

**SGK GOVERNMENT DEGREE COLLEGE
DEPARTMENT OF COMMERCE
ANNUAL DEPARTMENTAL PLAN 2024 - 2025**

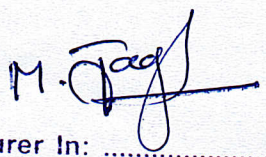
S.No.	Name of the Programme	Expected Date/Month	Remarks
1	Semester Curriculum Plan	First week of the Semester @July 2024	To be prepared by faculty member for each subject
2	Teaching Synopsis	@Monthly (start of each unit)	To be prepared by faculty member for each topic
3	Teaching Diary	5 th - 7 th of Every Month	Prepared by the faculty for the previous month
4	Bridge Course	2 nd week of July & August	For first-year vocational stream students to bridge knowledge gaps
5	Student-Centric Practices (e.g., Collaborative Learning, Peer Group Learning)	August 2025 – March 2026	1. Peer-led group study 2. Student-run micro-teaching activities
6	Implementation of Certificate Courses	NOV 2nd Week 2025	Certificate course on " Statical Analysis"
7	Internal Examinations / Preparation of Question Bank & Papers	September 2024 & February 2025	Faculty to submit question papers and blueprints per IQAC format
8	Innovative Teaching–Learning Practices	1. Interactive simulations 2. Think-pair-share model	Propose any two practices of the department
9	Invited Lectures by Faculty in Other Institutions	Faculty to deliver guest lectures in allied colleges February & March 2025	Submit plan of the faculty proposed visits to other colleges
10	University Exams Result Analysis	Target for 2024–25: ≥90% Within two days after results declaration	Submit previous year's result analysis and expectations for the current year
11	Continuous Internal Assessment (CIA)	Report of CIA-I and II submitted; includes performance analysis	Submit a brief report of previous year CIA in separate sheet.
12	Organizing Workshops / Seminars / IPR	National Workshop on "Organic Synthesis using Eco-solvents" @November 2025	Propose a minimum of one programme of the department
13	Attending Seminars/Workshops & Presenting Papers / Chairing Sessions	Proposal for Attending 2 Seminars for Each Faculty	Propose a minimum of two for each faculty

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14	Paper Publications	Minimum two per faculty (UGC CARE-listed journals)	Propose a minimum of two for each faculty
15	Capacity Building (Workshops for Faculty & Non-Teaching Staff)	Capacity Building through iGot Karmayogi	Propose a minimum of one for the department
16	Consultancy Services	Tax Consultancy Service	Propose Free Tax Consultancy for Staff
17	Extension & Outreach Programmes	Creating awareness for the public about GST & Consumer Rights	Propose a minimum of one outside the college. Collaborate with any NGO of Govt. Organisation
18	Organizing Literary & Cultural Events	Consumer in Digital era Themed "Skit by Students"	Propose a minimum of one activity for the Dept
19	Student Seminars	Conducting Class room Seminars	Propose number of topics; departments must produce a list of topics and students
20	Quiz Programmes	Subject Quiz (Feb 2025)	Propose a minimum of one per semester per department (one subject-related and one general)
21	Ward Counselling	III B.Com – Weekly Once II B.Com – Weekly Once	Proctors should mention the class and schedule of ward counselling
22	Guest Lectures in the College	Guest Talk: "Entrepreneurship" @March 2025	Propose a minimum of one per semester per department
23	Coaching for Employment / Career Counselling	Session: Placements Awareness in Insurance Sector @ August 2025	Propose a minimum of one session; announce title and tentative timeline
24	Coaching for PG Entrance	Regular weekend classes + monthly mock tests @October 2024 – March 2025	Submit departmental plan
25	Publications	Target: 1 publications (UGC CARE) @July 2024 – March 2025	Minimum papers as per the UGC guidelines
26	Departmental Activities	Five Activities: Poster, Quiz, Workshop, Alumni Talk, @August 2024 – March 2025	Propose at least five activities in advance; Submit list and Tentative Time Line for all in this plan
27	Best Practices	"Promoting Entrepreneurship in Student Community" @December 2024	Propose a minimum of one best practice of the department

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28	Remedial Coaching	For slow learners – schedule submitted @November 2024 – March 2025	Submit plan of action
29	PPTs & YouTube Videos	Topic-wise videos on TLC, Retrosynthesis, Green Catalysis	List old PPTs/videos (topic/semester-wise) and propose new ones for the current year. Topic wise list is essential.
30	Use of Computer Lab / LCD Projector	Digital classes for spectroscopy and retrosynthesis topics	Propose topics and timeline for use
31	Use of Library & E-Resources	Access through ONOS, NLIST, DELNET, and e-journals encouraged @Weekly (ongoing)	Propose plan of action


Lecturer In:
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VINUKONDA - 522647, Palnadu Dt., A.P.


IQAC COORDINATOR
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