

**Department Telugu , 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 <sup>st</sup> 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	Two representatives from each Class
7		4-Week	Welcome Party Celebrations	Conducting related programmes
8	August	1- Week	Extension Activities	Syllabus given to Students
9		2-Week	Essay Writing, Elocution competitions.	Conducting Quiz Programme and Elocution Competition on the eve of Independence Day. Starting a Certificate Course.
10		3 & 4Week	1 <sup>st</sup> 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 <sup>st</sup> Internal Examination for the 1 <sup>st</sup> Semester Students.
15			Commencement of	Regular class work as per

			class work after Mid-term vacation	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 <sup>nd</sup> Internal Examination for the 1 <sup>st</sup> Semester Students.
19		4-Week	Remedial Class	Remedial Class conducted who fail in Telugu Subject
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 <sup>nd</sup> & 4 <sup>th</sup> 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 Main Topics
26		3-Week	Assignments to be given	Pre-Final Exams in Theory
27		4-Week	1 <sup>st</sup> Internal Examination.	Review of 1 <sup>st</sup> Semester Results.
28	February	1-Week	Co-curricular Examinations.	1 <sup>st</sup> 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.A, B.Sc and B.Com II, III Years Students
31		4-Week	Explain the imp questions	B.A,BSc , B.Com.,1 <sup>st</sup> & II Year Students
32	March	1-Week	Co-curricular Examinations.	Assignments and Important Equations to be given
33		2-Week	2 <sup>nd</sup> 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