**DEPARTMENT OF COMMERCE**

**SGK GOVERNMENT DEGREE COLLEGE-VINUKONDA- GUNTUR DIST**

**Annual Departmental Plan 2020-21**

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| **S.No** | **Programme** | **Expected Date/Month** | **Remarks** |
|  | Semester Curriculum Plan | First week of the Semester | To be prepared by faculty members for each subject |
|  | Teaching Synopsis | First week of the Semester | To be prepared by faculty members for each topic |
|  | Teaching Diary | 5th – 7th of Every Month | Prepared by the faculty for the previous month |
|  | Curriculum Enrichment | November-2021 | To be prepared by faculty for their respective subject |
|  | Students Induction Programme(SIP) | 1st week of November | For 1st year admitted students |
|  | Bridge Course | 2nd week of November | For 1st year Non Commerce Students |
|  | Collection of Student Bio-Data | 3rd Week of November | For 1st year admitted students by the concerned proctor.  II & III year students’ Bio-data sheets to be transferred by the previous proctors. |
|  | Certificate Course - Tally ERP .9 | January -2022 |  |
|  | Student Seminar | Weekly once | @ 1 Seminar from each Unit for all subject |
|  | Quiz Programme | February/March 2021 | @ 1 per each class |
|  | Field Trip | March/April 2021 | @ 1 per each Class |
|  | Study Projects | Jan-Feb, June/July | III B.Com Students. One Project each per the semester |
|  | Guest Lectures | One Guest Lecturer per Month | @ one Lecturer per each subject |
|  | Organisation of Workshop/Seminars | State Level Workshop on Office Management | Subject to availability of financial assistance |
|  | Attend Seminars/Workshops |  | Each faculty @ 2 per year |
|  | Swayam Courses |  | ARPIT Courses for Faculty  Certificate/Subject Courses for Students |
|  | Evaluation Reforms | Use of Google /Flikart/Kahoot |  |
|  | Minor Research Project | To be applied |  |
|  | Consultancy Project | Tax Consultancy- |  |
|  | Publication | Planning for ISBN Book in the month of February 2022 | Subject to allotment of ISBN |
|  | Registration in Vidwan | To be Registered |  |
|  | Swatch Bharat  (involvement in community service) | Minimum 2 visits per year | To adopt a village and at least 2 programmes should be attend |
|  | MOU | Planning for enter in to MoU with D-Mart/Best Price/Reliance Mart |  |
|  | Use of Computer Lab/LCD Projector | Minimum 2 classes for every unit | PPT prepared by Faculty |
|  | Counselling of Students | Minimum 5 students per week. | To be counselled by the Proctor |
|  | Grouping of Students | After Ist Mid |  |
|  | Remedial Coaching | Jan-Feb/2022 and June-July/2022 | Daily 6th Hour |
|  | Student Progression | Coaching Classes for P.G. Entrance & Competitive Exams |  |
|  | Social Service Awareness Programme | 1st week of January-2021 |  |
|  | Observation of Consumers Day | 24th December | Awareness Programme/Camp |
|  | 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 |
|  | Best Practice | 1. ICT enabled Teaching  2. Community Learning |  |