Department of Zoology

BIO DATA

Name: DR. TESSY K.L.

Designation: Asst. Professor

Educational Qualifications: M.Sc. Ph.D

Date of birth: 22.04.1967 Year of joining: 2006

Address: Koonan House, Ethuruth - P.O - Thrissur

Pin 680611

Phone: (res) 0487-2362187 (mob) 9446226358

Email: tessy.simon@gmail.com

Mentor in charge: III DC Zoology

Duties assigned in this academic year:

Student adviser, Timetable setting, Biota club

Signature

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday		I DC practical		III DC Practical	III DC Practical
Tuesday			III DC practical	III DC practical	I DC (Practical)
Wednesday	III DC		III DC	III DC practical	I DC
Thursday	III DC			III DC practical	II DC
Friday		III DC	II DC practical		III DC

Individual Timetable for AY 2022-23 (Even Semester)

Hours / Day	1	2	3	4	5
Monday		I DC practical		III DC practical	III DC practical
Tuesday			III DC practical	III DC practical	I DC practical
Wednesday	III DC		III DC	III DC (DRA)	I DC
Thursday	III DC			III DC (practical	II DC
Friday		III DC	II DC Practical		III DC

Signature of Head of the Dep

Moth: June

Class	Paper Code
II DC	Anim... Physi... chord...
III DC	Mole... Ecol...

Moth: July

Class	Paper Code
II DC	Anim... Physi...
III DC	

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
IIDc	Animal Divesity chordata	phylum chordata - Introduction, Advanced, Primary and degenerate characters Subphylum - urochordata, classification Examples - classes ① Ascidacea - Type Pseudo ② Thaliacea - Doliolum
IIDc	Molecular Biology	Introduction, Gene Concept classical and modern Concepts of Gene House keeping and lusury genes Gene action and gene expression

Moth: July

Class	Paper Code	Portions to be taught
IIDc	Animal Diversity	Subphylum urochordata types :- Pseudia, retrogressive metamorphosis
IIDc		One gene one enzyme hypothesis ; one gene one polypeptide hypothesis Central dogma of molecular biology, Reverse transcriptase modified central dogma

Moth: August

Class	Paper Code	Portions to be taught
II DC	Animal Diversity chordata ZOB B03T	Affinities of Urochordata with cephalo chordata, Vertebrata et classification. Herdmania. Doliolum and Oikopleura.
II DC	Molecular Biology (ZOL5B08T) Core Course 7	Deciphering of Genetic code, experiments of Nirenberg and Khorana, Codon assignments, properties of the genetic code and wobble hypothesis.
II DC	open elective ZOL5D01T	Introduction -

Moth: September

Class	Paper Code	Portions to be taught
II DC	Animal Diversity ZOLB B03T	Subphylum Cephalochordata. Type : Branchiostoma, Internal advanced and degenerate characters. Affinities and Systematic position. Morphology. Digestive System and mode of feeding.
I II DC	ZOL Bot T ZOL5B09T Biostatistics	Introduction - Concepts of Variation. Definition, Scope and Importance of Biostatistics in life sciences terminology and variables. Sample and Sampling. Collection, sources of data, classification and presentation. Analysis and interpretation of data.
III DC	open elective ZUL DO1T	~~Importance of Assisted Reproductive~~ Technologies

Moth: October

Class	Paper Code	Portions to be taught
I DC	201 B01T	Classification :- DNA Barcoding.
II DC	203 B03T	Animal Diversity :- Retomyzon - Myxine.
III DC	~~203~~ B06T	Biostatistics :- Hypothesis
	20C D01T	Sexually transmitted diseases different orientation among individual Molecular biology :- Protein synthesis • Gene expression

Moth: November

Class	Paper Code	Portions to be taught
I DC	201 B01T	classification of animals :
II DC	203 B03T	Animal Diversity :- Ammocoetes larva. Biostatistics :- statistic tools 't' test, 'F' test,
III DC	20C D01T	Alternate sexual orientation Molecular Biology :- Phage : Revision

