Action Plan 2020 – Distance & Continuing Education Unit

Major Categories	Actions to be taken	2021												
0		Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	
Introduce new extension	Encourage the Faculties to introduce new courses													
courses	Communicate via board of studies													
	Action to implement													
Conducting Seminar as	Schedule all the seminar in the beginning of year													
Scheduled	Obtain lecturers list											:t Nov		
	Obtain approvals													
	Appointing lecturers													
	Conduct seminar													
Conducting Examination	Schedule all the examination in the beginning of year													
as Scheduled & releasing results	Obtain examiners list													
	Obtain approvals													
	Appointing examiners													
	Conducting examination													

	Completion of marking within deadline						
	Completion of result entering and having result board						
Completion of 18 th batch	Completion of Student Registration						
academic activities	Prepare master plan for start academic						
	Subject selection						
	Action to start academic						
Revision of BA	Revising the curriculum and obtain approval						
curriculum according to	Completing the application						
the UGC circular	Obtain UGC approval						
Handling Student	Conducting grievance committee meetings once a month						
grievances	Providing solutions						
	Obtain approval						
Internal Quality Assurance- improving quality of processes	Conducting IQAC meetings						
	Developing SoPs						

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Implementati on of new manual of procedure for external examination	Preparation of draft document by IQAC						
	University approval						
	Implementation						
Disposal of documents	Identify the unuseful documents						
	Obtaining approvals to dispose						
	Action to dispose						
Staff training	Conducting training sessions, workshops						