



Government of Karnataka  
Department of Collegiate and Technical Education

**Government First Grade College, Kolar**  
(NAAC re-accredited and Affiliated to Bengaluru North University)  
Kolar Dist. Karnataka, Pin:563101

**ACADEMIC CALENDAR**  
For the year 2020-2021

Prepared by  
**Internal Quality Assurance Cell**

## Annexure-02

## ACADEMIC CALENDAR

December -2020

Week & Month	Activities	
December 2020 First Week	List of Activities and Date	Action Taken / Remarks
	Beginning of Odd semester	Yes
	Staff meeting, Committees formation and Preparation of Action plan	Done
	Calendar of events preparation – IQAC & Examination committee	Prepared & Uploaded
	Orientation program for 1 <sup>st</sup> year students – Arts, Science and Commerce forums	Commerce done, Arts & Science - Action required
	Timetable Preparation & upload to website -Timetable committee	Prepared & Uploaded
December 2020 Second Week	List of Activities and Date	Action Taken / Remarks
	IQAC committee meeting, approval of academic calendar, and preparation of action plan	Prepared & Uploaded
	NCC selection and induction programme NCC	Done
	Annual gender sensitization action plan – womens cell	Done
	Voter awareness program – HOD, Pol science	Done
	Health awareness through blood testing – HOD's, Biotech & Zoology	Action required
December 2020 Third Week	List of Activities and Date	Action Taken / Remarks
	BOS/BOE/Evaluation order copy documentation (previous semester) – All HOD's	In Progress
	Lesson plan documentation (Current semester) – All HOD's	In progress
	Mentoring – All faculty (Order to be passed by Principal)	Action required
	Aids awareness program – Red ribbon club	Done
	Constitution day – HOD, Department of political science	Action required
	Special lecture on women empowerment – Women's cell	Action required
December 2020 Fourth Week	List of Activities and Date	Action Taken / Remarks
	Mentor Programme – Awareness	Action required
	National mathematics day – HOD, Dept of Maths	Action required

# ACADEMIC CALENDAR

January – 2021

Week & Month	Activities	
January 2021 First Week	List of Activities and Date	Action Taken / Remarks
	Administrative training on KCSR rules for teaching & non-teaching staff – HOD, Dept. of Journalism	
	Special lecture on cross cutting issues – Arts Departments	
	Green campus initiatives – NSS	
January 2021 Second Week	List of Activities and Date	Action Taken / Remarks
	Extension activity (Jatha, street play) by – Red cross and scouts and guides.	
	Seminar by Commerce department (GST) – HOD, Dept. of Commerce (Nadem sir)	
	National girl child day – Women’s cell	
	Documentation of project work/field work/internship of students – BCA & BSW coordinators	
	National youth day – Convener Vivekananda youth empowerment center	
	Skill enhancement program – ICT – Dept. of Tourism	
January 2021 Third Week	List of Activities and Date	Action Taken / Remarks
	Coaching programme for competitive exams by Vivekananda youth empowerment center	
	Certificate course on Entrepreneurship and Start up’s – HOD Commerce department	
	Skill enhancement program – Soft skills – Dept. of Maths and Economics	
	Green campus policy - NSS	
	Workshop on IPR’s – Dept. of Library sciences	
January 2021 Fourth Week	List of Activities and Date	Action Taken / Remarks
	CDC meeting	
	Republic day	
	National voters day – HOD, Dept of Pol.Science	
	Record of outgoing students placement – Placement cell in association with All HOD’s	
	Seminar by tourism department – HOD, Dept. of tourism	
	Seminar by physics department – HOD, Dept. of physics	
	Republic day parade - NCC	

**Annexure-02**

**ACADEMIC CALENDAR**

**February -2021**

Week & Month	Activities	
February 2021 First Week	List of Activities and Date	Action Taken / Remarks
	Special lecture on cross cutting issues – Commerce dept.	
	Ethical values in Indian literature – HOD, Dept. of Kannada	
	Certificate course in Science - HOD biotech department	
	Identification of slow & advanced learners and activities – HOD's	
	Guidance on competitive exams – Convener, Vivekananda youth empowerment center	
	Shramadan - NSS	
February 2021 Second Week	List of Activities and Date	Action Taken / Remarks
	Result analysis and action plan and upload to university	
	National de worming day – Scouts & Guides	
	Remedial classes – All HOD's	
	Green campus initiatives – NSS	
	Essay writing & other classroom competitions for students – All HOD's	
February 2021 Third Week	List of Activities and Date	Action Taken / Remarks
	Special lecture on cross cutting issues – Science departments	
	Placement drive – By IGNOU & Placement cell	
	Alumni meet – Alumni association	
	Seminar by Chemistry department – HOD, Dept. of Chemistry	
	Workshop on Entrepreneurship – Dept. of Commerce	
	Shramadan - NSS	
February 2021 Fourth Week	List of Activities and Date	Action Taken / Remarks
	One week Programme on soft skills and Language – HOD, Kannada Dept.	
	Internal assessment tests – HOD's	
	National science day – Science forum	
	Seminar on ethical practices in marketing – Dept. of commerce	
	Union budget analysis – HOD, Dept of Commerce	

