**Vivekanand Shikshan Sanstha’s**

**Vivekanand Arts, Sardar Dalipsingh Commerce & Science College, Aurangabad**

**Plan of Action for HOD (2022-23)**

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| **Month** | **Activity** |
| June | Planning of First term teaching and learning |
| July | Planning/admission of Departmental Add on / Certificate course (Min 30 Hrs) Course Boucher, Attendance of students and Certificate sample record shall be maintained |
| Content Test for First year students and analysis |
| August | MoU / Linkage with other Institute/Industries for on job training / student exchange |
| Arrange study tour / Field visit and Students Group discussion/ Seminar |
| Initiate Mentor mechanism |
| September | Arrange extension activity |
| Interdepartmental Group discussion for Faculties |
| October | Arrange Expert guest lecturer for students |
| December | Activity for Advanced learners (Software use / Research projects for final year students) |
| February | Arrange Expert guest lecturer for students |
| March | Prepare SWOT analysis report of the departmental in the given standard format |
| Prepare Course Outcome (CO) analysis report |

**Principal**