Description
Review Meetings at different Levels	Review of Academic, Administrative and financial aspects
Newsletter 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
Zonal Level Activities	
Visits and Review by RJDCEs	Conduct meetings at NRCs and at Colleges to review implementations of activities asplanned
Departmental Activities	
Review Meeting on Digital Initiatives	Online or Offline review meeting on digital initiatives
Conduct of FDPs	To Conduct NRC level FDP programmes





February 2025

Activity	Description
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.

Zonal Level Activities

Visits and Review by RJDCEs	Conduct meetings at NRCs and at Colleges to review implementations of activities as planned
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Departmental Activities

Review Meeting on Digital Initiatives	Online or Offline review meeting on digital initiatives
Conduct of FDPs	To Conduct NRC level FDP programmes





March 2025

Activity	Description
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, 6, 8 Semester	Finalization and Submission of internal marks of 2, 4, 6, 8 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 in final year.

Zonal Level Activities

Visits and Review by RJDCEs	Conduct meetings at NRCs and at Colleges to review implementations of activities as planned
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Departmental Activities

Review Meeting on Digital Initiatives	Online or Offline review meeting on digital initiatives
Conduct of FDPs	To Conduct NRC level FDP programmes





April 2025

Activity	Description
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 2 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

Zonal Level Activities

Training for PG Entrance/ ICET/ Competitive Exams	Training for PG/ICET/Competitive Exams during summer
Visits and Review by RJDCEs	Conduct meetings at NRCs and at Colleges to review implementations of activities as planned
BabuJagjivan Ram's birthday	Celebrating the Day
Dr.B.R.Ambedkar Birthday	Celebrating the Day

