

**Tentative Action Plan for the Post Graduate Department and Research Centre of  
Botany, Mahatma Gandhi College, Thiruvananthapuram for the academic year  
2026-2027**

Month	Academic Activities	Research and Development	Extension / Outreach	Student Activities	Infrastructure / Administration
June	Department meeting and workload allocation; Preparation of academic calendar; Bridge course for first-year students	Identification of research guides	Campus biodiversity survey planning	Orientation program for freshers	Laboratory maintenance and stock verification
July	Regular classes begin; Assignment and seminar schedules	Preparation of manuscripts/publications	Herbal garden maintenance	Quiz competition on plant science	Green campus initiatives
August	Internal assessment-I; Guest lecture on plant diversity	Preparation of manuscripts/publications	Awareness program on medicinal plants	Field visit to local ecosystem	Department library updating
September	Practical examinations and assignments	Research paper review sessions	Celebration of World Ozone Day	Poster presentation competition	Green campus initiatives
October	Mid-semester review; Remedial coaching	Research methodology workshop	Community outreach on environmental conservation	Botanical exhibition	Green campus initiatives
November	Internal assessment-II; Seminar presentations	Preparation of manuscripts/publications	Collaboration with schools for nature education	Student research paper presentations	Maintenance of laboratory equipment
December	Model practical exams; Academic progress review	Preparation of manuscripts/publications	Tree plantation drive	Participation in science fairs	Department audit and documentation
January	Start of even semester classes; Curriculum planning	Research methodology workshop	National Science Day preparation activities	Study tour / Industrial visit	Smart classroom improvement
February	Internal assessment-III; Add-on courses	Participation in conferences/seminars	Biodiversity conservation awareness program	Science exhibition and competitions	Updating departmental records
March	University practical preparation; Revision classes	Preparation of manuscripts/publications	Summer training / Internship guidance	Career guidance program	Preparation for annual stock verification
April	University practical preparation; Revision classes	Compilation of research outcomes	Summer training / Internship guidance	Feedback collection from students	Purchase of chemicals and glassware , Annual report preparation
May	University examinations; Result analysis Evaluation and academic review meeting	Planning for next academic year research	Summer training / Internship guidance	Certificate course activities	Budget planning and infrastructure development

