

## Action Plan

The following Action Plan has been prepared to implement the Objective 2016.

S No.	Activity	Responsibility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Development of proposed activities	QMC/ Recourse Person												
2	Introduction to Chairpersons and Area Coordinators	QMC/ Recourse Person												
3	Nomination of 2 teachers teaching major courses in 2 <sup>nd</sup> and 3 <sup>rd</sup> years	QMC/ Teaching Dept												
4	Development of Templates for Instructional Plans (IPs)	QMC/ Recourse Person												
5	Training-cum-Workshop for Nominated Teachers	QMC/ Recourse Person												
6	Development of IPs(I,II,III & IV) by Nominated Teachers	Teaching Dept/ Teachers												
7	Submission of developed IPs to QMC	Teaching Dept/ Teachers												
8	Formation of Review Committees (RCs)	QMC/ Recourse Person/ Teaching Dept												
9	Review of Instructional Plans (IP) by the RCs & Feedback to Teaching Depts.	Review Committees/ QMC												
10	Implementation of IPs	Teaching Dept/ Teachers												
11	Submission of monthly progress reports-1, 2, 3 & 4 of IPs; once every 4 weeks	QMC/ Teaching Dept/ Teachers												
12	Submission of Course Files to QMC & De-briefing Session	Teaching Dept/ Teachers												
13	Completion Report	QMC/ Recourse Person												

### Abbreviations

QMC Quality Management Cell  
 IP Instructional Plan  
 RC Review Committee