Moth: December

Class	Paper Code	Portions to be taught
IV Dec.	205(E) Bly2T	Prawn culture : Pokkali Barriges culture Technique. Pearl culture : Techniques Mussel culture : Diff types
IV Dec	206 BIIT	Reproductive technologies Prenatal diagnosis Fertility control Development of Amphioxus Frog
I Dec. II Dec	202 BOT1 203 BOT3	Kingdom Protista. chief Unit - Reproductive System

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Moth: January

Class	Paper Code	Portions to be taught
IV Dec	206(E)Bly2	Pisciculture :- Egg collection. Biology and culture of Indian Major carps.
V	206 BOT	Productivity of Ecosystem. Biogeochemical cycle. Limiting factors Human reproductive System Fertilization, Pregnancy, Gestation, Placentation.
I Dec	201 BOT1	Paramecium, Conjugation, Life cycle Porifera,

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Moth: February

Class	Paper Code	Portions to be taught
III	206 BOT 206 BOT	Development of shoot - 24 hr. Population. Interaction.

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CHALAKUDY

Moth: March

Class	Paper Code	Portions to be taught

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	7	16	16	16	11
3. Total number of contact hour engaged	7	16	16	16	11
4. Total number of contact hours not engaged	-	-	-	-	-
5. Reason for not engaging	-	-	-	-	-

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Month : July	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	1	5	5	5	4
2. Total number of hours as per time table	5	16	16	16	12
3. Total number of hour engaged	5	16	16	16	12
4. Total number of hours not engaged	-	-	-	-	-
5. Reason for not engaging	-	-	-	-	-

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Month : August	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	5	4	3	5	3
2. Total number of hours as per time table	16	14	16	16	7
3. Total number of hour engaged	16	14	16	16	7
4. Total number of hours not engaged					
5. Reason for not engaging					

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Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	—	5	4	5
2. Total number of contact hours as per time table	4	—	16	13	16
3. Total number of contact hour engaged	4	—	16	13	16
4. Total number of contact hours not engaged	—	—	—	—	—
5. Reason for not engaging	—	—	—	—	—

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Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	4	1
2. Total number of hours as per time table	11	16	16	14	2
3. Total number of hour engaged	11	16	16	14	2
4. Total number of hours not engaged	—	—	—	—	—
5. Reason for not engaging	—	—	—	—	—

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Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	18	16	16	16	6
3. Total number of hour engaged	13	16	16	16	6
4. Total number of hours not engaged	13	16	16	16	6
5. Reason for not engaging	—	—	—	—	—

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CHALAKUDY

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Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	5	5	5
2. Total number of contact hours as per time table	3	16	16	16	16
3. Total number of contact hour engaged	3	13	16	16	16
4. Total number of contact hours ~~not~~ engaged	~~3~~	3	16	16	16
5. Reason for not engaging	—	Valuation camp	—	—	—

Signature of faculty

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PRINCIPAL SACRED HEART COLLEGE CHALAKUDY

Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	5	5	5	2
2. Total number of hours as per time table	16	16	16	16	6
3. Total number of hour engaged	16	12	16	16	6
4. Total number of hours not engaged	—	4	—	—	—
5. Reason for not engaging	—	IQAC camp at LF		—	—

Signature of faculty

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PRINCIPAL SACRED HEART COLLEGE CHALAKUDY

Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	10	16	16	16	6
3. Total number of hour engaged	10	12	16	16	6
4. Total number of hours not engaged	—	4	—	—	—
5. Reason for not engaging		CLAT on 8th Feb	—	—	—

Signature of faculty

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PRINCIPAL SACRED HEART COLLEGE CHALAKUDY

Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	15	15	15
2. Total number of hours as per time table	13	16	16	16	16
3. Total number of hour engaged	13	13	12	10	16
4. Total number of hours not engaged	–	13	4	6	–
5. Reason for not engaging	–	CV Comp	CL	CL	–

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Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper
17.09.2022	Biostatistics		

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Record of Special classes

Date	Class	Subject	Duration
17.09.2022	III DC	Biostatistics	2 hrs
23.09.22	"	Biostatistics	3 hrs.

