

Department of Commerce, G.D.C., Atmakur, Wanaparthy Dist.
ACTION PLAN FOR THE ACADEMIC YEAR 2020-2021

S.No.	Month/ Year	Week	Activity	Description
1	June	2-Week	Preparation of Academic Plan Calendar and Admission work	1.Preparation of Departmental Time Table 2. Maintaining the Attendance Registers up to date
2		3-Week	Commencement of III Semester Classes	Preparation of Annual Curricular & Extra Curricular Activities
3		4-Week	Analysis of Annual Results 2017-18	Group wise, Subject wise and Lecture wise
4	July	1-Week	1. Orientation Classes for I Semester Students. 2. Commencement of I Year 1 st Semester Classes	Familiarize the freshers regarding College Activities, Facilities available in the College premises,
5		2-Week	Final List Admissions for Ist Semester Students.	Anti Ragging Activities in the college campus
6		3-Week	1. Class Representatives Elections	Organize a Seminar on Anti-Ragging Activities in the College Campus Two representatives from each Class
7		4-Week	Welcome Party Celebrations	Conducting related programmes
8	August	1- Week	Extension Activities	1. Assignments given to Students
9		2-Week	Essay Writing, Elocution competitions.	Conducting Essay writing and Elocution Competition on the eve of Independence Day. Starting a Certificate Course.
10		3 & 4Week	1 st Internal Exam	Marks Registers shall be maintained as per the CCE given Performa
11	September	1-Week	Teachers Evaluation	Preparation of Teachers evaluation reports and documents
12		2-Week	Co-curricular activities	Not Conduct
13		3 & 4 Week	Group discussions Assignments	Marks registers shall be maintained as per the given

				Performa
14	October	1-Week	Supplementary Examinations	1 st Internal Examination for the 1 st Semester Students.
15			Commencement of class work after Mid-term vacation	Regular class work as per Time Table
16	November	1-Week	II Internal Examination	Marks Registers shall be maintained as per the CCE given Performa
17		2-Week	Revision of Syllabus for I & III semester.	Marks Registers shall be maintained as per the CCE Performa
18		3-Week	Co-curricular Activities	2 nd Internal Examination for the 1 st Semester Students.
19		4-Week	Semester Assignment for I,III,&V Semester	Semester Assignment for I,III,&V Semester
20	December	1-Week	Semester End Exams	Preparing the II Year students for Half Yearly Exams
21		2-Week		Conduct the Half yearly exams for all students
22		3-Week	Departmental Meeting	Reviewing the action plan and updating the marks register
23		4-Week	2 nd & 4 th Semester Classes Begin	
24	January	1-Week	Revision for V Semester Students	Any pending syllabus to be completed by this week.
25		2-Week	Revision	Revision of syllabus
26		3-Week	Assignments to be given	Pre-Final Exams in Theory
27		4-Week	1 st Internal Examination.	Review of 1 st Semester Results.
28	February	1-Week	Co-curricular Examinations.	1 st Internal Exam for II Semester Students
29		2-Week	Conducted slip test	For II,IV&VI Semester
30		3-Week	Class room group discussion	For all B.com students
31		4-Week	Explain the imp questions	B.com, 1 st & II Year Students
32	March	1-Week	Co-curricular Examinations.	Assignments to be given
33		2-Week	2 nd Internal Examinations	
34		3-Week	Class room work for II & IV Semester Students.	Review of Syllabus completion for II & IV Semester Students.

35		4-Week	Revision for II & IV Semester Students	Any pending syllabus to be completed by this week.
36	April	1-Week	University exams for II & IV Semester Students.	Reviewing the activities of the academic year.

Abstract:

1. Internal Assessment:

a. Internal Examinations: 04

b. Assignments: 04