

S.T.S.N.GOVERNMENT DEGREE COLLEGE , KADIRI , ANANTHAPURAM DIST
INSTITUTIONAL ACTION PLAN 2021-2022-June'21 to Oct'22.

S.No.	Month	Subject	Activity to be done	Executive Strategy
1	Jun-21	Admissions	Constitution of college level Admissions Promotion Committee	1.Establishment of Help desk 2.Press conference 3.Show case of infrastructure 4.Advertising through media 5.Admissions campaigning. 6.Designing brochures, pamphlets, Flexis, videos Boards in the college.
		Bridge Creation	Sensitization of Junior college students for Admissions through Phone Calls	1. Sending Motivational and inspirational quotes through Social media and Awakening by APC 2. Department wise APC visited Junior colleges for the procurement of students data.
		Academics Planning	Preparation of students and staff for Online classes using G-Suite & Online updation of classes by staff in BPOL, LPMS & OTLM	2.Conduct of online classes through Google meet. 3.Conduct of Hands on experience training and Workshop for faculty on G-suite 4.To generate the Video links for online classes conducted and create Learning resources for blended mode of learning. 5.Upload of online classes in BPOL, LPMS by CCE. 6.To complete the syllabus for I semester. 7.To update the Academic Activity Registers.
2	Jul-21	Admissions	Preparation/Printing of Application formats for Admissions	Fresh registrations at Help desk
		Academic Planning & University Examinations	Conduct of Online classes	Preparation of Online Time Table as per Scheduled Workload and Uploading in OTLM workdone statement.Generating video links for all the online classes for scheduled time table and share among student
			Mid Internal/University Practical Exams/Prefinal exams/Preparatory Holidays	Scheduling Time Table for internal assessment and preparing students for University examinations by conducting prefinals examinations and Evaluation
			Academic Record maintainance	Updation of Deptl. activities in NAAC registers and Documentation.

3	Aug-21	Admissions	Progression of Admissions	Fresh registrations at Help desk on daily basis and Campaign by APC as per scheduled Road map
		Infrastruture	Techno Teaching	Procurement of Digital Interactive Panels, Public Addressing Systems for better control & communication.
		Academic Planning	Departmental Action plans, Time Tables, Result Analysis, Uploading marks in Jnanabhoomi portal	Generating video links for all the online classes for scheduled time table and share among student groups and adopt blended mode of learning among stake holders.
		University Examinations	Semester end examinations	Organised exams by following the University Examinations Scheme for Semester I,IV & VI.
4	Sep-21	HOLISTIC DEVELOPMENT	Design multifarious activities viz. Academic, Cultural, Environmental, Sports and others for holistic development of the stakeholders	<ul style="list-style-type: none"> • Mentoring students for academic, social and career prospects Organizing intellectual, academic, creative, literary, communication, presentation competitions at inter and intra departmental level. • Making athletics, indoor and outdoor sports, a regular feature for students of the University • Innovating programmes and festivals for social and cultural
		Admissions	Progression of Online Admissions	OAMDC / APSCHE Guidelines for Online admissions. Group wise help desk for registrations online as per OAMDC notification.
		Infrastruture	Upskill programme	Procurement of latest machines for establishment of labs.
		Academic Planning	Introduction of new restructured Courses (M.C.Cs & PG Courses).	Training of Teachers (ToT) for enhanced ICT enabled Teaching & Learning
Offline/Online Classes -Scheduling of Classwork- Preparation of Academic Calender as prescribed by SKU,Atp.	Curriculum Transaction PlanUpdate of TD,AAP,TN,ACP and Other Departmental Academic activities, Bridge Course Preparation of PPTs, Video classes, LMS, Podcast training, Project works.			
		Admissions	Progression of Admissions and Admissions Campaigning	2nd phase of Online admissions and commencement of classess for first semester.

5	Oct-21	Planning Collaborations/ Infra structure	Maintenance of records,Preparation and timely submission of annual IQAC Reports to NAAC, Arrangements and invitation to resource persons, Improving Accommodation facilities.	Establishment of MoU with RDT for construction of college hostel. MoU (with Silk industry, REDS NGO, ZEWS Organisation, Forest Department, Fire Department, Agritecs Aquaphonics)
		Academic	Internal assessment and evaluation	I Mid / Internal Examinations
6	Nov-21	Governance & Integration	E-Office / Invited Lectures / Institutional Policies / Joining all the academic and administrative departments seamlessly	Maintaining central electronic database for staff and students. Developing file movement and document tracing system. Developing integrated facilities for sharing intellectual and physical resources. 3. Bringing improvement and reforms in procedures, process and policies for increasing efficiency and effectiveness. Forming strategic alliances with prominent universities / eminent
			Innovations	Integrating training modules, Lecture & knowledge expertise of resource persons for the benefit of stake holders. Integrating the student evaluation and assessment centrally for quick disposal of results.
		Planning	Classwork Instructions-Organisation of Semester Examinations, General Database Repository Mapping. Making of Indian Constitution Day- Nov'26th	Scheduling Programme wise time table/Faculty wise Time Table /Data computation
		Sustainability	R5-Recycle, Reduce, Rethink, Reuse and Recreate for sustainability development	Encouraging geen and eco-friendly units. Green audit by ISO certification. Promoting healthy environment friendly practises by making a vehicle free zone in the campus, Rain Water harvesting, Vermi unit & Aquaphonics
		Self reliance	To generate additional revenues• Cost saving measures	Making efforts for donation from Alumni/Founders and other sources.Cost saving Measures paperless communication for inter and intra departments, energy savings options, better capacity utilization of existing infrastructure and resources.

