



# Ghanshyamdas Saraf college of arts & commerce

EDUCATION EMPOWERS

Re-Accredited 'A' Grade by NAAC

RSET Campus, S.V.Road, Malad West, MUMBAI – 400 064

# 022-4520 7766 # [www.sarafcollege.org.in](http://www.sarafcollege.org.in) # gsgc@rajasthani.org.in

## ***ACADEMIC DIARY***

**FOR THE PURPOSE OF SELF-ASSESSMENT, API'S IN CAS (UGC)  
AND TEACHING, LEARNING AND EVALUATION (NAAC)**

***ACADEMIC YEAR : 2019-20***

**Name** : .....

**Faculty** : .....

**Department** : .....

## **Code of Professional Ethics** **(UGC Regulations 2010 Rules No. 17)**

### **1. Teachers and Their Responsibilities**

Whoever adopts teaching as a profession' assumes the obligation to conduct him in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which; have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable indisposition.

Teachers should –

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and grand opinion by participation at professional meetings, seminars, conference, etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra curricular activities including community service.

### **2. Teachers and the students**

Teachers should –

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reasons;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;

- (viii) Make themselves available to the student even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals and
- (x) Refrain from inciting students against other students, colleagues or administration.

### **3. Teachers and Colleagues**

Teachers should

- (i) Treat other member of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully to other teachers and render assistance for professional betterment;
- (iii) Refrain from loading unsubstantiated allegations against colleagues to higher authorities;
- (iv) Refrain from allowing consideration of caste, creed, religion, race or sex in their professional endeavour.

### **4. Teachers and authorities :**

Teacher should

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/ or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

### **5. Teachers and Non-Teaching Staff :**

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institution. Development of Human Resource.
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff

### **6. Teachers and Guardians :**

Teachers should try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, and reports of their performance to the guardians

whenever necessary and meet the guardians in meetings convinced for the purpose for mutual exchange of ideas and for the benefit of the institution.

## **7. Teachers and Society :**

Teachers should

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programme which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of the society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing – to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

## PROFILE OF THE FACULTY

1	Name of the Teacher		
2	Designation		
3	Qualification/s		
4	Faculty		
5	Department		
6	Date of Birth		
7	Telephone No.	(M)	(R)
8	Email		
9	Residential Address		
10	Permanent Address		
11	Class to which he/she is Teaching with courses		
Sr.	Classes	Courses	
1			
2			
3			
4			
12	(a) No. of Theory Periods Assigned		
	(b) No. of Practical Periods Assigned		
	(c) Total No. of Periods Assigned		

## TIME TABLE : 2019-2020

PERIOD	TIME	CLASS/ COURSE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1		CLASS & DIV						
		COURSE						
2		CLASS & DIV						
		COURSE						
3		CLASS & DIV						
		COURSE						
4		CLASS & DIV						
		COURSE						
5		CLASS & DIV						
		COURSE						
6		CLASS & DIV						
		COURSE						
PRACTICALS								
		CLASS & DIV						
		COURSE						
		CLASS & DIV						
		COURSE						
		CLASS & DIV						
		COURSE						

TEACHER

HEAD OF DEPARTMENT

PRINCIPAL

## LEAVE RECORD

### CASUAL LEAVE (C L)

Sr.	Date/s	Date of submission of application	Sr.	Date/s	Date of submission of application
1			9		
2			10		
3			11		
4			12		
5			13		
6			14		
7			15		
8					

### DUTY LEAVE (D L)

Sr.	Date/s	Nature of Work	Ref. No. & Date of concerned Letter
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

### OTHER LEAVE

Sr.	Date/s	Causes	Remarks
1			
2			
3			
4			

Teacher

Head of Department

Principal



## WORK ON VARIOUS COMMITTEES

### COLLEGE LEVEL :

Sr.	Title of the Committee	Designation (Chairman/Member/Co-ordinator, etc)
1		
2		
3		
4		
5		
6		
7		
8		

### UNIVERSITY LEVEL :

Sr.	Title of the Committee	Designation (Chairman/Member/Co-ordinator, etc)
1		
2		
3		
4		
5		

### OTHERS :

Sr.	Title of the Committee	Designation (Chairman/Member/Co-ordinator, etc)
1		
2		
3		

Teacher

Head of Department

Principal

**ORGANIZATION OF SEMINAR/ WORKSHOP / CONFERENCE/ REFRESHER COURSE ETC.**

<b>Sr.</b>	<b>Seminar / Workshop /Conference / Refresher Course etc</b>	<b>Level (International/National / State/ University etc)</b>	<b>Date/s</b>	<b>Theme / Title</b>

