

**SRI RAAJA RAAJAN COLLEGE OF EDUCATION FOR WOMEN****Amaravathipudur, Karaikudi-630301.****SHORT TERM PLAN****Academic year 2020-2021.**

<b>S.No</b>	<b>Plan Proposal</b>	<b>Proposal Date of Month</b>	<b>Planning</b>	<b>Plan to be Executed</b>	<b>Remarks</b>
1	Admission Process	June	Issue of Application	Executed	
2	Admission Process	July	Issue of Pamphlets and Advertisement by Videos through TV Channels	Executed	
3	Admission Process	August, September, October, November	Students Admission for B.Ed & M.Ed	Executed	
4	Admission Process	December	Closing of Admission for M.Ed	Executed	
5	Admission Process	January	Verification of Students Applications for Admission	Executed	
6	Planning for Skill Development Programme	January	Syllabus Frame work for Guidance and Counselling, Montessori Training	Executed	
7	Planning for Academic Meeting	04/01/2021	Frame Work of Academic Activities	Executed	
8	Planning for the Meeting of Anandha Maiyam	04/01/2021	Anantha Maiyam Meeting	Executed	
9	Pongal Celebrations	January	12/01/2021 Pongal Celebrations	Executed	
10	Scholarship Application Process for Freshers and Renewal Students	06/01/2021 to 31/01/2021	Issue of Scholarship Application for B.Ed & M.Ed Freshers and Renewal Candidates	Executed	
11	Advertisement for skill development programme	13/01/2021	Advertisement for skill development programme through our college staff Whatsapp and status(More than 2000 Contacts)	Executed	

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12	Study Materials & Record Note Books Printing, Students Uniform Purchasing Work	05/01/2021 to 12/01/2021	Purchase order should send to Centuri Printers, Penguin Xerox and Ayyappa Taxtails	Executed	
13	Skill Development Programme Diploma Courses Syllabus Frame Work Finalization	19/01/2021	Finalization of Syllabus for Montessori Training and Guidance and Counselling	Executed	
14	Board Meeting for Syllabus Finalization of Skill Development Programmes.	24/01/2021	Contact and Consult with Board Memers for the Finalization of Syllabus for skill development Programme	Postponed	Inconvenient of Export Members the Plan to be Postponed
15	Details Collect from our Alumni	25/01/2021 to 06/02/2021	Contact our Alumni to Collect their Current Status about Working and Achievement	Executed	
16	Issues of uniform & Study Materials and Record Note Books	27/01/2021	Issues of Uniform, Study Materials & Record Note Books for B.Ed & M.Ed Candidates.	Executed	
17	Orientation for the Syllabus Frame Work of Skill Development Programme	25/01/2021	Dr.Balachandran, Coordinator Alagappa University , Skill Developmet Programme will be the Expert Member	Executed	
18	January Month's Work Done Report by Faculty Members.	25/01/2021.	January Month's Work Done Report Should Submit by the Faculty Members to the Principal	Executed	

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19	January Month's Work Done Report by Principal	28/01/2021	January Month's Work Done Report by Principal Should Submit to Our Advisor	Executed	
20	Skill Development Programme Coordinators to Consult Expert Member for Syllabus Modification	30/1/2021	Coordinators: Dr.S.Sumithra, Mrs.SP.Vidhya and Mrs.S.Periyanayaki meet the Expert member Dr.Leama Rose and Montessori Training Centres.	Executed	
21	Consult with our Advisor for February Month Academic Activity-Planning	01/02/2021	Consult with our Advisor for the Execution of February Month Activity-Planning	Executed	
22	Staff Meeting about the activity of this Month approved by our Advisor	02/02/2021	Consult with the Faculty Members for the Execution of Activities approved by our Advisor.	Executed	
23	Frame work of Budget for this month activity for the approval of our Advisor.	03/02/2021	Budget- Frame Work		
24	Process for Updation of Website	04/02/2021	Website Updation Process	Executed	
25	Board Meeting for skill development programme	06/02/2021	Consult with expert member for the frame of syllabus	Executed	
26	Process of Inaguration of the Fresh Batches B.Ed & M.Ed	05/02/2021 10/02/2021	Process of the 14 <sup>th</sup> Batch Inauguration		
27	Inaguration of the Fresh Batches B.Ed & M.Ed	11/02/2021	Inauguration of 14 <sup>th</sup> Batch (B.Ed & M.Ed) Kavignar.Thangam Moorthy, National Best Teacher Awardee will be the Chief Guest.		
28	Bridge Course	15/02/2021 to 19/02/2021	Expert Members will be the Chief Guest		

