

SR & BGNR GOVT. ARTS AND SCIENCE DEGREE COLLEGE (A) KHAMMAM

DEPARTMENT OF MICROBIOLOGY

ACTION PLAN FOR THE ACADEMIC YEAR 2020-2021

S.No	Month	Week	Curricular activity	Whether conducted	If not alternate date	Co-curricular/Extension activity	Whether conducted	If not alternate date	Remarks
1	JUNE-20	1 ST Week	Departmental work						
		2 nd Week	Departmental work						
		3 rd Week	Admission work, Counseling, Workload distribution. Staff Meeting	Yes					
		4 th week	Dictation of syllabus to the students Bridge course	Yes					
2	JULY-20	1 ST Week	result analysis Staff Meeting	Yes					
		2 nd Week	Induction program to 1 st years Updation of registers	Yes					
		3 rd Week	Class work	Yes					
		4 th	Assignment-1	Yes					

		week							
3	AUG-20	1 ST Week	Staff Meeting-						
		2 nd Week	Seminar-I	Yes					
		3 rd Week	Commencement of practicals Internal-I						
		4 th week	Consolidation of attendance Counseling to students	Yes					
4	SEP-20	1 ST Week	Staff Meeting- Conducting Seminar-2						
		2 nd Week	Organizing Guest lecture						
		3 rd Week	Allotment of student study projects	Yes					
		4 th week	Assignment-2 Internal-II						
5	OCT-20	1 ST Week	Collection of feedback forms						
		2 nd Week	Staff Meeting Display of lab articles to the students						
		3 rd Week	Remedial coaching to low marks scored students in internal-I & Internal-II						
		4 th week	Class work						
6	NOV-20	1 ST Week	Class work(Revision) Student Seminars	Yes					
		2 nd Week	Conducting assignment -3 Guest Lecture	Yes		Guest lecture on Genomic & cDNA Libraries by J.Anil kumar	Yes		

						Asst prof of Botany , GDC, Manuguru			
		3 rd Week	Class work	Yes					
		4 th week	Discussion on previous question papers & important topics						
7	DEC-20	1 ST Week	Staffing Meeting Remedial coaching to needy students						
		2 nd Week	Semester end examinations Student assignments	Yes					
		3 rd Week	Updation of registers Preparation for academic audit						
		4 th week	Consolidation of attendance & counseling students on attendance						
4	JAN-21	1 ST Week	New semester classes Class seminars	Yes					
		2 nd Week	2 nd term vacation						
		3 rd Week	Class work						
		4 th week	Staff meeting						
4	FEB-21	1 ST Week	Class work						
		2 nd Week	Remedial coaching to needy students						
		3 rd Week	Class work & practical work Student outreach			Visited Annam Seva foundation as a part of Student	Yes		

			programme			outreach programme			
		4 th week	Preparation of students to practical exams						
4	MAR-21	1 ST Week	Class work Debate, Group discussion & Quiz	Yes					
		2 nd Week	Practical examinations						
		3 rd Week	Annual stock verification						
		4 th week							
4	APR-21	1 ST Week	Invigilation duty of University exams						
		2 nd Week	Invigilation duty of University exams						
		3 rd Week							