

**SGK GOVERNMENT DEGREE COLLEGE
VINUKONDA PALNADU DISTRICT.
DEPARTMENT OF BOTANY
Annual Departmental Plan 2024-25**

S. No	Programme	Expected Date/Month	Remarks
1	Semester Curriculum Plan	First week of the Semester	Prepared by faculty members for each subject.
2	Teaching Synopsis	First week of the Semester	Prepared by faculty members for each subject.
3	Teaching Diary	5 th -7 th of Every Month	Prepared by the faculty for the previous month
4	Curriculum Enrichment	January 2025	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 Non Botany 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 -		
9	Student Seminar	Once per semester	@ 1 Seminar from each Unit for all subjects
10	Quiz Programme	December 2024	@ 1 per each class
11	Field Trip	March/April 2025	@1 per each class
12	Study Projects	Jan/Feb 2025	III B.Z.C Students. One Project each per the semester
13	Guest Lectures	One Guest Lecturer per semester	@ one Lecturer per each subject
14	Organisation of Workshop/Seminars		
15	Attend Seminars/Workshops		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 planned	
20	Publication		
21	Registration in Vidwan	To be Registered	
22	Swatch 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 into MoU with local Pharmacy industries	
24	Use of Computer Lab/LCD Projector	Minimum 2 classes for every unit	PPT prepared by Faculty
25	Counseling of Students	Minimum 5 student's per week.	To be counseled by the Proctor
26	Grouping of Students	After I st Mid	
27	Remedial Coaching	Jan-Feb/2024 and June-July/2025	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- 2025	
30	World Environment Day	5 th June 2024	Awareness Programme / Camp
31	Governance & Leadership	Student Membership in department committee	Students involvement in programmes 1. TeachersDay 2. Fresher'sDay 3. AnnualDay 4. Community Service Programmes 5. FieldTrips
32	Best Practice	1. ICT enabled Teaching 2. Community Learning	

Handwritten:
 HOD, Dept of Zoology
 HOD Dept of Botany

Handwritten Signature:
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