7	Dec-21	Planning	Annual Academic Records/ Attendance Registers/ NAAC Registers & Files for the A.C Year 2021-22 E-Content/LMS/Video Lessons/PPT's/Blended Teachings/ICT Evaluation & Assessment Tools/ Question Bank Generation by lecturers.Aids Day	Providing opportunities and facilities for developing teaching and research skills of faculty members
		Examinations	Semester Examinations	As per the S.K.University Academic Calender
8	Jan-22	Admissions	Reopening of the College after semester examinations and class work instructions .	Departmental Action Plan and Extra curricular activities
		Planning / NAAC 7Criteria:- Curricular Aspects and Teaching & Learning Evaluation	IQAC Meeting- Preparation for NAAC ReAccreditation Cycle III(July 2022)- 42 NAAC Registers & 25 File formats for documentation of Departmental Activities,	Review of Committees and Responsibilities.
			Preparation of Annual Academic Plan for the Year 2021-22	Developing online course content and modules and making it available at for open source sharing.
			Lecturer wise Annual Curricular Plan, Formation of College Commitees/Feed back analysis-SWOT /SWOC reports.	Departmental Action plans/Achievements/Result analysis
			Cadre Strength review/ Guest Faculty Services, Departmental Workload particulars and LockDown activities.	District level Review meeting
			Preparation of TimeTable for Online & Offline Classes and implementation	Preparation of TimeTable for Online & Offline Classes and implementation
		Academic	Commencement of Classes for II & III Year Students . and uploading into Monitoring of College Timetable and implementation	As per the S.K.University Academic Calender

Innovations and Extension	To create environment and facilities for interdisciplinary research. Training programmes and consultancy to be encouraged for revenue generation.	Consultancy, Training Programmes, Case studies, Study Projects, Training Programmes,
Result Analysis	Assessment and Evaluation Remedial Measures	College level /Group and Subject wise University result analysis
		Submission of Result Analysis to CCE, AP, Vijayawada
Globalization Awareness Programs	To establish benchmarks with global perspective in all areas of academic and administrative performance.	<ul style="list-style-type: none"> • Creating quality orientation in all areas of performance. • Updating teaching-learning processes with global standards. • Introducing innovative academic programmes with global requirements and acceptability. • Updating existing course curriculum with global perspective in terms of conceptual and application dimensions. • Certification or Accreditation by International Rating Agencies. • Participation in academic bodies • Encouraging and supporting participation in international events – conventions, seminar, conferences, workshops, training programs, short term courses, exhibitions, competitive events etc.
Academic	Internal assessment and evaluation	Orientation for first year students for Internal/ Public/ Practical Examinations
Employability Guidance / Student Support Services	Equal Opportunity	Guidance on Staff Selection Commission Vide Government Notification
WEC	Awareness Programme on Women Security	WEC committee

9	Feb-22	Planning / NAAC 3 Criteria:- RESEARCH, INNOVATION, COSULTATION & EXTENSION	Transfer of Technology from Lab to Land/Acting as Resource person/Innovative Online Training Classes, Proposals for MRPs to UGC,DBT, DST, etc., / Research Publications	IQAC COMMITTEE
		Advertisement	Publishing News Letter and Magazine on monthly basis	News letter committee
		Examinations	Internal Exams-Mid-1	
		Departmental Activities	Commencement of Students centric activities like seminars, Group Discussions, Assignments, Project Work etc.	
10	Mar-22	Republic Day	Republic Day Celebrations- Cultural & Vliterary Cmpetitions, Sports & Games.	
		Academic (Skill Upgradation in addition to regular Curriculum)	Career Counseling Programme / Certificate Course	
			JKC / IBM/ TCS-ion /Spoken Tutorials	
		Planning / NAAC 7Criteria:- INFRASTRUCTURE & LEARNING RESOURCES	Follow up of NPTEL Local Chapter, Library automation,Digital literacy, NDL, INFLIBNET, NLIST registrations and Subscription	Follow up of NPTEL Local Chapter, Library automation,Digital literacy, NDL, INFLIBNET, NLIST registrations and Subscription
		Examinations	Preparation for University UG Practical Examinations 2021-22	

