

Action Plan – Department of Political Science (UG College)

Academic Session: 2024–25

1. Curriculum Implementation

Activity	Timeline	Responsible
Semester-wise syllabus distribution	July 2024 & January 2025	HoD& Faculty
Teaching plans submission	1st week of each semester	Faculty Members
Classroom lectures (offline/online as per schedule)	Throughout session	Faculty
Unit-wise internal assessments	Mid-Semester	Course Instructors
Remedial classes for slow learners	Monthly	Concerned Teachers

2. Academic Enrichment Activities

Activity	Timeline	Responsible
Guest lectures / Eminent speaker series	One per semester	Department
Interdisciplinary lecture (e.g. Pol. Sci. & Sociology/Law)	Oct 2024	Faculty Collaboration
Workshops (e.g., Research Methods, Human Rights, Constitution)	Nov 2024 / Feb 2025	Dept. Coordinator

3. Co-curricular & Student Engagement

Activity	Timeline	Responsible
Debate/Youth Parliament/Mock UN	Aug 2024 / Jan 2025	Student Committee & Faculty
Essay/Poster competitions on political themes	Sept 2024 / March 2025	Faculty-in-charge
Field visit to local government body / legislative assembly	Nov 2024	Department
Screening of political documentaries/films	Monthly	Media Coordinator

4. Research & Skill Development

Activity	Timeline	Responsible
Student research paper competition	March 2025	Research Cell
Orientation on Civil Services / Political Analysis careers	Aug 2024	Career Cell
Data interpretation, presentation, & referencing workshop	Oct 2024	Faculty

5. Extension & Outreach Activities

Activity	Timeline	Responsible
Voter awareness drive (in collaboration with NSS/ECI)	Jan 2025 (National Voters Day)	Outreach Team
Visit to Gram Panchayat / Urban local body	Dec 2024	Department
Political Awareness Camp in nearby community	March 2025	Students & Faculty

6. Documentation & Review

Activity	Timeline	Responsible
Monthly progress review	Last Friday each month	HoD
Student feedback collection & analysis	Mid & End of Sem	IQAC/Dept.
Report preparation for AQAR / NAAC	End of Session	HoD

7. Infrastructure & Learning Resources

Activity	Timeline	Responsible
Updating Departmental Library/Resources	Ongoing	Faculty
Creating E-Resources (notes, PPTs, reading lists)	Throughout session	Course Teachers
LMS integration (if applicable)	As per college policy	Faculty

Tentative Month-wise Highlights

Month	Key Activity
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Month	Key Activity
July	Orientation, syllabus distribution, teaching starts
August	Debate/Mock Parliament, Civil Services Talk
September	Poster/Essay Competition, Assessment I
October	Workshop, Interdisciplinary Lecture
November	Field Visit, Documentary Screening
December	Gram Panchayat Visit, Review Meeting
January	Youth Parliament, Voters Awareness
February	Human Rights Workshop, Documentary
March	Political Awareness Camp, Research Paper Presentation
April	Semester End Review & AQAR Reporting