

DETAILED ACTION PLAN

Appendix 'A'

Academic Session: 2017-18 (Odd Sem.)

Department: BCA

Name of Lab with Code: Viva-Voce on Summer Training, BCA-S306T

Course: BCA 3rd Year (5th Sem.)

S. No.	Date of Initiation of Activity*	Proposed Activity	Expected Deadline for completion of Activity (if applicable)*	Submission deadline of documents by dept. (to Academic Cell)*
1.	31 st July, 2017	Preparation of list of organization from where students has undergone their summer training (a copy of same should be submitted to academic cell).	4 th August, 2017	5 th August, 2017
2.	4 th August, 2017	(i) Submission of summer training report by students to respective coordinator. (ii) Submission of copy of summer training certificate by students to respective coordinator. (iii) Display of PPT presentation schedule on notice board (a copy of the same should be submitted to academic cell).	11 th August, 2017	12 th August, 2017
3.	16 th August, 2017	(i) Presentation activity by students based on the submitted reports. (ii) Submission of following documents (by the coordinator) should be ensured by the end of 4 th week of commencement of classes: <ul style="list-style-type: none">• Copy of summer training certificates to placement cell.• Submission status of copy of summer training certificates (by students) to academic cell.• Submission status of summer training reports (submission by students) to academic cell.• List of marks awarded on summer training reports.	7 th October, 2017	26 th August, 2017
4.	9 th October, 2017	Presentation by leftover/repeated students.	14 th October, 2017	Not Applicable
5.	16 th October, 2017	Preparation and submission of final internal marks of viva-voce on summer training to academic cell.	23 rd October, 2017	24 th October, 2017

*Note: - Initiation and completion of Activities as well as submission deadlines should be mentioned date wise.

Signature of coordinator(s)

Mr. Chandra Kishor Pandey

Signature of HOD

(Dr. Vinay Kumar Mishra)