11	Apr-22	Planning / NAAC 5 Criteria:- STUDENT SUPPORT & PROGRESSION	Student empowerment skill Trainig programmes for economically disadvantaged meritorious students/Certificate courses	Extending scholarships to the students/	
			Alumni Chapter	Conduct of Alumni meetings	
		Academic	Internal Exams/External exams	Improving learning abilities and chances for higher education oppertunities	
			Review Meeting on Coverage of Syllabus and Remedial Classes/Stock verification		
		NCC & NSS	Applied & Monitoring of Sanctioning of NCC Unit	To develop a sense of social responsibility among faculty staff and students	
			Swatcha Bharath - Clean and Green Programme		
Student empowerment skill Trainig programmes for economically disadvantaged meritorious					
Collabarations	MOU/Linkages with Industries/ Research stations / Universities				
12	May-22	Academic	Transparency in evaluation process for Teachers Performance		Revision, E-Content, LMS Exposure
					NAAC Updates/Academic Audit/Faculty Forum activities
				Annual Stock Verification of all Departments	
				Collection of Feed back from students and analysis.	
				Collection of Dept. activities and Student support services for 2020-21	
				Conduction of Mid Exams for I Semester	
				IQAC review meeting	

		Examinations	UG Public Examinations	Following the Scheme of University
13	Jun-22	Academic	College is reopened on 06.06.22	Execution by depts of Botany,Zoology,Physical Education, &History
		Events	World Environment Day-Conduct of Quiz	
			World Blood Donor Day	
			World Yoga Day	
			World Anti Drug Day	
			Azadi ka Amrith Mahostav Celebrations	
1	Jul-22	Admissions	Constitution of college level Admissions Promotion Committee. NOTIFICATIN RELEASED ON OAMDC 23.7.22	1.Establishment of Help desk 2.Press conference 3.Show case of infrastructure 4.Advertising through media 5.Admissions campaigning. 6.Designing brochures, pamphlets, Flexis, videos Boards in the college. 7.Road map design
		Bridge Creation	Sensitization of Junior college students for Admissions through Phone Calls	1. Sending Motivational and inspirational quotes through Social media and Awakening by APC 2. Department wise APC visited Junior colleges for the procurement of students data.
		Academics Planning	INTERNAL EXAMS FOR II SEM-MID-I(25.7.22-28.7-22) UNIV.SEM.EXAMS(IV&VI-27.7.22-14.8.22) UNIV.PRACTICAL EXAMINATIONS	1.To get approved with G-Suite Google workspace for education. 2.Conduct of online classes through Google meet. 3.Conduct of Hands on experience training and Workshop for faculty on G-suite 4.To generate the Video links for online classes conducted and create Learning resources for blended mode of learning. 5.Upload of online classes in BPOL, LPMS by CCE. 6.To complete the syllabus for I semester. 7.To update the Academic Activity Registers.
		EVENTS	DOCTORS DAY-1.7.22	Execution by depts of Botany,Zoology,Physical Education, &History
			WORLD POPULATION DAY-11.7.22	
KARGIL VICTORY DAY-26.7.22				
WORLD HEPATITIS DAY-26.7.22				
		Admissions	OAMDC-REGISTRATIONS-UPTO 7.8.22	Fresh registrations at Help desk

2	Aug-22	Academic Planning & University Examinations	CONDUCT OF II SEM CLASSES	Preparation of Online Time Table as per Scheduled Workload and Uploading in OTLM workdone statement. Generating video links for all the online classes for scheduled time table and share among student groups and adopt blended mode of learning among stake holders.
			UNIV.SEM.EXAMS(IV&VI-27.7.22-14.8.22)	Scheduling Time Table for internal assessment and preparing students for University examinations by conducting prefinals examinations and Evaluation.
			Academic Record maintainance	Updation of Deptl. activities in NAAC registers and Documentation.
3	Sep-22	Admissions	OAMDC-REGISTRATIONS-UPTO 7.8.22. OPTIONS IN PROGRESS	Fresh registrations at Help desk on daily basis and Campaign by APC as per scheduled Road map
		Infrastruture	Techno Teaching	Procurement of Digital Interactive Panels, Public Addressing Systems for better control & communication.
		Academic Planning	Departmental Action plans, Time Tables, Result Analysis, Uploading marks in Jnanabhoomi portal	Generating video links for all the online classes for scheduled time table and share among student groups and adopt blended mode of learning among stake holders.
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4	Oct-22	HOLISTIC DEVELOPMENT	Design multifarious activities viz. Academic, Cultural, Environmental, Sports and others for holistic development of the stakeholders	<ul style="list-style-type: none"> • Mentoring students for academic, social and career prospects Organizing intellectual, academic, creative, literary, communication, presentation competitions at inter and intra departmental level. • Making athletics, indoor and outdoor sports, a regular feature for students of the University • Innovating programmes and festivals for social and cultural development. • Easy and regular access to yoga and meditation, self-management related activities • Popularize and implement Value Policy
		Admissions	Progression of Admissions	OAMDC / APSCHE Guidelines for Online admissions. Group wise help desk for registrations online as per OAMDC notification.
		Infrastruture	Upskill programme	Procurement of latest machines for establishment of labs.
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