**PARTICIPATION IN SEMINAR / WORKSHOP / CONFERENCE / REFRESHER COURSE ETC.**

<b>Sr.</b>	<b>Seminar / Workshop /Conference / Refresher Course etc</b>	<b>Level (International/ National / State/ University etc)</b>	<b>Date/s</b>	<b>Theme / Title</b>	<b>Venue</b>	<b>Title of the Paper / Poster presented (if any)</b>

**PUBLICATION (RESEARCH PAPERS/ ARTICLES / BOOKS)**

<b>Sr.</b>	<b>Title of the Research Paper / Article / Book</b>	<b>Name of the Author and Co-authors</b>	<b>Title of the Journal / Magazine</b>	<b>Publication</b>	<b>ISSN/ ISBN No.</b>	<b>Volume, Issue No. and Page No.</b>	<b>Impact Factor</b>

**RESEARCH PROJECTS**

<b>Sr.</b>	<b>Name of the Principal Investigator &amp; Co-Investigator/s</b>	<b>Title of the Project</b>	<b>Duration</b>	<b>Funding Agency</b>	<b>Amount Sanctioned</b>	<b>Date of Sanction</b>	<b>Status (Ongoing / completed)</b>	<b>Date of submission</b>

Teacher

Head of Department

Principal

**TERM-WISE DAYS AVAILABLE FOR THE ACADEMIC YEAR : 2019-2020****FIRST TERM : 06-06-2019 to 24-10-2019**

<b>MONTH</b>	<b>NO. OF DAYS AVAILABLE</b>	<b>SUNDAYS</b>	<b>PUBLIC HOLIDAYS</b>	<b>WORKING DAYS</b>
<b>June</b>				
<b>July</b>				
<b>August</b>				
<b>September</b>				
<b>October</b>				
<b>TOTAL</b>				

**(DIWALI VACATION : 25-10-2019 TO 14-11-2019)****(MID TERM BREAK : 02-09-2019 TO 07-09-2019)****SECOND TERM : 15-11-2019 TO 02-05-2020**

<b>MONTH</b>	<b>NO. OF DAYS AVAILABLE</b>	<b>SUNDAYS</b>	<b>PUBLIC HOLIDAYS</b>	<b>WORKING DAYS</b>
<b>November</b>				
<b>December</b>				
<b>January</b>				
<b>February</b>				
<b>March</b>				
<b>April</b>				
<b>TOTAL</b>				

**(WINTER BREAK : 26-12-2019 TO 01-01-2020)**

**TEACHING PLAN****ALLOCATION OF SYLLABUS****CLASS :****DIVISION :****SUBJECT : 1****MONTH : JUNE, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : JULY, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : AUGUST, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : SEPTEMBER, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**Teacher****Head of Department****Principal**

**ALLOCATION OF SYLLABUS**

**CLASS :**

**DIVISION :**

**SUBJECT : 1**

**MONTH : OCTOBER, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : NOVEMBER, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : DECEMBER, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : JANUARY, 2020**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**Teacher**

**Head of Department**

**Principal**

**ALLOCATION OF SYLLABUS**

**CLASS :**

**DIVISION :**

**SUBJECT : 1**

**MONTH : FEBRUARY, 2020**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : MARCH, 2020**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**Teacher**

**Head of Department**

**Principal**

**TEACHING PLAN****ALLOCATION OF SYLLABUS****CLASS :****DIVISION :****SUBJECT : 2****MONTH : JUNE, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : JULY, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : AUGUST, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : SEPTEMBER, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**Teacher****Head of Department****Principal**



**ALLOCATION OF SYLLABUS**

**CLASS :**

**DIVISION :**

**SUBJECT : 2**

**MONTH : OCTOBER, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : NOVEMBER, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : DECEMBER, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : JANUARY, 2020**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**Teacher**

**Head of Department**

**Principal**

**ALLOCATION OF SYLLABUS**

**CLASS :**

**DIVISION :**

**SUBJECT : 2**

**MONTH : FEBRUARY, 2020**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : MARCH, 2020**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**Teacher**

**Head of Department**

**Principal**

**TEACHING PLAN****ALLOCATION OF SYLLABUS****CLASS :****DIVISION :****SUBJECT : 3****MONTH : JUNE, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : JULY, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : AUGUST, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : SEPTEMBER, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**Teacher****Head of Department****Principal**

# ALLOCATION OF SYLLABUS

CLASS :

DIVISION :

SUBJECT : 3

MONTH : OCTOBER, 2019

IST WEEK (Modules/Units)	IIND WEEK (Modules/Units)	IIIRD WEEK (Modules/Units)	IVTH WEEK (Modules/Units)

MONTH : NOVEMBER, 2019

IST WEEK (Modules/Units)	IIND WEEK (Modules/Units)	IIIRD WEEK (Modules/Units)	IVTH WEEK (Modules/Units)

