

Vivekanand Arts, Sardar Dalipsingh Commerce & Science College, Aurangabad

[IQAC]

Plan of Action for HOD (2019-20)

| Month | Activity |
|------------------|--|
| June | Establish departmental library and maintain |
| | Calibration of instruments |
| July | Conduct Content-test (pre-knowledge test) for first year students and communicate the analyzed result to the teachers of first year class |
| | Arrange bridge course in select departments (short-term course or arrangement of few lectures for first year students for introductory knowledge of first year syllabus) |
| | Initiate Mentor mechanism |
| August | Make agreement/MoU/linkages with other institutes/industries for on-job-training/student exchange, etc |
| | Arrange study tour/field visit |
| September | Arrange remedial classes |
| | Any one activity for slow learners (extra lectures/practicals/supply of reading materials, etc) |
| October | Arrange interdepartmental Group Discussion for the faculty |
| | Arrange extension activity |
| December | Any one activity for advanced learners (software based/research projects for final year students, etc) |
| | Arrange short-term skill oriented course |
| | Organize seminar/conference |
| March | Arrange interdepartmental Group Discussion for the faculty |
| April | Prepare SWOT Analysis Report of the department in the given standard format (S- strength, W- weaknesses, O- opportunities, T- threats) |
| April | Prepare Plan of Department for next academic year |