

# Action Plan – English Department

## Academic Session: 2024–25

### 1. Curriculum Planning and Implementation

Action Item	Timeline	Responsibility
Syllabus distribution and academic calendar alignment	July 2024	HOD & Faculty
Preparation of teaching plans (unit-wise)	July 2024	All Faculty
Conducting regular lectures, tutorials, and remedial classes	July 2024–April 2025	All Faculty
Internal assessment through tests, assignments, and presentations	September & February	Course Teachers
Mid-semester feedback and action	October 2024	HOD

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### 2. Co-curricular Activities

Activity	Objective	Timeline
Essay writing and creative writing competitions	Enhance writing skills and creativity	August & December 2024
Debate & Elocution	Improve public speaking and analytical skills	October 2024
Drama/Street Play based on syllabus texts	Encourage performance-based understanding of literature	January 2025
Book Review Sessions / Literary Circles	Promote reading and critical thinking	Monthly

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### 3. Skill Enhancement Activities

Activity	Objective	Timeline
Workshop on academic writing & research skills	Prepare students for higher education & projects	November 2024
Resume writing and interview skills sessions	Career readiness	January 2025
Spoken English & Soft Skills classes	Fluency and confidence in communication	Throughout session

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### 4. Faculty Development and Research

<b>Action Item</b>	<b>Timeline</b>
Participation in FDPs, seminars, and webinars	Throughout the year
Publication in journals/conferences	Ongoing
Curriculum enrichment through NEP 2020 alignment	July 2024 onwards

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### **5. Extension and Outreach Activities**

<b>Activity</b>	<b>Timeline</b>
Collaboration with local schools for English language mentoring	September–December 2024
Community literacy workshops	February 2025

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### **6. Evaluation & Quality Assurance**

<b>Action Item</b>	<b>Timeline</b>
Student feedback analysis and corrective actions	Mid-semester & end of session
Departmental result analysis	After university exams
Academic Audit / Peer Review	March 2025