

Government Degree College, Kukatpally

Department of Commerce



Action Plan of the Department

For the Academic Year 2020-21

Government Degree College, Kukatpally

Department of Commerce

Action Plan for the Academic Year 2020-2021

June	Week	Proposed Plan of Action
	1 st Week	<ul style="list-style-type: none">• Participating in Telangana Formation Day• Participating in Environmental day• Conducting Department Meeting• Allocation of papers• Designing teaching plan• Campaigning for admissions
	2 nd Week	<ul style="list-style-type: none">• Preparation of curricular plan• Creating social media groups of students and communicating the almanac• Commencement of 3rd and 5th semester classes• Discussing the plan of action with the students• Continuing the admission campaign
	3 rd Week	<ul style="list-style-type: none">• Participating in Yoga day• Submitting data to DCEDRC meeting• Reviewing the performance of students of Public Administration in NSS and NCC
	4 th Week	<ul style="list-style-type: none">• Dictation of important questions from unit I in 3rd and 5th Semesters• Conducting class room seminars on unit I• Commencement of department best practice- Torchlight

July	Week	Proposed Plan of Action
	1 st Week	<ul style="list-style-type: none"> • Commencement of admissions • Department meeting with the Principal • Submitting indent to Library for procuring books as per new syllabus • Commencement of Unit II to 3rd and 5th semester students • Continuing the campaigning of admissions through DOST
	2 nd Week	<ul style="list-style-type: none"> • Departmental meeting with the Principal • Class room seminars on Unit II • Continuing the DOST Admission process • Preparing PPTs on Unit I and II to 3rd and 5th semester students and circulating them in whatsapp groups • Conducting awareness programme on Commerce papers and Opportunities
	3 rd Week	<ul style="list-style-type: none"> • Conducting Internal I Exams • Completion of unit II in 3rd and 5th semesters • Evaluation of Internal exam papers of 3rd and 5th semesters and digitizing the marks • Inviting the previous year passed out students to the department and joining them to alumni of the college • Collecting the student's progression details who completed their graduation in June 2020.
	4 th Week	<ul style="list-style-type: none"> • Commencement of 1st semester • Orientation of new students with the department • Review of the performance of students in internal I exams • Continuing the admission process of Phase II

August	Week	Proposed Plan of Action
	1 st Week	<ul style="list-style-type: none"> • Departmental Meeting with the Principal • Remedial classes on first 3 units to 3rd and 5th semester • Commencement of classes to 1st semester students • Discussion of action plan and proposed activities with the 1st semester students • Preparing material on SEC and GE papers for 3rd and 5th semester students • Class room seminars from first to third units of 3rd and 5th semesters
	2 nd Week	<ul style="list-style-type: none"> • Bridge classes to 1st semester students • Class room discussion on important topics of Unit III of 3rd and 5th semesters • Conducting class wise sessions on the project guidelines and motivating the students to participate in study projects • Commencement of Unit IV in 3rd and 5th semesters
	3 rd Week	<ul style="list-style-type: none"> • Participating in Independence Day • Class room quiz programmes • Internal II exams to 3rd and 5th sem students • Supplying notes on unit IV to 3rd and 5th semesters • Dictating important questions of Unit I to 1st semester students
	4 th Week	<ul style="list-style-type: none"> • Participating in Equality Day • Commencement of unit II in 1st semester. • Designing inter departmental workshop on financial literacy • Commencement of unit V in 3rd and 5th semsters

September	Week	Proposed Plan of Action
	1 st Week	<ul style="list-style-type: none"> • Departmental meeting with the principal • Producing academic records to IQAC • Discussing important topics of unit IV with 3rd and 5th semester students • Submitting department data to teacher evaluation programme of IQAC • Training programmes for teachers at UGCHRDC
	2 nd Week	<ul style="list-style-type: none"> • Participating in World Literacy Day • Participating in Telangana Basha Dinosthavam • Review of topics of unit V in 3rd and 5th semesters • Class room seminar on GE paper • ICT classes on important topics of 1st semester
	3 rd Week	<ul style="list-style-type: none"> • Completion of syllabus in 3rd and 5th semesters • Dictating important questions in 3rd and 5th sem papers • Completion of syllabus in GE paper • Completion of syllabus in SEC papers of 3rd sem • Participating in NSS day
	4 th Week	<ul style="list-style-type: none"> • Class room seminars on SEC and GE papers • Completion of unit II in 1st Sem • Workshop on career in banking and FI . • Collaborating with TSKC to plan job Mela • Participating in the meetings of college level clubs • Group discussion on Indian Economy

October	Week	Proposed Plan of Action
	1 st Week	<ul style="list-style-type: none"> • Participating in Bathukamma Festival • Internal I exams to 1st sem students • Assigning project works to 3rd and 5th sem students • Assignments to be executed by students in Dasara vacation
	2 nd Week	<ul style="list-style-type: none"> • Usage of ICT class room to revise the topics of 3rd and 5th semesters • Displaying the You Tube lectures prepared by the faculty • Motivating the students to participate in study projects of Jignasa • Review of the assignments done by the students in vacation
	3 rd Week	<ul style="list-style-type: none"> • Conducting Financial Literacy day • Discussing previous sem exam papers with 3rd and 5th sem students • Completion of Unit 3 in 1st semester • Conducting field trip
	4 th Week	<ul style="list-style-type: none"> • Submitting department records to IQAC • Class room seminars on important concepts of 1st semester • Commencement of Unit IV in 1st sem

