

**EMEA COLLEGE OF ARTS & SCIENCE
KONDOTTI
Department of ECONOMICS
Annual Plan / Action Plan for -2018-'19**

Department / Students Activities, Presentations, Seminars, Study Tours, Association Day etc..

| No. | DATE <i>(Time and Venue will be informed later)</i> | ACTIONS (Name of the Program) | INDICATORS (Activities in detail) | TARGETS (Participants) | OUTCOMES | RESPONSIBILITY (Facilitator / Presenter / Organizer) |
|------------|---|---|---|----------------------------------|---|--|
| 1. | July 2018 Orientation Week 18-07-2018 | Orientation Program for 1st year Students | <ul style="list-style-type: none"> • Introduction about the department • (Power Point Presentation) | First Year UG students | <ul style="list-style-type: none"> • Students have better understanding about the department, faculties, programs, courses etc., | <i>Name of teacher responsible</i> Dr. Ummer EK |
| 2. | 19-07-2018 | Orientation Program for 1st year Students | <ul style="list-style-type: none"> • Introduce faculties | First Year UG students | <ul style="list-style-type: none"> • Students have better understanding about the department, faculties, programs, courses etc., | (Mohamed Najeeb PM |
| 3. | 20-07-2018 | Orientation Program for 1st year Students | <ul style="list-style-type: none"> • Explain importance of advising, degree plan etc. | First Year UG students | <ul style="list-style-type: none"> • Students have better understanding about the department, faculties, programs, courses etc., | Dr. Ibrahim Cholakkal |
| 4. | 21-07-2018 | Orientation Program for 1st year Students | <ul style="list-style-type: none"> • Explain the role of PTA , internal evaluation ,etc | First Year UG students | <ul style="list-style-type: none"> • Students have better understanding about the department, faculties, programs, courses etc., | Mr. Hussain V |

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| 5. | 01-08-2018 | Department meeting | <ul style="list-style-type: none"> Plan for the academic year 2017-'18 | Faculties of Economics Dept. | <ul style="list-style-type: none"> Plans and policies of the department for the academic year 2018-'19 | Mr. Mohamed Najeeb PM (HoD) |
| 6. | 06-08-2018 | Distribution of students' Profile | <ul style="list-style-type: none"> Prepare format for finding slow learners / advanced learners / students need counseling | I st year students | Collect all relevant data from the students | Dr. Ibrahim Cholakkal |
| 7. | 06-08-2018 | Distribution of students' Profile | <ul style="list-style-type: none"> Prepare format for finding slow learners / advanced learners / students need counseling | II year Students | Collect all relevant data from the students | Mohammed Nisar TV |
| 8. | 06-08-2018 | Distribution of students' Profile | <ul style="list-style-type: none"> Prepare format for finding slow learners / advanced learners / students need counseling | III year students | <ul style="list-style-type: none"> Collect all relevant data from the students | Hussain V |
| 9. | 14-08-2018 | Professional Development Programme | <ul style="list-style-type: none"> A Talk on Income Tax E- Filing | All Staff | <ul style="list-style-type: none"> To acquaint the staff to e file their Income Tax Returns | 1. Abdurazaque PM |
| 10. | Internal Evaluation Week (03-09-2018 to 07-09-2018) | Conducting class level internal Test Paper | <ul style="list-style-type: none"> Two – hour Test paper | All Students | <ul style="list-style-type: none"> To assess students' understanding in their core courses | Mohammed Nisar TV as Co ordinator and all teachers |

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| 11. | 18-09-2018 to 19-09-2018 | Two- Day Workshop on Research Methodology In Social Sciences | A workshop To acquaint about the Methods of research in social Sciences | Research Scholars and PG Students | <ul style="list-style-type: none"> To make an understanding about recent developments in social science research methodology | Dr. Ummer EK Dr.Ibrahim Cholakkal |
| 12. | 24-09-2018 to 01-10-2018 | University Model examinations | <ul style="list-style-type: none"> Internal Examination For all classes in University Model | All Classes | <ul style="list-style-type: none"> To acquaint the students about the University examination and to assess the performance of students at the end of the semester | All Teachers |
| 13. | 04-10-2018 | Economics Association Inauguration | <ul style="list-style-type: none"> Inaugural Session and Invited Lecture | All students | <ul style="list-style-type: none"> A lecture on current economic issues | Dr. Ummer EK |
| 14. | 22-10-2018 to 26-10-2018 | Socio Economic Survey | <ul style="list-style-type: none"> A Socio economic survey in the Karippur village | PG students | <ul style="list-style-type: none"> To acquaint the students about the basic concepts of Socio economic Surveys | Dr. Ibrahim Cholakkal |
| 15. | 30-10-2018 | Department Meeting | <ul style="list-style-type: none"> A staff meeting of the department to be arranged | All teachers of the dept. | <ul style="list-style-type: none"> To evaluate the activities during the odd semester | Mohamed Najeeb PM |
| 16. | 15-11-2018 | Department Level PTA meeting | <ul style="list-style-type: none"> PTA meeting of all UG classes | Parents and Teachers | <ul style="list-style-type: none"> To inform the parents about the performance of their wards | Mohammed Nisar TV as Co ordinator and all Class advisors |

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| 16. | 03-12-2018 | Orientation Programme for Even semester students | <ul style="list-style-type: none"> Introducing the Even semester programmes | All students | <ul style="list-style-type: none"> To introduce the courses and proposed programmes during the even semester | All class advisors |
| 17. | 08-12-2018 | Department Alumni Meet | <ul style="list-style-type: none"> | | | |
| 18. | 11-12-2018 | Professional Development Programme | <ul style="list-style-type: none"> Issues in Social Science Research | Research Scholars and PG students | To introduce the basics of Social Science Research | Dr. Ummer EK |
| 19. | Third week December | One day Tour Programme | A study Tour for Second Year Students | Second year Students | Nature tour or Industrial visit | Mohammed Nisar TV |

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| 19. | 12-01-2019 | Department Alumni Meet | A meeting of the old students | Old students and Teachers | <ul style="list-style-type: none"> • A platform for old students to share in their memories | Hussain V as the co ordinator all teachers |
| 20. | 11-02-2019 to 18-02-2019 | Internal Test Paper | <ul style="list-style-type: none"> • Conducting class level test papers for all classes | All students | <ul style="list-style-type: none"> • To assess the students' performance in various courses | Mohammed Nisar TV as the co ordinator |
| 21. | 27-02-2019 to 28-02-2019 | Two – Day National Seminar | <ul style="list-style-type: none"> • Organizing a two-day National Seminar | Teachers and PG students | <ul style="list-style-type: none"> • To explore the current Issues of Indian Economy | Dr. Ummer EK |

Prepared by
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