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29	Topic-Education System in India and Abroad.	15/02/2021	Dr.A.Pio Albina, Asst. Professor, Alagappa University, Karaikudi.		
30	Topic- In the Present Senario, A Multipersonality Teachers can shine. Why and how to improve your	16/02/2021	Prof.S.Subbiah, Former Vice-Chancellor Alagappa University, Karaikudi.		
31	Topic-Role of Teachers in Moulding Social Outlook of Students.	17/02/2021	Dr.C.Ayyavu, Assistant Professor, H.H. the Rajah's College, Pudukkottai.		
32	Topic-Developing Communication skills that make teachers more effective.	18/02/2021	Dr.K.Kamala Devi, Asst.Prof.of English, Sri Saratha College of Eduction, Salem.		
33	Topic-Becoming the Favourite Teachers of Children.	19/02/2021	Dr.Parimala Fathima, Asst.Prof.of Physical Science, Alagappa University College of Education, Karaikudi.		
34	Guest Lecture: Topic- Importance of Skill Development Programme for Teachers.	22/02/2021 (FN)	Dr.Leema Rose, Counsellor, Allagappa University, Karaikudi.		
35	Guest Lecture: Topic- Selection of Topic and Preparation Research Proposal- M.Ed I Year.	22/02/2021 (AN)	Dr.R.Ramnath, Assistant Professor, Department of Education, Alagappa University, Karaikudi.		
36	Admission process for skill development programmes-B.Ed & M.Ed	23/02/2021	Admission process by the concern coordinators		

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37	Club Activity- Inauguration of Tamil Literary Association-B.Ed & M.Ed	24/02/2021	Dr.Paavai. Kannadasan, Professor& Head, Department of Tamil, Sri Sevugan Annamalai College, Devakottai.		
38	Invited Lectures :Topic-Values of Teaching Profession- B.Ed & M.Ed	26/02/2021	Prof.Kokila Thangasamy, Former Vice-Chancellor, Tamilnadu Teachers Education University, Chennai.		
39	Collection of Feed Back From Student Teachers about the Bridge Course and February Month Activity of the College	26/02/2021	Collection of Feed Back Process by B.Ed & M.Ed I Year Coordinators		
40	Student Representative Election & Admission Process for skill Development Programme.	01.03.2021 Monday	Student Representative Election- Co-ordinator: Mr.R.Selvaganesan, Admission process for skill development Programme by Co-Ordinators Dr.S.Sumithra and Mrs.SP.Vidhya		
41	Outreach Programme Pillayarpatti Temple and Car Museum Vist.	03/03/2021 Wednesday	Pillayarpatti Temple and Car Museum Vist Organizer:Dr.S.Sumithra & R.Selvaganesan		
42	Guest lecture Programme for M.Ed-I Year	06.03.2021	Dr.Rajeswari/Dr.A.Pio Albina, Asst. Prof.Alagappa University, Karaikudi, Organizer Dr.S.Sumithra		
43	College Visit Programme for M.Ed II Year	08.03.2021 to 27.03.2021	College Visit Programme Process by the Coordinator Dr.S.Sumithra		
44	Women's day Celebration - Fashion Show	08/03/2021 Monday	Women's Day Celebration, Fashion Show Organizer:Mrs.S.Periyanayaki		
45	Placement Cell Committee Members Meet the School Principal in and around Sivagangai District .	09.03.2021 to 19.03.2021	Dr.S.Sumithra & R.Cowsalya Placement Cell Coordinators Meet the School Principal/ Head Master in and around Sivagngai-Dt.		

46	Guest Lecture : Topic	11.03.2021 Thursday /12.03.2021 Friday	Prof.Dr.A.Edward William Benjamin Director (CDE), Bharathidasan University Trichy.Mr.R.Selvaganesan		
47	Data Collection Process by M.Ed II Year Co-Ordinator	10.03.2021 to 20.03.2021	Data Collection for M.Ed II Year; Process by Co-ordinator Dr.S.Sumithra		
48	Inauguration of Fine- Arts Club	15.03.2021 Monday	Inauguration of Fine -Arts Club, Organizer M.Muthukumar, Asst.Prof.of Commerce.		
49	One day Field Visit Programme- Kandanoor Montessori School and Special School	17.03.2021 Wednesday	One Day Field Visit Programme - Kandanoor Montessori School and Special School Visit, Organizer Mrs.SP.Vidhya		
50	Opening Ceremony- Tamil Panpattu Maiyam, Skill Development Programmes.	20.03.2021 Saturday	Chief Guest: Organizer Mrs.S.Periyanayaki, Asst.prof.of Tamil		
51	I - Internal Examination for B.Ed & M.Ed I Year	20.03.2021 to 28.03.2021	I Internal Examination for B.Ed & M.Ed I-Year, Organizer: Exam Committee Members		
52	Inauguration of English Literary Association	24.03.2021 Wednesday	Chief Guest: Dr.Madhan, Prof & Head i/c Dept.of English, Alagappa University Organizer Mrs.R.Cowsalya Asst.Professor of English.		
53	Field Visit Programme:Rural Development Centre Amaravathipudur.	27.03.2021 Saturday	Field Visit Programme: Rural Development centre at Amaravathipudur, Organizer Mr.R.Selvaganesan		
54	Invite Guest Lecture for M.Ed I Year	02.04.2021 Friday	Chief Guest Dr.M.Parimala Fathima, Asst. Prof. Alagappa University.Organizer: Dr.S.Sumithra.		
55	Inauguration of Maths Club	05.04.2021 Monday	Chief Guest Dr.A.Pio Albina, Assistant Professor, Alagappa University, Karaikudi.		

