



PITHAPUR RAJAH'S GOVERNMENT COLLEGE [A]:: KAKINADA

CIRCULAR

Rc.No. Memo.Cir/5-P/A.C/2022-23

16.04.2023


In the event of commencement of even-semester session class work from 25 April 2023, all the incharges, student support wing coordinators, faculty members and Office Superintendent are requested to follow guidelines specified below for smooth flow of academic activity of even-semester session of AY 2022-23 for Undergraduate and Post Graduate levels.

S.No	Description of activity	Time line	Responsible Authority for activity	Supervising Authority
Commencement of Class work for even-semester sessions: 25 April 2023.				
1	Conduct of Departmental meetings and allocation of courses (subject papers) and work load	17.4.2023	Incharges and wing coordinators shall allocate papers and finalize workload in the departmental meetings	Academic Coordinator & Principal
2	Conduct of Departmental meetings and finalization of departmental work load and plan of action for even-semester session of AY 2023	18.4.2023	Departmental incharges	Academic Coordinator
3	Consolidation and submission of workload and list of guest faculty for even semester session for II, & IV semester programmes and submission to the Principal	20.4.2023	Academic Coordinator	Principal
4	Preparation of Academic calendar for even semester session and circulation among	17.4.2023	Principal, Academic Coordinator and Controller and	Principal

	Departments		Examinations	
5	Preparation and circulation of College time table for even semester session	17.4.2023	Time table committee	Principal
6	Preparation of Departmental and individual time tables and circulation among faculty members	18.4.2023	Departmental incharges	Principal
7	Mapping of individual time tables in OTLM app	20.4.2023	All faculty & Dept. Incharges	OTLM coordinator
8	Preparation of Semester Curricular plans (SCPs), Daily Schedulings of April 2023 and submission to Principal	22.4.2023	All faculty members	Principal & Academic Coordinator
9	Preparation and Sharing of Daily Schedulings , POs, PSOs and COs among all students	23.4.2023	All faculty members	Principal & Academic Coordinator
10	Uploading COs, POs, PSOs, College time table, Departmental and College time tables	23.4.2023	Concerned departmental incharges and wing coordinators	Time table Coordinator
11	Finalization of list of class mentors under mentor-mentee programme and circulation among mentors and students	20.4.2023	Academic Cell	Principal
12	Commencement of Class work for even semesters	25.4.2023	All faculty members	Academic Coordinator & Principal
13	Explaining course outcomes (COs)	25.4.2023	Concerned faculty members in the first class of respective faculty members	Academic Coordinator
14	Completion of student mappings for FRS attendance by each faculty	23.4.2023	Concerned FRS faculty-mentors	FRS coordinator shall supervise the mapping process and complete by 23.4.2023
15	Publication of list of students eligible for even semester programmes	22.4.2023	Office Superintendent and FRS	Office Superintendent & FRS coordinator shall update students in

	and Preparation of students' attendance registers circulation among faculty members for posting students' attendance in classe.		Coordinator	respective programmes and share among different faculty - mentors
16	Submission of plan of action of each department and support wing for even semester session of AY 2022-23	22.4.2023	Department Incharges & wing coordinators	IQAC shall secure and consolidate the institutional plan of action for even semester session of AY 2022-23.
17	Cleaning of campus and Class rooms	23.4.2023	Sergeant	The campus maintenance coordinator shall coordinate the activity.
18	Sprucing up classes and completion of installation of class room infrastructure in the classes including board, electrical fittings, internet, etc., in the class rooms and laboratories.	23.4.2023	Class room infrastructure maintenance coordinator	Principal.
19	Minor repairs in all classes, wash rooms, RO plants	23.4.2023	Building renovation committee	Principal & Campus maintenance committee coordinator
20	Submission of hard copies of syllabus, POS, PSOs, COs, old question papers in the college library	23.4.2023	Incharges of Departments	Library incharge shall coordinate the activity.
21	Finalization of list of VI semester students, allocation of mentors and mapping with industries for 15 week apprenticeship	30.4.2023	Respective mentors	Internships coordinator and Principal

All the above various levels of authorities concerned are requested to adhere to the above timelines and see that quality academic activity is ensured for the greater learning experiences of the students.


 PRINCIPAL
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 KAKINADA