

## STRATEGY DEVELOPMENT AND DEPLOYMENT

### Departmental Action Plan – 2020-21

<b>Departmental Action Plans</b>	<b>Period</b>	<b>Remarks</b>
Course Selection Form Faculty members	2-3 weeks prior to the commencement of semester	Course choices are requested from faculty members for the upcoming semester.
Distribution of Work	2-3 weeks prior to the commencement of semester	Allotment of subject by the HOD based on faculty expertise and specialization.
Timetable Uploading	1 week prior to the commencement of semester.	Time table is prepared by the academic coordinator who is solely responsible for it.
Course File Creation	1 week prior to the commencement semester	Course files are collected from the faculty members for their respective courses
Commencement of first spell of Instruction	As per academic calendar	Distribution of preface to the students to give orientation about the subjects.
Completion of 3 unit	8 weeks from commencement of classes.	Covers the theoretical concepts of the related subjects and classroom activities for personality development.
Mid I exam	As per academic calendar	Question papers are collected from subject faculty and sent to exam branch through HOD.
Workshops and seminars	10 <sup>th</sup> week from commencement of Classes	Conducting workshops to enhance the soft skills of students and improve presentation skills.
Completion of 5 units	15 <sup>th</sup> week from commencement of classes	Syllabus coverage and case study analysis based pedagogy for understanding the theoretical concepts.
Preparation holidays	As per academic calendar	Course handouts and model papers of the related subjects are distributed to the students.
Conduct of End semester exams	As per academic calendar	Conducting exams
Address by HOD to the students	Last day of the exam	Address by HOD to the students regarding the upcoming academic activities of the next semester.