

DEPARTMENT OF ENGLISH
SGK GOVERNMENT DEGREE COLLEGE-VINUKONDA- GUNTUR DIST
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 collectively on all the units
2	Teaching Synopsis	First week of the Semester	prepared by faculty members for the respective topics dealt with
3	Teaching Diary	5 th – 7 th of Every Month	Prepared by the respective faculty member for the previous month
4	Curriculum Enrichment	August -2024 September -2024	prepared by faculty members collectively for the subject Organising Guest Lecture for the students
5	Bridge Course	From July 17 th to 31 st (as the admissions were commencing)	Basic grammar classes for all the students from telugu medium
6	Collection of Student Bio-Data	From Aug 7th	For 1 st year admitted students by the concerned proctor. II & III year students' Bio-data sheets to be transferred by the previous proctors.
7	Student Seminar	One class per week in every month	Five Students from each class
8	Book review by the students	In the month of September	With five bright students from each class
9	Audiobook appreciation month Book Lovers day National Dictionary day	September 9 th August 16 th October	activities for students like Favourite book reading and Reviews, Seminars & Quizzes
10	Study Projects	August and September	Motivating students for project work on their interesting topic
11	Quiz Programmes	One in every month(On Grammar and GK)	Conducted in the class with students divided into groups
12	Guest Lectures	Two Guest Lectures per Semester	By Renowned Resource persons
13	Organisation of Workshop/Seminars	District/State Level Workshop on the enhancement of LSRW Skills.	Subject to availability of financial assistance
12	Attend Seminars/Workshops	Tentative dates(to be decided)	Each faculty @ 2 per year
13	Evaluation Reforms		
14	Publication	Planning for ISBN Book in the month of October 2024	ISBN has been allotted ,to be published in September

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15	Use of Computer Lab/LCD Projector	Minimum 2 classes for every unit	PPT prepared by Faculty in their respective topics
16	Counselling of Students	Minimum 5 students per week.	To be counselled by the Proctor
17	Grouping of Students	After 1st Mid	
18	Remedial Coaching	Aug/Sep 2024	Daily 6 th Hour
19	Student Progression	CIA	TO be monitored accordingly(both summative & formative methods)
20	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. Guidance in Internships 6. Field Trips 7. Extension Activities
21	Best Practices	1. ICT enabled Teaching 2. Activity based curriculum 3. Learner-centred Teaching 2. Guiding students for their enrichment of LSRW skills. 3.Motivating them for maximum participation in all activities at their best. 4.Preparation of PPT and soft copies of the seminar topics by the students.	

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IQAC COORADINATOR
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