

# **V.K.V GOVERNMENT DEGREE COLLEGE – KOTHAPETA**

## **DEPARTMENT OF ENGLISH**

### **ACTION PLAN FOR THE ACADEMIC YEAR 2023-24**

<b>SL.NO</b>	<b>MONTH/YEAR</b>	<b>WEEK/ MONTH</b>	<b>PROPOSED ACTIVITIES</b>	<b>ACTION TAKE</b>	<b>REMARKS</b>
1	AGUST -2023	II WEEK	To conduct department meeting Commencement of 1 <sup>st</sup> semester classes		
		III WEEK	To prepare curriculum for odd semester, commencement of classes		
		IV WEEK	SIP student induction prograame		
		2	SEPTEMBER -2023	I WEEK	To Conduct department Meeting
2	SEPTEMBER -2023	II WEEK	Student assignments ,mid- I examinations		
		III WEEK	Assignments		
		IV WEEK	To conduct Quiz programme		
				To conduct Mentor- Mentee meeting	
4	OCTOBER -2023	I WEEK	To conduct Department Meeting		
		II WEEK	To Prepare all Departments Beatification for NAAC		
		III WEEK	To Prepare Record work in the view of NAAC peer team visit		
		IV WEEK	Mentor-mentee meeting		
5	NOVEMBER -2023	I WEEK	To conduct department meeting		
		II WEEK	To conduct Assignment To Organize Guest Lecture		
		III WEEK	Mid-I Examinations		
		IV WEEK	To conduct Mentor- Mentee-meeting DEBATES		
6	DECEMBER - 2023	I WEEK	To conduct Department meeting		
		II WEEK	To Organize Certificate course		
		III WEEK	To conduct National Seminar / Webinar		
		IV WEEK	To conduct Mid-II Examinations		
7	JANUARY- 2024	I WEEK	To conduct Department Meeting		
		II WEEK	To Conducts Assignments		
		III WEEK	MID-II EXAMINATIONS		

		IV WEEK	To conduct mentor -mentee meeting		
8	FEBRUARY- 2024	I WEEK	To Organize Guest Lecture		
		II WEEK	Field trip Assignments		
		III WEEK	Mother launguage day		
		IV WEEK	Assignments - Conduct Mentor Meeting		
9	MARCH- 2024	I WEEK	To conduct Department Meeting		
		II WEEK	Pre - final examinations		
		III WEEK	To conduct slip tests		
		IV WEEK	Assignments & study hours		
10	APRIL- 2024	I WEEK	To conduct Department meeting		
		II WEEK	To conduct remedial classes		
		III WEEK	English launguage day		
		IV WEEK	Revision classes for Semester - End Examinations		

**Signature of the lecturer**

**signature of the principal**