

**Government Degree College, Kukatpally**

**Department of Commerce**



**Action Plan of the Department**

**For the Academic Year 2021-22**

**Government Degree College, Kukatpally**

**Department of Commerce**

**Action Plan for the Academic Year 2021-2022**

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

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

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

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

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

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

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



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

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

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

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