

PLANNING	Benchmarks/ Challenges	Actions	STATUS	UTURE PLANNING	COMMENTS
TO REVIEW SPECIFICATIONS AND COURSE REPORTS	Some courses have unnecessary and out of contexts, repetition, or lengthy contents .materials	With the help of course planning committee we figured out some irrelevant or unnecessary contents from the courses and sent report to the .university	The department discovered that some courses like technology and language learning, writing for specific purpose, study skill, translation and IELTS need to be revised their course content in .the specification	TO REVIEW FREQUENTLY THE COURSES AND SEND SUGGESTIONS TO UNIVERSITY TO MAKE COURSES MORE INTERESTING AND .BENEFICIAL	Waiting for the answer from the .university
DEPARTMENTAL COMMITTEES	TO SPECIFY THE COMMITTEES WORK THROUGH MONTHLY MEETINGS FOR THE DEVELOPMENT OF THE DEPARTMENT	MONTHLY MEETINGS WITH COORDINATORS OF THE COMMITTEES	A CLEAR IMPROVEMENT IS SEEN IN WORKING OF THE COMMITTEES	MORE COMPREHENSIVE PLANS WILL BE STREAMLINED FOR THESE COMMITTEES WITH MEETINGS OF OTHER COLLEGES	Coordination performance .satisfactory
WORKSHOPS	TO ASSIGN DIFFERENT WORKSHOP FOR AWARENESS AND MORE BENEFIT OF THE TEACHERS AS	A LOT OF WORK SHOPS WERE CONDUCTED ON ZOOM FOR BB AND E- LEARNING AS WELL AS A VARIETY OF	THOUSANDS AND THOUSANDS EMPLOYEES WERE BENEFITTED BY THESE WORKSHOPS, WHEN THEIR LECTURES WERE OBSERVED	WILL CONTINUE SIMILAR WORKSHOPS TO HELP THE TEACHERS AND STUDENTS	A lot of workshop were conducted the .department

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	STUDENTS	DISCUSSED			
Research Works	How to develop interests of department members to do research work which is mandatory for members	Work shops conducted to enhance the interest of conducting research work	Improvement is seen some students and teachers did research work	More attractive ways are underway to motivate teachers and students to do research work	Number of Research works we undertakes by students and teachers
Social Activities (TYPE ONE)	To enhance and develop interest in teaching and studies it was important to do some sort of social activities in PANDAMIC TIME	Online-1 workshops in a lot of dimensions .were done The most successful was the INITIATIVES, continued for the 1 st . semester A Record -2 number of workshops were conducted by College of Science & Arts .Almajardah	All instructors of KKU got benefits from these workshops. The latest methodologies of teaching online .were taught	Pan to repeat them if needed	
Social Services (TYPE TWO)For All & Sundry	How to educate everyone and develop interest in learning	Live presentations and workshops were .conducted	Citizens, students and Teachers got benefitted from this direct and innovative way of .teaching	Such educational activities are for a country's .development	An excellent education way which free of cost .and at hand

<p>ACADEMIC-1 ACTIVITIES specifically for students</p> <p>Arts-2 Activities</p>	<p>How to involve students in creativity not to interrupt their studies and explore their talents</p>	<p>Students were given training on Zoom for debating .competition</p> <p>Photography and painting competitions were held</p>	<p>Students took part in debate .competition</p> <p>Students showed enthusiasm in these contests</p>	<p>Such creative activities are good in finding out the hidden talents of students and .teachers</p>	<p>Such activities should continue</p> <p>Such creative activities are good in finding out the hidden talents of students .teachers</p>
<p>Academic Advisory</p>	<p>How to solve students problems online</p>	<p>A-1 comprehensive work with the help of academic Head and academic advisors was done on improving the academic advising work Different-2 forms were created to organize those work to advise the students in a .better way Teachers -3 were assigned</p>	<p>Most of the-1 disturbed timetables were streamlined</p> <p>Teachers-2 -students understanding was improved</p>	<p>More work on solving students problems is underway</p>	<p>Individual attention focused</p>

		same level they are .teaching			
Quality Matters	How to improve quality work and hand over to Quality Head in time	Several-1 meetings with Quality head were . conducted Quality -2 workshops were given and coordinators were directed to attend them to improve the .work	Instructors gained and learnt new things to perform it in a .better way	It's very important to understand quality work and finish in .time in future	Highly important understand for all members aquality v in their profession
Time table for Staff Members and Exams	To assign-1 subjects to the most appropriate . trachers To handle -2 the contrasts to make it -3 beneficial for students in .long run	Time tables for staff members were designed for term wise according to their teaching hours and education experience. Online exam timetables were also formulated on spreadsheets	Being online less time contrast was seen, and was handled by teachers smoothly	Timetable for students is proposed as they can find time for their extra curricular activities	A moderate timetable mandatory solve the department duties

Students achievement plans	or plans to improve their visions, skills and talents	were done under supervision of Head and Instructors to help students to presents research .work Debating -2 competition (English in .(Action Students participated in debating competition with the helps of Dean, HOD , and Instructors	initiative series of workshop conducted by students under the supervision of .HOD student -2 developed debating skills. It also enhanced the speaking of the students as well as the critical .thinking skill	.continue	A visible success a enthusias of student was .observed
Bring students towards sports and exercise	To develop importance of sports along eith education for a healthy life	Setup of Sports club	A lot of students going to gym and got reduced their weight	More sports planned	A clear change w observed
Develop in students interest in reading more books and literature	How to develop interest in reading	Set up of a spacious and well designed Library was suggested	Students issued so many books	Need to develop more interest in books other than course books is underway	For Broad vision rea is must

E- Learning Labs	more technology	learning labs	and teachers conducted workshops their successfully	comprehensive system is under observation	
Smart Room	Importance of smart room	Smart Room set up was seen with loud vice and extra room for workshop	Classes and workshops were conducted in that room especially when labs got some problem	---	---
Net Issues	How to solve internet and lap top problem	Net cards and tabs were provided to students to solve net issues	A lot of students problem was solved		

.Arranged and compiled by HOD English department

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