**Department of Commerce**

**Annual Departmental Plan 2022-23**

**SGK Government Degree College-Vinukonda- Palnadu District**

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| S. No | **Programme** | **Expected Date/Month** | **Remarks** |
|  | Semester Curriculum Plan  | First week of the Semester | To be prepared by all commerce faculty members for their subject |
|  | Teaching Synopsis | First week of the Semester | To be prepared by all commerce faculty members for each topic  |
|  | Teaching Diary | 5th – 7th of Every Month | Prepared by the all commerce faculty for the previous month |
|  | Curriculum Enrichment | November-2023  | To be prepared by all commerce 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 – on Basics of Stock Market | March-2023 | For V Semester students by Department of commerce |
|  | Student Seminar | Weekly once  | Seminar from each Unit for all subject |
|  | Quiz Programme | February/March 2023 | One Per each class  |
|  | Field Trip | March/April 2023 | One 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 Semester |  one Guest Lecturer per each Semester |
|  | Attend Seminars/Workshops |  | Each faculty @ 2 per year |
|  | Swayam Courses | April / May 2023 | ARPIT Refresher course / Faculty Development course by commerce Faculty |
|  | Evaluation Reforms | Use of Google /Kahoot |  |
|  | Attend Seminars/Workshops |  | Each faculty @ 2 per year |
|  | Publication | Planning for Article the month of April/May 2023 | By M Jagadeesh Lecturer in Commerce |
|  | Consultancy Project | Tax Consultancy-  |  |
|  | Swatch Bharat(involvement in community service) | Minimum 2 visits per year | To adopt a village and two programmes should be attend |
|  | MOU | Planning for enter in to MoU with Reliance Mart/Vennela super market |  |
|  | Use of Computer Lab/LCD Projector | Minimum 2 classes for every unit  | PPT prepared by all commerce Faculty |
|  | Counselling of Students | Minimum 5 students per week. | To be counselled by the Proctor  |
|  | Grouping of Students | After 1st Mid |  |
|  | Remedial Coaching | Jan-Feb/2023 and June-July/2023 | Daily 6th Hour  |
|  | Student Progression | Coaching Classes for P.G. Entrance & Competitive Exams |  |
|  | International Accounting Day | 10th Nov | Commerce Quiz by Department |
|  | Observation of Consumers Day | 24th December | Awareness Programme/Camp |
|  | Governance & Leadership | Student Membership in department committee | Students involvement in programmes1. Teachers Day
2. Fresher’s Day
3. Annual Day
4. Community Service Programmes
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|  | Best Practice | 1. Students Co-operative Store. 2.ICT enabled Teaching3. Community Learning |  |