



ACTION PLAN
Academic Year - 2025-2026

PG DEPARTMENT OF ENGLISH



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SL No.	Plan of Action	Key Objectives	Proposed Date	Outcome
1	Department Meeting	<ul style="list-style-type: none"> To coordinate activities within the department and divide the department duties to the staff To prepare an year plan for the academic year 2025 – 2026 To collaborate and plan programmes and outline strategies of the coming academic year 	In the first week of every month	Specific duties and responsibilities can be defined clearly and distributed equally among the department faculties. All members of the department can equally contribute to the year department decisions and upcoming programmes of the department
2.	Departmental Induction Programme for the students of BA English Honours	<ul style="list-style-type: none"> To familiarise new students with the vision, mission, and academic culture of the college and the Department of English. To provide an overview of the undergraduate English curriculum, course structure, and academic expectations. To introduce the faculty members, infrastructure, library resources, and learning facilities available to students. 	01/07/2025	Students are expected to gain a clear understanding of the course structure, faculty, learning resources, and co-curricular opportunities available to them. To instill confidence, motivation, and a sense of belonging among student
3	Convocation Ceremony of BA English 2022-2025	<ul style="list-style-type: none"> To honor the graduates on their success To inspire and encourage the students for a lifelong learning, research and career growth 	26/06/2025	The graduate students receive formal acknowledgment on their academic achievements. It serves a motivational platform to inspire them to pursue further studies, research etc..

4	Bridge course - UG	<ul style="list-style-type: none"> To provide a foundational knowledge and introduction to English Language and Literature To enhance students confidence and motivation to pursue the course To familiarize students with the basic concepts of the course 	01/07/2025 - 15/07/2025	Improved understanding of fundamental concepts and principles in the relevant course
5	Certificate course – Productive Skills for Effective Communication	<ul style="list-style-type: none"> To achieve academic knowledge in a specific subject To enhance academic skills including critical thinking, analysis and communication 	10/07/2025	Acquisition of specific knowledge that are beneficial for the student
6	Workshop on Project Management for UG students	<ul style="list-style-type: none"> To introduce basic concepts, principles and practices of research methodology 	12/07/2025 & 17/02/2025	Students will be able to gain a better understanding of research methodology, which will help them to design and conduct high-quality research projects
7	ADD on Course – ‘Lingua Lift’- Essential English Skills- Orientation Programme – In Collaboration with ASAP	<ul style="list-style-type: none"> Introduce the Add on Course- the curriculum and evaluation To aware the importance of the course and benefits after the completion of the course with APTIS certificate To familiarize learners with the APTIS test format 	06/08/2025 Inauguration – 18/10/2025	Learners will be able to understand the relevance of an Add on course completion with APTIS certification

8	Association Inauguration and a seminar on any relevant topic by a resource person	<ul style="list-style-type: none"> Fostering a culture of literary appreciation and academic achievement among students. Hosting literary events, book clubs, reading and discussion to celebrate literature. Encouraging creative writing, poetry, and other forms of self-expression. 	24/11/2025	English association in a college could involve promoting a deeper appreciation of the English language and literature, providing opportunities for students to enhance their language skills through workshops, and events.
9	Remedial classes	<ul style="list-style-type: none"> Identify and address specific learning gaps and deficiencies of students To offer individual attention and support to improve their understanding and performance in the subject 	Before university examinations Of the AY 2024- 25	Students could improve their confidence and performance in the examinations. Also, the learning gaps and obstacles between the students and teachers could be minimized
10	Awareness class on UGC NET/JRF for PG students	<ul style="list-style-type: none"> To provide an overview of the UGC NET/JRF examination, including eligibility, criteria, exam pattern and syllabus To familiarize the students with the importance and benefits of qualifying UGC NET/JRF 	21/11/2025	Students could have a clear understanding on the UGC NET examination process and requirements. Also they will be able to develop a study plan for the preparation of the exam
11	Workshop on Research methodology for PG students	<ul style="list-style-type: none"> To introduce basic concepts, principles and practices of research methodology To guide the students to select the topic for dissertation and choose the literary works 	30/10/2025	Students will be able to gain a better understanding of research methodology, which will help them to design and conduct high-quality dissertation

12	PTA meeting	<ul style="list-style-type: none"> To foster collaboration between parents and teachers in supporting student's education and wellbeing To encourage parent involvement in college – activities and decision making process 	Within 2 weeks after internal examinations	Healthy relationship between parents and the institution can be maintained along with their active involvement in the student's academic levels
13	Synopsis presentation for UG and PG students	<ul style="list-style-type: none"> To have an awareness on the significance and relevance of their area of study To foster confidence and stimulating curiosity and interest in the topic 	13/10/24 & 14/10/24 – UG 13/01/2025 - PG	A clear understanding of the area of study can be gained. Also the students can have a critical feedback on their presentation offering the chance to make relevant changes
14	Convocation Ceremony of MA English 2023-2025	<ul style="list-style-type: none"> To honor the post graduates on their success To inspire and encourage the students for a lifelong learning, research and career growth 	22/11/2025	The post graduate students receive formal acknowledgment on their academic achievements. It serves a motivational platform to inspire them to pursue further studies, research etc..
15	Study tour and Media visits	<ul style="list-style-type: none"> To provide the students an exposure to the places of educational and historical importance. To provide the students a first-hand experience on the process of printing and publishing 	Study tour- 16/10/2025 Media visit- 23/11/2025	Students could gain a Firsthand experience on diverse geographical features and different cultures and the process of printing and publishing