

Government Degree College, Khairatabad, Hyderabad
Department of Biotechnology
DEPARTMENTAL ACTION PLAN FOR THE ACADEMIC YEAR 2023-24

S. No.	MONTH	ACTIVITY PLANNED
1	July, August-2022	<ul style="list-style-type: none"> • Syllabus verification • Admissions work • College time table preparation • Completion of Unit 1 for I, III and V semester students
2	September- 2022	<ul style="list-style-type: none"> • Admission work • Internal examinations • Completion of Unit 2 for I, III and V semester students • I internal examinations
3	October- 2022	<ul style="list-style-type: none"> • Career guidance • College time table preparation • Autonomy work
4	November- 2022	<ul style="list-style-type: none"> • Assignments to the students • Evaluation of internal answer scripts and submission of marks online. • Completion of Unit 3 for I, III and V semester students Preparation of video lessons
5	December- 2022	<ul style="list-style-type: none"> • Student seminars • Completion of Unit 4 for I and III semester students and leftover syllabus to V semester students • 2nd internal exams • Practical exams • Student seminars • Revision of important chapters
6	January 2023	<ul style="list-style-type: none"> • Invigilation duties for final theory exams • Quiz
7	February- 2023	<ul style="list-style-type: none"> • Completion of Unit 1 for II, IV and VI semester students • Webinars/Guest lecture
8	March-2023	<ul style="list-style-type: none"> • Completion of Unit 2 for II, IV and VI semester students • 1st internal exams
9	April-2023	<ul style="list-style-type: none"> • 2nd Internal Exams • Practical Examinations • Completion of Unit 3 for II, IV and VI semester students • Feed back collection
10	May-2023	<ul style="list-style-type: none"> • Completion of Unit 4 for I and III semester students and leftover syllabus to V semester students • Stock verification • End semester exams