

Government Degree College, Karvetinagaram
Institutional Development Plan (IDP) 2025-26

JUNE-2025

Activity	Description	In-charge
Administrative Functions	Formation of College Level Committees and clubs	Principal & Vice-Principal
Finalization of Institutional Plan for 2025-26	Institutional Plan 2025-26 incorporating all activities given in Academic Calender 2025-26 & 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 2025-26	Preparation and uploading departmental wise and lecturer wise time-table in college website and mapping of faculty timetable in Chatbot (TLP) App.	Academic Co-ordinator, Website and Chatbot (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
Preparation for 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-2025

Activity	Description	Incharge
Student Admissions	To campaign for Admissions and enrolling of facilitating for OAMDC	All Teaching staff
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-2025

Activity	Description	Incharge
Review meetings at different Levels	Review of Academic, Administrative and Financial aspects	Principal
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 ASAR& AADPI	To submit faculty ASAR& AADPI	IQAC Co-ordinator
NRC Level Meeting	NRC college principals meeting	Principal
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
Awareness on drug abuse and illicit trafficking	Conduct of related activities	NSS
Vana mahostavam	Conduct of related activities	NSS

SEPTEMBER-2025

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
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
Handbook	Preparation of handbook	All Department
Teachers' day	Celebration of Teacher Day	All Department
International Literacy Day	Conduct of related activities	All Department
NSS Day	NSS activities	NSS Coordinator

OCTOBER -2025

Activity	Description	Incharge
Review meetings at different Levels	Review of Academic, Administrative and Financial aspects	Principal
Principal Evaluation	Conduct of feedback & redressal of grievances	IQAC Co-ordinator
Student Centric activities	Class room seminars, Study Projects, Field trips and Competitions etc.,	All Department incharges
News letter submission	Submission of college Newsletter in CCE and College website	All Department
Mapping in I-Map	Mapping of faculty and students in I-Map	I-map Coordinator
II Mid Examinations and marks entry	Conduct of MID examinations as per University Academic calendar and entering marks in CIA app.	All Department
Registration in CEJP	Registration of third year students in CCE-CEJP portal	JKC Mentor & Website co-ordinator
Conduct of Remedial Classes	To conduct remedial classes for slow learners	All the Departments
Finalization of Internals for 1,3,5 semesters	Finalization and submission of Internal marks of 1,3,5 semesters to University	All the Departments
Gandhi Jayanti & Lal BahadurSastri Jayanti	Celebration of Days	NSS
National Integration Day	Conduct of related activities	Dept. of Political science

NOVEMBER -2025

Activity	Description	Incharge
Review meetings at different Levels	Review of Academic, Administrative and Financial aspects	Principal
News letter submission	Submission of college Newsletter in CCE and College website	JKC Mentor & Website co-ordinator
Conduct of University Examinations	To Conduct Practical or Semester End examinations as per University Academic calendar	All the Departments
Preparedness for even semesters	Preparedness for 2,4 and 6 th semesters	All the Departments
NRC Level Meeting	NRC college Principals Meeting	Principal

National Education Day	Conduct of related activities	All the Departments
PanditJawahar Lal Nehru Birthday/ World Diabetes day	Conduct of related activities	NSS
National Library Week	Conduct of programmes to inculcate reading habits	Library Incharge

DECEMBER -2025

Activity	Description	Incharge
Review meetings at different Levels	Review of Academic, Administrative and Financial aspects	Principal
News letter submission	Submission of college Newsletter in CCE and College website	JKC Mentor & Website co-ordinator
Conduct of University Examinations	To Conduct Practical or Semester End examinations as per University Academic calendar	Examination Committee
Time-Table preparation for even semester	Preparation of time-table for even semester and uploading in TLP App	Dr. T. Raghuraman
Chatbot (TLP) Mapping	Mapping of faculty time-table in TLP App	Dr. P. Hari Babu , Lec. In Chemistry
AIDS Day	Colleges to conduct AIDS awareness programs in collaboration with District officials	NSS
Human Rights Day	Conduct of related activities	Dept. of political science
National Consumer Day	Competitions & awareness programs	Dept. of commerce

JANUARY - 2026

Activity	Description	Incharge
Review meetings at different Levels	Review of Academic, Administrative and Financial aspects	Principal
News letter submission	Submission of college Newsletter in CCE and College website	JKC Mentor & Website co-ordinator
Result Analysis	To review odd semester result	IQAC & Incharges of all dept.
Republic Day	Celebration of Republic Day	NCC, NSS & Physical education dept.
Semester Internship	Mapping of students to industries and mentors in I-Map for semester internship	All mentors
NRC Meeting	NRC level meeting	Principal
College/Sports Day	Conduct of activities and celebration of the day	Dept. of physical Education
Placement Drive for Final year students	To conduct NRC level placement Drive for the students in final year	JKC and placement committee
National Youth Day	Celebration of the day	NSS & NCC
National Voters Day	Organize programmes to sensitize students on exercising the franchise	NSS and Political science

FEBRUARY- 2026

Activity	Description	Incharge
Review meetings at different Levels	Review of Academic, Administrative and Financial aspects	Principal
Newsletter submission	Submission of college Newsletter in CCE and College website	JKC Mentor & Website co-ordinator
Admission Campaigning	To conduct admission campaigning in nearby junior colleges	All department Incharges
Review of Budget utilization of quarters	Review the budget utilization and steps to be taken for utilization	All department Incharges
Submission of SSAR and CSAR	To submit lecturer wise SSAR and CSAR for Odd Semester	IQAC committee
I MID examinations and marks entry	Conduct of MID examinations as per University Calendar and entering Marks in CIA book	All department incharges
Placement Drive for Final year students	To conduct NRC level placement Drive for the students in final year	JKC and placement cell

MARCH- 2026

Activity	Description	Incharge
Review meetings at different Levels	Review of Academic, Administrative and Financial aspects	Principal
Newsletter submission	Submission of college Newsletter in CCE and College website	JKC Mentor & Website co-ordinator
Budget Utilization	Submission of all bills to DTO	All department Incharges
Admission Campaigning	To conduct admission campaigning at Intermediate Examination Centers	All lecturers
II MID Examinations and marks entry	Conduct of MID examinations as per University Calendar and entering Marks in CIA book	All department incharges
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	All department incharges
Stock Verification	Stock Verification as per registers	Committee formed by the Principal and IQAC
International Women's Day	Conduct of related activities	Women empowerment cell
Placement Drive for Final year students	To conduct NRC level placement Drive for the students final year	JKC and Placement cell

APRIL- 2026

Activity	Description	Incharge
College Magazine	Preparation of College Magazine	Principal and dept Incharges
Review meetings at different Levels	Review of Academic, Administrative and Financial aspects	Principal
Newsletter submission	Submission of college Newsletter in CCE and College website	JKC Mentor & Website co-ordinator
Preparedness for CSP and 3 months Internship	Preparing students for CSP and 2 Months internship	All department In-charges
Conduct of University Examinations	Conduct Practical/Semester End exams as per University Academic Calendar	Examination committee