

# ACADEMIC PLAN & ACTION TAKEN REPORT

## *Department Of Urdu*

Session	ACADEMIC PLAN	ACTION TAKEN REPORT
<b>2017 - 2018</b>	<ol style="list-style-type: none"><li>1. Preparation of Academic Calendar</li><li>2. Preparation of class routine</li><li>3. Taking remedial and tutorial classes</li><li>4. Parent-teachers meeting</li><li>5. Conducting examination</li></ol>	<ol style="list-style-type: none"><li>1) Academic calendar was prepared for the session.</li><li>2) A class routine has been prepared for the session.</li><li>3) A number of remedial classes had been taken after completion of the syllabus for slow and advanced learner students.</li><li>4) A parent- teacher meeting was held in the college premises by the department.</li><li>5) The department had conducted class test , mock test and preparatory test..</li></ol>

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<b>2018 - 2019</b>	<ol style="list-style-type: none"><li>1) Preparation of Academic Calendar</li><li>2) Preparation of class routine</li><li>3) Remedial classes taken</li><li>4) Educational excursion</li><li>5) Parent-teachers meeting</li><li>6. Conducting examination</li></ol>	<ol style="list-style-type: none"><li>1) An academic calendar had been prepared for the session.</li><li>2) A class routine was prepared for the the session.</li><li>3) Some remedial classes were taken for slow and advanced learner students.</li><li>4) The department of Urdu organised an Educational Excursion and visited West Bengal Urdu Academy Book Fair on 29-01-2019 with all the teachers and students.Seven students participated in different activities like Drama, Ghazal Khawani,Nazm Khawani,Debates etc.</li><li>5) A parent-meeting was held.</li><li>6) The department conducted class test , mock test and preparatory test..</li></ol>

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Session	ACADEMIC PLAN	ACTION TAKEN REPORT
<b>2019 - 2020</b>	<ol style="list-style-type: none"><li>1) Preparation of Academic Calendar and class routine</li><li>2) Starting online classes</li><li>3) Remedial and tutorial classes taken</li><li>4) Parent-teachers meeting</li><li>5) Two days extension lectures</li></ol>	<ol style="list-style-type: none"><li>1) An academic calendar and a class routine were prepared for the session.</li><li>2) Due to Covid-19(pandemic) situation , the classes were taken online.</li><li>3) A number of remedial and tutorial classes were taken for slow learner and advanced learner students after compilation of syllabus.</li><li>4) A parent-teachers meeting was held.</li><li>5) The department organised two day extension lectures on 13<sup>th</sup> and 14<sup>th</sup> March of 2020 under the headship of the Principal for the benefit of the students. Dr Dabir Ahmed and Dr Shahnawaz Shibli were delivered their lectures to the students.</li></ol>

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<b>2020 - 2021</b>	<ol style="list-style-type: none"><li>1) Preparation of Academic Calendar and class routine</li><li>2) Conduct remedial and tutorial classes</li><li>3) Plan for educational tour</li><li>4) Conducting examination</li><li>5) Online extension lectures</li></ol>	<ol style="list-style-type: none"><li>1) Academic calendar and class routine had been prepared for the session.</li><li>2) Remedial and tutorial classes were conducted.</li><li>3) Due to Covid-19 lock-down no educational tour was arranged.</li><li>4) The department conducted class tests , mock tests and preparatory tests and also internal assessments(examinations).</li><li>5) The department had organised an online extension lecture on 23<sup>rd</sup> November of 2020 under the headship of the Principal for the benefit of the students.</li></ol>

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Session	ACADEMIC PLAN	ACTION TAKEN REPORT
<b>2021 - 2022</b>	<ol style="list-style-type: none"><li>1. Preparation of Academic Calendar</li><li>2. Preparation of class routine</li><li>3. Resuming offline classes</li><li>4. Taking remedial and tutorial classes</li><li>5. A parent-teachers meeting</li><li>6. Conducting examination</li><li>7. Two days national seminar</li></ol>	<ol style="list-style-type: none"><li>1. Academic calendar was prepared.</li><li>2. Class routine was prepared and distributed among all the teachers.</li><li>3. Offline classes were resumed on and from 17-11-2021.</li><li>4. Some remedial and tutorial classes were taken for slow learners and advanced learners after the completion of syllabus.</li><li>5. A parent-teachers meeting was held.</li><li>6. The department had conducted class tests, mock tests, preparatory tests and internal assessments.</li><li>7. Two Days National Seminar was held on 1<sup>st</sup> and 2<sup>nd</sup> June of 2022 named as <i>Fort Williom College Ki Adabi Khidma'at</i> at college premises under the headship of principal with the collaboration of West Bengal Urdu Academy to boost up the students. The name of the guest, resource persons and participants of the seminar were Dr Soma Ghosh, Shri Madan Mitra, Shri Gopal Saha, Dr. Dabir Ahmed, Prof. Manzar Hussain, Dr Nusrat Jahan ,Dr Tasleem Arif Dr. Afsar Kazmi, Dr Irshad Ali ,Dr Lipika Mallick ,Dr Anwer Seraj , Dr Sonali Mukherjee , Dr Razi , Saleha Khattoon ,Jb Raees Ahmed and so on.</li></ol>