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Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1.06.2022	Staff meeting	Work allotment, Coming up NDDL visit, Submission of AQAR, SSR etc
3.06.2022	Staff meeting	Retreat and arrangements, classes for non-catholic students
27.06.2022	Staff meeting	Regarding alumini on Second Saturday of July. Meeting to Summarize all ssReports.
29.06.202	Seminar on PTSD	Post traumatic stress disorder - by Ms. Juliet
01.07.202	staff meeting	Alumini meeting on July Second Saturday.
13.7.22	IQAC meeting	Meeting regarding SSR preparation
20.7.22	HOD meeting	Regarding Review of the results.
26.07.22	Practical Board meeting.	IV Semester BSc(Practical)Board meeting at KCTM, College. Pullut.
22.08.202	Feast day celebration Staff meeting	For Feast day celebrations & Vice Principal and other Roles. + Internal exams regarding.

Date	Nature of meeting	Purpose / Agenda
12th Sept 2022	Staff meeting	Introductory lecture by Mr. Shijo - to improve standard of the College for Autonomous
13.09.2022	HoD meeting	to discuss about the Suggestion to improve
16.09.2022	HoD meeting	to discuss about Principal's Feast celebration, Talent's day for freshers etc.
19.09.2022	Staff meeting	Seminar on "Service rules for Teachers" by Mr. Rajesh, HoD Commerce dept. SNC. Chalakudy
21.09.2022	Alvernia Prakasam	Gathering of all teaching and non-teaching staff of Trinity Province & FCC Talk on Teaching profession by Sr. Tina Punnamattom
26.09.2022	HoD meeting	on DUV - Queries
14.10.2022	Staff meeting	Discuss about the prize distribution Ceremony of NLP of Chalakudy in the College auditorium - by Prof. Dist. Collector, SP etc.
2.11.2022	Meeting of Club Co-ordinators	to discuss about the activities & changes to be included in the club/cell activities.
17.11.2022	Staff meeting	to discuss about the Moodle visit by Dr. Selvam

Date	Nature of meeting	Purpose / Agenda
18.11.2021	Staff meeting	on Experienced person's talk - by NAAC coordinator of christ college, Irinjalakuda, Dr. Robinson.

Meetings Attended (Department level)

Date	Purpose / Agenda
01.06.2022	Work allocation and Selection of new staff on contract basis.

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Record of invigilation duty in Internal / University examinations

Internal			University			
Date	Date	Date	Date	Date	Date	Date
	16.11.22			1.6.2022	14.11.2022	
	17.11.22			3.6.2022		
	18.11.22			6.6.2022		
	21.11.22			14.7.2022		
				1.8.2022		

BIO DATA

Name: Dr. V Neetha

Designation: Assistant Professor

Educational Qualifications : Ph. D.

Date of birth: 04/06/1982 Year of joining: 2017

Address: Alappat (H)

V.R. Puram

Chalakudy Pin 680722

Phone: (res) (mob) 9400018554

Email: neethavarghese.in@gmail.com

Mentor in charge: IDC

Duties assigned in this academic year:

Student's Union

IQAC

Signature

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	III DC	I DC Practical	III DC Open Course	III DC Practical	
Tuesday	III DC	III DC		III DC Practical	III DC
Wednesday		III DC			III DC Practical
Thursday				III DC	III DC Practical
Friday		II DC Practical	III DC	III DC	

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday	III DC	I DC Practical	III DC	III DC Practical	
Tuesday	III DC	III DC		III DC	III DC Practical
Wednesday		II DC			III DC Practical
Thursday				III DC	III DC Practical
Friday		II DC Practical	III DC	III DC	

Signature of Head of the Dept

Moth: June

Class	Paper Code
III DC	20L5B01T
III DC	20L5B07T
III DC	20L3B03T

Moth: July

Class	Paper Code
III DC	20L5B01T
III DC	20L5B07T
III DC	20L5B01T
III DC	20L3B03T
III DC	20L5D01T

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
III DC	20L5B06T	Interaction of genes
III DC	20L5B07T	Introduction Cells of the Immune system Organs of the Immune System
II DC	20L3B03T	Amphibia – General characters.