## Annexure-02

### ACADEMIC CALENDAR

**March -2020**

Week & Month	Activities	
March 2021 First Week	List of Activities and Date	Action Taken / Remarks
	Sensitization on prevention of sexual harassment and anti-ragging – PSH cell	
	Indian armed forces flag day – By NCC	
	IQAC Committee meeting	
	Result analysis & upload to website – Office & HOD's	
	Skill enhancement program – Yoga & fitness – Director of Physical education	
	NGO visit – coordinator, BSW	
	Blood donation camp – Red ribbon club	
March 2021 Second Week	List of Activities and Date	Action Taken / Remarks
	Alumni talk for students – By alumni association	
	Preparation of AQAR and upload – IQAC	
	International women's day – Womens cell	
	Seminar by History department – HOD, Dept. of History	
	Seminar by Kannada department – HOD, Dept. of Kannada	
March 2021 Third Week	List of Activities and Date	Action Taken / Remarks
	Academic audit of teachers - IQAC	
	Parent teachers meeting – Commerce, Arts & Science forums	
	Submission of internal assessment marks to university and Attendance Documentation – HOD's	
	National consumers day – Commerce department	
	Grievance redressal week – Students grievance cell	
	Legal empowerment of women – Women's cell	
	Seminar by Political science department – HOD, Dept. of Pol. science	
March 2021 Fourth Week	List of Activities and Date	Action Taken / Remarks
	Stakeholders feedback collection and action plan – IQAC	
	Seminar by Botany department – HOD, Dept. of Botany	

**Annexure-02****ACADEMIC CALENDAR****April -2021**

Week & Month	Activities	
April 2021 First Week		Action Taken / Remarks
April 2021 Second Week	<b>University Examinations &amp; Evaluation</b>	
April 2021 Third Week		
April 2021 Fourth Week		

**Annexure-02****ACADEMIC CALENDAR****May -2021**

Week & Month	Activities	
May 2021 First Week	List of Activities and Date	Action Taken / Remarks
May 2021 Second Week	<b>University Examinations &amp; Evaluation</b>	
May 2021 Third Week		
May 2021 Fourth Week		

## Annexure-02

### ACADEMIC CALENDAR

**June -2021**

Week & Month	Activities	
June 2021 First Week	List of Activities and Date	Action Taken / Remarks
	Commencement of even semester	
	Environment day – NSS	
	Timetable Preparation & upload to website -Timetable committee	
June 2021 Second Week	List of Activities and Date	Action Taken / Remarks
	Guidance on competitive exams – HOD, Dept. of Kannada	
	Stock verification – Stock verification committee	
	BOS/BOE/Evaluation order copy documentation (previous semester) – All HOD's	
	Lesson plan documentation (Current semester) – All HOD's	
	Shramadan - NSS	
June 2021 Third Week	List of Activities and Date	Action Taken / Remarks
	NSS Annual camp - NSS	
	Certificate course on Competitive exams - HOD Kannada department.	
	Activity by Heritage club – Heritage club	
June 2021 Fourth Week	List of Activities and Date	Action Taken / Remarks
	Inter collegiate cultural meet – Cultural committee	
	Banking karyagara - IQAC	
	International yoga day – Physical Education Director	

