

PG DEPARTMENT OF COMMERCE
Annual Plan for 2018-19

The Department focuses on result improvement, entrepreneurship development, and overall personality development of students.

No.	DATE (Time and Venue informed later)	ACTIONS (Name of the Program)	INDICATORS (Activities in detail)	TARGETS (Participants)	OUTCOMES	RESPONSIBILITY (Facilitator / Presenter / Organizer)
1	12 th June 2018	Department meeting	<ul style="list-style-type: none"> Plan for the academic year 2017-'18 	Faculties of Commerce Dept.	<ul style="list-style-type: none"> Plans and policies of the department for the academic year 2017-'18 	Faculty Members
2.	13 th June, 2018	Semester Teaching begins	<ul style="list-style-type: none"> Start teaching by giving Syllabus, Seminar topics and assignment for internal assessment to third and fifth semester students. 	Third&Fifth semester B.com Students	<ul style="list-style-type: none"> Start a fruitful semester 	Class Advisors

3.	20 th June 2018	Skill Development Training programme	Familiarise the participants with the new method of liquid painting like Kanta work, stone work, mirror work etc and create a spirit of entrepreneurship among them.	UG&PG Students	<ul style="list-style-type: none"> • Skill development of students. 	Commerce Club co-ordinator.
4.	June 12-30	Revision Tests, giving guidance on Project report writing and JRF/NET coaching to PG students.	<ul style="list-style-type: none"> • Create confidence among students by clarifying their exam oriented doubts, project report writing(PG 4th sem students) and to attend the coming NET/JRF exam. 	PG students.	Increases the confidence level of students to attend university examination and the national level tests.	Faculty members of the Dept.
5.	July 2	First semester class begins	Orientation programme to first semester degree students and their parents	Students and parents	<ul style="list-style-type: none"> • Familiarise First semester students and parents with the Programme they are admitted and the institution . • This also create a sense of confidence among them 	Department Faculty members.
6.	July 7	Project Submission & Mock Viva	<ul style="list-style-type: none"> • M.Com fourth semester students submitting their Project and attend an internal viva at the Department 	M.Com fourth semester students	<ul style="list-style-type: none"> • Completion of an important part of their PG Programme and get confidence to attend external Viva voce 	Faculty members.

7..	July18,2018	Entry level test to first sem UG students	Conducting an Entry level test for first semester students to identify advanced learners and slow learners	First semester B.com students	The Department can categorise students to ensure effective advisory system and also to suggest names of students for merit oriented programmes and remedial coaching .	Class advisors.
8.	August 10-20	First internal test for Third and Fifth Semester UG students	.Making Department level evaluation process by conducting test papers of various courses	Fifth and Third semester UG students.	The Department gets feedback of students and the score obtained by each student is a criterion for internal assessment.This makes students more focused and serious.	Class advisors and Teacher in charge of internal Exams
9.	First week of September	Commerce Association inauguration and seminar	A formal inauguration of commerce association and arranging a seminar for UG and PG students.	All UG and PG Students of the Dept.	Increase the knowledge of students ,create leadership,and promote a spirit of co-operation among commerce students.	Faculty members and Commerce association secretary,
10.	September 10-14	First internal test for first semester students	Making Department level evaluation process by conducting test papers of various courses	First semester UG students.	The students familiarize with the pattern of university exams. The Department gets feedback of students and the score obtained by each student is a criterion for internal assessment.This makes students more focussed and serious in their study.	Class advisors and Teacher in charge of exams.

11.	October 22-29	Model Exam for Third and Fifth Semester students.	Conducting model exam under university model to third and fifth semester students.	The Department gets feedback of students and the score obtained by each student is a criterion for internal assessment. This makes students more focused and serious.	Third and fifth semester UG students	Class advisors and Teacher in charge of exams.
12	November 12-19	Model Exam for First semester UG students.	<ul style="list-style-type: none"> Conducting model exam under university model to first semester UG students 	The Department gets feedback of students and the score obtained by each student is a criterion for internal assessment. This makes students more focused and serious. Students get more familiarized with university examination.	<ul style="list-style-type: none"> First semester UG students. 	Class advisors and Teacher in charge of exams
13	November 14	Co-operative week celebration	<ul style="list-style-type: none"> Arranging seminars/Quiz programme on co-operation to UG & PG students 	Students come to know the relevance of co-operatives in the economy.	UG Students	Commerce club co-ordinator.
14	December 10-14	Internal test for First and Third semester PG students	Conducting model exam for Odd semester PG classes	The Department gets feedback of students	<ul style="list-style-type: none"> PG students 	Class advisors.

15	December last week	Industry visit	Arranging an Industry-visit to sixth semester UG students and PG students	Students get practical knowledge and experience on business activities . They also get relaxation and enjoyment.	Sixth semester UG students and PG students	Tour co-ordinator.
16	January 10	Celebration of Commerce Day	Arranging academic seminar, appreciation programme and interaction with former faculty members of the Dept.	Motivation to students. Add to students' knowledge	UG & PG Students	Faculty Members
17	February first week	Internal test for Fourth and Sixth semester students	Conducting model exam for even semester UG classes	The Department gets feedback of students	Fourth & Sixth semester UG students.	Class advisors and Teacher in charge of exams
18	February Third week	Seminar on "Data Analysis"	Arranging a seminar on Data analysis to PG Students. The seminar will impart idea with regard to the selection of appropriate analysis tools for data analysis work during their project work	PG Students	Give guidance in their project work	Seminar co-ordinator

19	February last week	Entrepreneurship development training programme	Make arrangements to conduct a seminar on Entrepreneurship and also to interact with successful entrepreneurs by the students	UG & PG students	Motivation to students for undertaking entrepreneurial activities	ED club co-ordinator.
*20	October second week	Legal awareness class	Arranging a legal awareness class to old age people in the local area as the extension programme of the Department,	Public	create legal awareness to the old age group .	Legal cell co-ordinator

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