

DEPARTMENT OF BOTANY
SGK GOVERNMENT DEGREE COLLEGE-VINUKONDA- GUNTUR DIST
Annual Departmental Plan 2021-22

S.No	Programme	Expected Date/Month	Remarks
1	Semester Curriculum Plan	First week of the Semester	To be prepared by faculty members for each subject
2	Teaching Synopsis	First week of the Semester	To be prepared by faculty members for each topic
3	Teaching Diary	5 th – 7 th of Every Month	Prepared by the faculty for the previous month
4	Curriculum Enrichment	November-2021	To be prepared by faculty for their respective subject
5	Students Induction Programme(SIP)	1 st week of November	For 1 st year admitted students
6	Bridge Course	2 nd week of November	For 1 st year Students
7	Collection of Student Bio-Data	3 rd Week of November	For 1 st year admitted students by the concerned proctor. II & III year students' Bio-data sheets to be transferred by the previous proctors.
8	Certificate Course	January -2022	
9	Student Seminar	Weekly once	@ 1 Seminar from each Unit for all subject
10	Quiz Programme	February/March 2022	@ 1 per each class
11	Field Trip	March/April 2022	@ 1 per each Class
12	Study Projects	Jan-Feb, June/July	One Project each per the semester
13	Guest Lectures	One Guest Lecturer per Semester	@ one Lecturer per each subject
14	Organisation of Workshop/Seminars	Seminar once per semester	Subject to availability of financial assistance
15	Attend Seminars/Workshops		Each faculty @ 2 per year
16	Swayam Courses		ARPIT Courses for Faculty Certificate/Subject Courses for Students
17	Evaluation Reforms	Use of Google /Flikart/Kahoot	

18	Minor Research Project	To be applied	
19	Consultancy Project	To Be applied	
20	Publication	Planning for ISBN Book in the month of February 2022	Subject to allotment of ISBN
21	Registration in Vidwan	To be Registered	
22	Swach Bharat (involvement in community service)	Minimum 2 visits per year	To adopt a village and at least 2 programmes should be attend
23	MOU	Planning for enter in to MoU With Local industry	
24	Use of Computer Lab/LCD Projector	Minimum 2 classes for every unit	PPT prepared by Faculty
25	Counselling of Students	Minimum 5 students per week.	To be counselled by the Proctor
26	Grouping of Students	After Ist Mid	
27	Remedial Coaching	Jan-Feb/2022 and June-July/2022	Daily 6 th Hour
28	Student Progression	Coaching Classes for P.G. Entrance & Competitive Exams	
29	Social Service Awareness Programme	1 st week of January-2022	
30	Observation world AIDS day	1 st December 2021	Awareness Programme/Camp
31	Governance & Leadership	Student Membership in department committee	Students involvement in programmes 1. Teachers Day 2. Fresher's Day 3. Annual Day 4. Community Service Programmes 5. Field Trips
31	Best Practice	1. ICT enabled Teaching 2. Community Learning	