November	Week	Proposed Plan of Action
	1 st Week	<ul style="list-style-type: none"> • Departmental meeting with the Principal • Completion of unit IV in 1st semester • Review of the student's participation in college level activities • Conducting revision sessions to 3rd and 5th sem students
	2 nd Week	<ul style="list-style-type: none"> • Review of study projects assigned in October • Commencement of 5th unit to 1st sem students • Conducting GE and SEC exams to 3rd and 5th sem students • Arranging extension lectures to 5th sem students
	3 rd Week	<ul style="list-style-type: none"> • Completing syllabus of 1st sem • Dictating important questions to 1st sem students • Review of the departmental best practices • Submitting records and information to DRC
	4 th Week	<ul style="list-style-type: none"> • Revision of important topics to 1st sem students • Meeting with IQAC to discuss the progress of Torchlight, the best practice of the department. • Monitoring the study projects • Student's counseling based on Mentor mentee information • Scrutiny of academic records • Informal sessions with the students to seek the opinions on teaching aspects • Display of topics of study projects chosen by the students

December	Week	Proposed Plan of Action
	1 st Week	<ul style="list-style-type: none"> • Department meeting • Review of the odd semesters performance with the Principal • Discussion of exam pattern with the students of 1st semester on university exams. • Proposing new books to Library through written indent
	2 nd Week	<ul style="list-style-type: none"> • Participating in Human Rights Day • Deciding the SEC papers of even semester to be commenced • Teacher- student interaction online during the exam days to clarify the doubts • Cross checking the mentor mentee registers to track the performance of students
	3 rd Week	<ul style="list-style-type: none"> • Participating in Consumers Day • Making proposals for college level workshops to be held in January • Review of additional topics taught in 3rd and 5th semesters • Designing the curriculum with additional topics to be taught in even semesters
	4 th Week	<ul style="list-style-type: none"> • Coordinating with other departments like languages to prepare time table for even semesters • Commencement of even semester classes • Annual review of the department activities • Authenticating the study projects prepared by the students • Preparing the students for Yuvatharangam programme.

January	Week	Proposed Plan of Action
	1 st Week	<ul style="list-style-type: none"> • Conducting Saviithri Bahi Phule Jayanthi at the department • Commencement of unit 1 in all the even semesters • Department meeting with the Principal • Conducting capacity building programmes on interview skills
	2 nd Week	<ul style="list-style-type: none"> • Completing unit 1 in all the even semesters • Providing material on unit I • Commencement of unit II in all the semesters • Teacher- parent meeting • Conducting National Youth Day
	3 rd Week	<ul style="list-style-type: none"> • Participating in Republic Day • Participating in Voters Day • Internal I exams to all the even sem students • Review of department records
	4 th Week	<ul style="list-style-type: none"> • Arranging guest / extension lectures • Discussing the performance of students in Internal Exams and offering study tips • Usage of ICT class room to demonstrate the importance of digital teaching • Discussing the learning outcomes of teachers who underwent various training programmes with the students • Meeting with IQAC to review the quality metrics of the department

February	Week	Proposed Plan of Action
	1 st Week	<ul style="list-style-type: none"> • Department meeting with the Principal • Completing syllabus in Unit II of all the semesters • Dictating important questions from Unit II • Discussion of additional topics along with the notes
	2 nd Week	<ul style="list-style-type: none"> • Class room seminars on Unit II • Commencement of Unit III in all the semesters • Career counseling sessions to final year students • Counseling on PG CET and discussion of syllabus
	3 rd Week	<ul style="list-style-type: none"> • Reviewing the co curricular activities of the department • Conducting a workshop on Union Budget and inviting Professors from various universities • Reviewing the progress of students of Commence in other wings of the college. • Submission of records to IQAC
	4 th Week	<ul style="list-style-type: none"> • Commencement of Unit IV in all the even semesters • Review of the performance of students in extracurricular activities of the department • Internal II exams to all the even semesters • Result analysis of university exams of odd semesters and discuss the same with the parents • Submission of result analysis report to IQAC • Class room quiz programmes • Dictating important questions from Unit IV

March	Week	Proposed Plan of Action
	1 st Week	<ul style="list-style-type: none"> • Department meeting with the Principal • Participating in Women's Day celebrations conducted by Women Empowerment Cell • Commencement of Unit V in all the even semesters • Class room presentations by students on Skill Enhancement Course
	2 nd Week	<ul style="list-style-type: none"> • Department audit of Commerce books in the library of the college • Meeting with other departments of Arts • Completion of syllabus in all the even semesters • Dictating important questions • PG CET preparation schedule • Creating awareness on various PG courses which can be perceived by the students of Commerce
	3 rd Week	<ul style="list-style-type: none"> • Preparing revision schedule of the topics • Identifying the difficult topics and revising at the behest of the students • Nominating teachers to training programmes and refresher courses • Submitting records to IQAC
	4 th Week	<ul style="list-style-type: none"> • Meeting with the students • Meeting with Staff Council to discuss the implementation process of action plan of the department • Meeting with the Library department to identify the books and journals to be subscribed

April	Week	Proposed Plan of Action
	1 st Week	<ul style="list-style-type: none"> • Department meeting with the Principal to review the annual performance of the Department • Administering Feedback questionnaire on students of Commerce • Finalizing the academic records of 2020-21 and vetting the same by the Principal
	2 nd Week	<ul style="list-style-type: none"> • Analyzing the feedback forms and preparing a report • Annual review of mentor – mentee register of the department • Meeting with IQAC to submit the annual records of the department
	3 rd Week	<ul style="list-style-type: none"> • Collecting the requirements of the students for next academic year • Chalking out an action plan for the academic year
	4 th Week	<ul style="list-style-type: none"> • Submitting the proposals on perspective plans of the department to the Staff Council • Digitizing the activities of the department for the purpose of annual updating of college website.