

Department of English, 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 2019-20	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, Students Seminars, Field work and Field trip, Project work and rules and regulations.
5		2-Week	Final List Admissions for Ist Semester Students.	Anti Ragging Activities in the college campus
6		3-Week	1.Class Representatives Elections 2.Student Activities	Organize a Seminar on Anti-Ragging Activities in the College Campus Two representatives from each Class Programme on conduct of Student seminars and study Projects for II & III year Students
7		4-Week	Welcome Party Celebrations	Conducting related programmes
8	August	1- Week	Extension Activities	1.Assignments given to Students 2. Arranging Extension Lecture – 1
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	Student Seminars
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	Group Discussion session. Arranging a seminar on importance of learning to speak in English.
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 End Exams for I & III Semester St.	Arranging an extension Lecture-2
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	Extension Lecture	Arranging an Extension Lecture-3
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	Group Discussion	Extension Lecture
30		3-Week	Class room Seminars	For all groups
31		4-Week	Communication Skills	For all 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 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. No. Extension Lectures planned: 02
2. No. Group Discussions Planned: 05
3. Essay Writing Competitions Planned: 03
4. Elocution Planned: 05
5. Seminar Planned: 02
6. Student Seminars: 02
7. Certificate Course: 01
8. Internal Assessment:
 - a. Internal Examinations: 04
 - b. Assignments: 04