

Action Plan Format (2014 - 15)
Criteria - II: Teaching, Learning & Evaluation

Kindly note:

Dept.:

- ❖ Need to outline the specific activities (milestones) of each major tasks before finalizing persons, resources needed and time deadline.
- ❖ The HOD will monitor the progress and update the status to the Principal at the end of every semester

| S.No | Major Task & Related activities | By whom (An individual or a small team) | By when | Resources to be mobilized |
|-------------|--|--|----------------|----------------------------------|
| 1 | Subject Bridge Course - Template | | | |
| 2 | Remedial coaching for slow learners | | | |
| 3 | Guiding Advanced learners | | | |
| 4 | CQC Activities | | | |
| 5 | Department Calendar | | | |
| 6 | Course Catalogue | | | |

| | | | | |
|----|--|---------------------|--|--|
| 7 | Course Plan /Course Schedule | By respective staff | | |
| 8 | Innovative Teaching Methods | | | |
| 9 | Mentors/advisors for each class (class teachers concept) | | | |
| 10 | Use of library/cybrary by staff & students | | | |
| 11 | Faculty participating in conferences | | | |
| 12 | Faculty presenting papers in conferences | | | |
| 13 | Faculty student exchange programme | | | |
| 14 | Learning outcomes for each paper in the syllabus | | | |