MONTH : DECEMBER, 2019

IST WEEK (Modules/Units)	IIND WEEK (Modules/Units)	IIIRD WEEK (Modules/Units)	IVTH WEEK (Modules/Units)

MONTH : JANUARY, 2020

IST WEEK (Modules/Units)	IIND WEEK (Modules/Units)	IIIRD WEEK (Modules/Units)	IVTH WEEK (Modules/Units)

Teacher

Head of Department

Principal

**ALLOCATION OF SYLLABUS**

**CLASS :**

**DIVISION :**

**SUBJECT : 3**

**MONTH : FEBRUARY, 2020**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : MARCH, 2020**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**Teacher**

**Head of Department**

**Principal**

**ACTUAL TEACHING / LECTURES**

**CLASS :**  
**DIVISION :**  
**SUBJECT : 1**  
**MONTH : JUNE, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : JULY, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : AUGUST, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : SEPTEMBER, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**Teacher**

**Head of Department**

**Principal**

**ACTUAL TEACHING / LECTURES**

**CLASS :**

**DIVISION :**

**SUBJECT : 1**

**MONTH : OCTOBER, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : NOVEMBER, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : DECEMBER, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : JANUARY, 2020**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**Teacher**

**Head of Department**

**Principal**

**ACTUAL TEACHING / LECTURES**

**CLASS :**

**DIVISION :**

**SUBJECT : 1**

**MONTH : FEBRUARY, 2020**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : MARCH, 2020**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**Teacher**

**Head of Department**

**Principal**



**ACTUAL TEACHING / LECTURES**

**CLASS :**  
**DIVISION :**  
**SUBJECT : 2**  
**MONTH : JUNE, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : JULY, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : AUGUST, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : SEPTEMBER, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**Teacher**

**Head of Department**

**Principal**

**ACTUAL TEACHING / LECTURES**

**CLASS :**

**DIVISION :**

**SUBJECT : 2**

**MONTH : OCTOBER, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : NOVEMBER, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : DECEMBER, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : JANUARY, 2020**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**Teacher**

**Head of Department**

**Principal**

**ACTUAL TEACHING / LECTURES**

**CLASS :**

**DIVISION :**

**SUBJECT : 2**

**MONTH : FEBRUARY, 2020**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : MARCH, 2020**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**Teacher**

**Head of Department**

**Principal**

**ACTUAL TEACHING / LECTURES**

**CLASS :**  
**DIVISION :**  
**SUBJECT : 3**  
**MONTH : JUNE, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : JULY, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : AUGUST, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : SEPTEMBER, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**Teacher**

**Head of Department**

**Principal**

**ACTUAL TEACHING / LECTURES**

**CLASS :**

**DIVISION :**

**SUBJECT : 3**

**MONTH : OCTOBER, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : NOVEMBER, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : DECEMBER, 2019**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : JANUARY, 2020**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**Teacher**

**Head of Department**

**Principal**

**ACTUAL TEACHING / LECTURES**

**CLASS :**

**DIVISION :**

**SUBJECT : 3**

**MONTH : FEBRUARY, 2020**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**MONTH : MARCH, 2020**

<b>IST WEEK (Modules/Units)</b>	<b>IIND WEEK (Modules/Units)</b>	<b>IIIRD WEEK (Modules/Units)</b>	<b>IVTH WEEK (Modules/Units)</b>

**Teacher**

**Head of Department**

**Principal**

## EXAMINATION DUTIES

## INTERNAL / COLLEGE EXAMINATIONS :

1. Whether member of Examination Committee : \_\_\_\_\_
2. Whether Senior / Junior Supervisor : \_\_\_\_\_

## TERM I

[illegible]

## TERM II

[illegible]

## EXAMINATION DUTIES

### EXTERNAL / UNIVERSITY EXAMINATIONS :

1. Whether member of Examination Committee : \_\_\_\_\_
2. Whether Senior / Junior Supervisor : \_\_\_\_\_

## TERM I

[illegible]

## TERM II

[illegible]



**DETAILS OF EXTRA LECTURERS / CLASSES TAKEN**

MONTH	DATE	CLASS & PAPER NO.	TIME		
			FROM	TO	TOTAL LECTURES
JUNE					
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					
JANUARY					
FEBRUARY					
MARCH					

**TEACHER**

**HEAD OF THE DEPARTMENT**

**PRINCIPAL**

### SYLLABUS COMPLETION REPORT

CLASS : \_\_\_\_\_

COURSE : \_\_\_\_\_

SEMESTER : \_\_\_\_\_

PAPER NO. & TITLE : \_\_\_\_\_

Month	Syllabus Planned (Title of the Units / Sub-Units)	Syllabus Remained (Title of the Units/ Sub-Units)	Remarks