**Annexure-02**

**ACADEMIC CALENDAR**

**July -2021**

Week & Month	Activities	
July 2021 First Week	List of Activities and Date	Action Taken / Remarks
	National level seminar - IQAC	
	CDC meeting	
	Program on healthy foods for healthy life – Dept of Economics & sciences.	
	Panchayat visit (ZP/TP/GP) – HOD, Dept of Political science	
	Historical place visit – HOD, Dept. of History	
	NCC Parade - NCC	
	Shramadan - NSS	
July 2021 Second Week	List of Activities and Date	Action Taken / Remarks
	One week Programme on soft skills and Language.	
	Documentation of project work/field work/internship of students – BCA & BSW Co-ordinators	
	Professional ethics program – IQAC	
	Workshop on disaster management – HOD, Dept. of Biotech	
	Program on E-content usage & E-Library – Dept of Library sciences	
July 2021 Third Week	List of Activities and Date	Action Taken / Remarks
	Sports and Cultural competitions	
	IQAC Committee meeting	
	Alumni meet – Alumni association	
	Alumni interaction with students – Alumni association	
	Cooperative society visit – HOD, Dept. of Economics	
	Janapada/Folklore/Museum visit – HOD, Dept of Kannada	
July 2021 Fourth Week	List of Activities and Date	Action Taken / Remarks
	Extension activity by NSS and NCC	
	Career counselling and Guidance – Placement cell in association with Arts, Science and Commerce Forums	
	College cultural activities – Cultural committee	
	College Sports activities – Sports committee in association with Director of physical education	
	Court/Parliament visit – HOD, Dept. of Journalism	



# ACADEMIC CALENDAR

August -2021

Week & Month	Activities	
August 2021 First Week	List of Activities and Date	Action Taken / Remarks
	Alumni meet – Alumni association	
	Alumni talk for students – Alumni association	
	Industrial visit by physics & Chemistry departments – HOD's	
	Industrial visit by Commerce department – HOD's	
	Industrial visit by Economics department – HOD's	
August 2021 Second Week	List of Activities and Date	Action Taken / Remarks
	Sports and cultural day - Concerned Co-ordinators	
	Student satisfactory survey (SSS) – IQAC	
	Green audit and energy audit – NSS & HOD Botony	
	Independence day	
	Independence day Parade – NCC	
August 2021 Third Week	List of Activities and Date	Action Taken / Remarks
	Parent teachers meeting	
	Identification of slow & advanced learners and activities – HOD's	
	PGCET awareness program – Dept of Commerce	
	Grievance redressal week – Students Grievance cell	
August 2021 Fourth Week	List of Activities and Date	Action Taken / Remarks
	Placement drive – By IGNOU & Placement cell	
	Essay writing/Quiz/seminar by students/case study analysis by students – All HOD's	

## Annexure-02

## ACADEMIC CALENDAR

September -2021

Week & Month	Activities	
September 2021 First Week	List of Activities and Date	Action Taken / Remarks
	Pre placement training and counselling – By Placement cell	
	IQAC Committee meeting	
	Valedictory programme and College day	
	Teachers day – HOD, Department of Library sciences	
	Internal financial audit – Audit committee	
September 2021 Second Week	List of Activities and Date	Action Taken / Remarks
	Workshop on research methodology – Commerce forum	
	Mentoring and issues resolved reports – All Mentors	
September 2021 Third Week	List of Activities and Date	Action Taken / Remarks
	Submission of internal assessment marks to university and Attendance documentation – HOD's	
September 2021 Fourth Week	List of Activities and Date	Action Taken / Remarks
	World tourism day – HOD, Dept. of Tourism	
	Inter collegiate competitions – Dept. of tourism	
	NSS day - NSS	

**Annexure-02****ACADEMIC CALENDAR****October -2021**


Week & Month	Activities	
October 2021	List of Activities and Date	Action Taken / Remarks
	University Examinations & Evaluation	

**Annexure-02****ACADEMIC CALENDAR****November -2021**

Week & Month	Activities	
November 2021	List of Activities and Date	Action Taken / Remarks
	University Examinations & Evaluation	

**Special Note:**

- Conveners of all the committees are advised to conduct minimum two meetings in a semester and maintain the proceedings in writing.
- All the programs conducted in the college should be properly documented and hand over one copy of such document to IQAC.  
{Documents to be maintained: 1) Program invitation, 2) Attended students list, 3) Detailed program report in IQAC format and 4) Geo-tagged photos}
- All HOD's are advised to maintain documents for remedial classes conducted. (Documents like syllabus thought, student's attendance etc.)
- All the mentors are advised to maintain mentoring documents and problems resolved statement.
- All the HOD's are advised to maintain internal assessment test question papers and hand over one copy of such question papers to IQAC.
- All the relevant documents to be maintained in concerned departments. (Like Test QP's, Students attendance, Internal marks statements, Work diaries etc.)
- All the faculty and staff to strictly adhere to the calendar of events.

  
 Principal  
 Govt. First Grade College  
 KOLAR-563101.