56	Process for Submission of College Visit record and Chapter III by M.Ed II Year	05.04.2021 Monday	Process for Submission of College Visit record and Chapter III by M.Ed II Year Candidates Organizer Dr.S.Sumithra		
57	II-Internal Examination for B.Ed & M.Ed Candidates	06.04.2021 to 14.04.2021	II- Internal Examination; Organizer: Exam Committee Members.		
58	One day field visit Programme Sethu Baskara Agriculture College	07.04.2021 Wenesday	Sethu Baskara Agriculture College Visit- Organizer: Mr.M.Muthukumar, Asst Prof.of Commerce		
59	Alagappa University Library and Museum visit for B.Ed & M.Ed Candidates.	10.04.2021	Alagappa University Library and Museum Visit- Organizer Mr.M.Muthukumar & Mrs.SP.Vidhya		
60	Invite Guest Lecture for B.Ed & M.Ed	17/04/2021 Saturday	Organizer Dr.S.Sumithra		
61	Inauguration of Science Club	12.04.2021 Wednesday	Chief Guest Dr.M.Parimila Fathima, Organizer Dr.S.Sumithra		
62	Invite Guest Lecture for B.Ed & M.Ed Programme	13.04.2021 Wednesday	Prof.E.Ramganesh, Director,IEC Bharathidasan University, Trichy Organizer:Mr.R.Selvaganesan		
63	Alumni Association Meeting	18.04.2021 Sunday	Alumni Association Meeting: Batches from 2007 to 2020; organizer Dr.S.Sumithra & Mrs.SP.Vidhya		
64	Inauguration of Eco - Club	19.04.2021 Monday	Prof.P.Sivakumar, Professor & Head(DDE), Alagappa University, Karaikudi, Organizer- Mr.R.Selvaganesan.		
65	One day field Visit - APJ Abdul Kalam Museum & Beach, Rameshwaram	21.04.2021 Wednesday	Filed Visit Programme Organizer; Dr.S.Sumithra & Mr.R.Selvaganesan		
66	Inter Collegiate Cultural Meet	28.04.2020 Wednesday	Sivagangai-District Level Cultural Meet- Organizer Mrs.S.Periyanayaki & Mrs.R.Cowsalya		

67	Saraswathi Mahal- Library & Thanjavur Periya Kovil visit	05-05-2021 Wednesday	One day Visit at Saraswathi Mahal- Library and Thanjavur Periya Kovil; Organizer: M.Muthukumar & R.Selvaganesan		
68	Orientation Programme/ Seminar for B.Ed & M.Ed Candidates	07.05.2021 Friday	Organizer Dr.S.Sumithra & SP.Vidhaya		
69	Application Process for Applying PAN Card for B.Ed & M.Ed	15.03.2021 Monday	Organizer Mrs.B.Lakshmi		
70	Inauguration of Parent-Teachers Association	13.05.2021 Thursday	PTA Meeting, Organizer Mrs.B.Lakshmi & Mr.R.Selvaganesan.		
71	Driving Licence Process for B.Ed Students	15.03.2021	Driving Licence Process by Coordinator Mrs.R.Cowsalya		
72	NSS- Programme for Three Days	17.05.2021 to 19.05.2021	NSS Programme near by Village and Campus Cleaning, Organizer Mr.R.Selvaganesan, Mrs.SP.Vidhya		
73	Inauguration of Red Ribbon Club & YRC	26.05.2021 Wednesday	Dr.M.Vinayagamoorthi, Alagappa University, Karaikudi, Zonal Coordinator YRC.		
74	கவிஞர் கண்ணதாசன் பிறந்த நாள் விழா: கவிஞரிடம் கேளுங்கள் என்ற கேள்வி, பதில் நிகழ்ச்சி. (கவிதை, இலக்கியம் சார்ந்த கேள்விகள்)	24.06.2021 Thursday	Chief Guest: Kavignar Thangam Moorthy, Pudukkottai.		