Teacher

Head of the Department

Principal

### SYLLABUS COMPLETION REPORT

CLASS : \_\_\_\_\_

COURSE : \_\_\_\_\_

SEMESTER : \_\_\_\_\_

PAPER NO. & TITLE : \_\_\_\_\_

Month	Syllabus Planned (Title of the Units / Sub-Units)	Syllabus Remained (Title of the Units/ Sub-Units)	Remarks

Teacher

Head of the Department

Principal

## SYLLABUS COMPLETION REPORT

**CLASS :** \_\_\_\_\_

**COURSE :** \_\_\_\_\_

**SEMESTER :** \_\_\_\_\_

**PAPER NO. & TITLE :** \_\_\_\_\_

Month	Syllabus Planned (Title of the Units / Sub-Units)	Syllabus Remained (Title of the Units/ Sub-Units)	Remarks

**Teacher**

**Head of the Department**

**Principal**

## SYLLABUS COMPLETION REPORT

CLASS : \_\_\_\_\_

COURSE : \_\_\_\_\_

SEMESTER : \_\_\_\_\_

PAPER NO. & TITLE : \_\_\_\_\_

Month	Syllabus Planned (Title of the Units / Sub-Units)	Syllabus Remained (Title of the Units/ Sub-Units)	Remarks

Teacher

Head of the Department

Principal

## ACTIVITY REPORT

Date	Title of the Activity	Objectives of the Activity in Brief	No. of students Attended

Teacher

Head of the Department

Principal

### ACTIVITY REPORT

Date	Title of the Activity	Objectives of the Activity in Brief	No. of students Attended

Teacher

Head of the Department

Principal

**DETAILS OF ACADEMIC PERFORMANCE INDICATORS (APIS)**

**CATEGORY I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITY / PERFORMANCE**

<b>Sr.</b>	<b>Particulars</b>	<b>Details</b>
<b>1</b>	<b>Lectures / Practical /Tutorials / Contact Classes undertaken (it should be based on verifiable records)</b>	
<b>2</b>	<b>Extra Lectures / Classes</b>	
<b>3</b>	<b>Imparting of knowledge / instruction as per the curriculum with the prescribed material (text book/ manual etc.) and methodology of the curriculum (study/ instructional material provided to students for effective curriculum transactions)</b>	
<b>4</b>	<b>Use of participatory and innovative teaching-learning methodologies updating of subject context, course improvement etc. (use of PPTs, Open Access Learning Resources (OALR) and enlightenment of students on the aspects of OALR)</b>	
<b>5</b>	<b>Examination Related Work (Evaluation practices such as paper-setting, invigilation, assessment, moderation, practical, examination etc)</b>	



## CATEGORY II : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Sr.	Particulars	Details
1	<b>Extension and Co-Curricular Related Activities</b>	
	Departmental / College Activities for students	
	Position held/ leadership role played in organization linked with extension work and NSS, NCC or any other similar activities such as Cultural/Literary/Cultural/Counselling etc.	
	Community Work	
2	<b>Contribution to Corporate Life and Management of the Institution</b>	
	Contribution to corporate life in University / Colleges	
	Institutional governance responsibilities like IQAC Co-Ordinator, Faculty In-Charge, etc	
	Responsibility for or participation in committee for students' welfare/ counseling / discipline etc.	
	Organisation of conference/ training programmes (Convener, Co-convener, Member of the organizing committee)	

**CATEGORY II : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

<b>Sr.</b>	<b>Particulars</b>	<b>Details</b>
<b>3</b>	<b>Professional Development Related Activities</b>	
	Membership in profession related committees at state and national level	
	Participation in subject association, conferences, etc. (without paper presentation)	
	Participation in short term training courses less than one week duration	
	Membership/ participation in state /central bodies / committees on education, research and national development	
	Publication of articles in newspapers, magazines or other publications (Not covered in category 3)	

### CATEGORY III : RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Sr.	Particulars	Details
1	Research Publication (Journals)	
2	Research Publication (Books, Chapters in books other than refereed journal articles)	
3	Sponsored projects	
	<ul style="list-style-type: none"> <li>Completed</li> </ul>	
	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	
4	Consultancy projects	
	<ul style="list-style-type: none"> <li>Completed</li> </ul>	
	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	
5	Completed projects : Quality evaluation	
6	Project outcome / outputs	

### CATEGORY III : RESEARCH AND PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Sr.	Particulars	Details
7	Research Guidance	
	M. Phil	
	Ph.D.	
8	Refresher Courses, methodology workshops, Training, Teaching-learning-evaluation, Technology Programmes, Soft Skills, Development Programmes, Faculty Development Programmes	
9	Papers in Conference/ Seminars / Workshop, etc (That are not included in research publications)	
	International	
	National	
	Regional / State Level	
	Local University	
	College Level	
10	Invited to deliver lecture or make presentations for conferences/ symposia	

Teacher

Head of the Department

Principal