Moth: July

Class	Paper Code	Portions to be taught
		Multiple Alleles

Moth: August

Class	Paper Code	Portions to be taught
III DC	ZOL5B06T	Linkage & Recombination
III DC	ZOL5B09T	Scientific Methods Databases – Bioinformatics
III DC	ZOL5B07T	Autoimmune diseases immunodeficiency diseases
III DC	ZOL3B03T	Respiratory and circulatory system - Amphibia
III DC	ZOL5D01T	Male Reproductive System

Moth: September

Class	Paper Code	Portions to be taught
III DC	ZOL5B06T	Sex determination
III DC	ZOL5B09T	Experimentation Sequence Analysis – Bioinfo
III DC	ZOL5B07T	Tumour immunology & Transplantation immunology
III DC	ZOL5B03T	Nervous system – Amphibia
III DC	ZOL5D01T	Ethical aspects of sex Ovums & Sperm bank

Moth: October

Class	Paper Code	Portions to be taught
III DC	ZOL5B06T	Mutations
III DC	ZOL5B09T	Ethics in Science & Animal Ethics Molecular phylogenetics – Bioinformatics
II DC	ZOL3B05T	Sense organs, reproduction, life cycle – Type Holobatrachus
I DC	ZOL1B01T	General characters – Phylum Platyhelminthes.

Moth: November

Class	Paper Code	Portions to be taught
III DC	ZOL5B08T	Human Genetics & Genetic Counselling
III DC	ZOL5B09T	Genomics, Proteomics, Chemiinformatics
II DC	ZOL3B03T	Classification of Amphibia Examples of Amphibia

Moth: December

Class	Paper Code	Portions to be taught
III DC	20L6B13T	History - Evolution Evidences of organic evolution Theories of evolution Concepts of Evolution Nature of Evolution Evolution of Man
II DC	20L3B03T	Classification of reptiles egs of reptiles
IDC	20L1B01T	Planaria ext. features, digestive syste

Moth: January

Moth: February

Class	Paper Code	Portions to be taught
III DC	ZOL6B12T	Techniques for capturing animals.
I DC	ZOL6B11T	Experimental embryology
I DC	ZOL1B01T	Minor phyla
III DC	ZOL1B15T	Poultry

Moth: March

Class	Paper Code	Portions to be taught
III DC	ZOL6B12T	Tools & techniques in environmental biology
III DC	ZOL6B11T	Teratology – environmental disruption
I DC	ZOL1B02T	Phylum Annelida – General characters.

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of contact hours as per time table	7	15	15	15	15
3. Total number of contact hour engaged	2	15	15	12	15
4. Total number of contact hours not engaged	5	-	-	3	-
5. Reason for not engaging	CL 2,3/6		CL 14/6	24- feast celebration	

Signature of faculty V.Nantha Signature of Head of Dept. Signature of Principal

Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	5	5	4
2. Total number of hours as per time table	3	15	15	15	13
3. Total number of hour engaged	3	15	13	15	13
4. Total number of hours not engaged	-	-	2	-	-
5. Reason for not engaging	-	-	15/7 CL 1/2 day	-	25 Thurs holiday

Signature of faculty V.Nantha Signature of Head of Dept. Signature of Principal

Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	4	3	5	3
2. Total number of hours as per time table	15	11	9	15	10
3. Total number of hour engaged	15	11	9	15	8
4. Total number of hours not engaged	-	-	-	-	2
5. Reason for not engaging	-	Mon 8 Muharram	Mon 15 - Independence day 18 Srikrishna Jayanthi		31/8 Onam celebration

Signature of faculty V.Nantha Signature of Head of Dept. Signature of Principal

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	-	5	4	5
2. Total number of contact hours as per time table	3	-	15	13	15
3. Total number of contact hour engaged	-	-	15	13	15
4. Total number of contact hours not engaged	3	-	-	-	-
5. Reason for not engaging	onam celebration	onam vacation	-	21 - Sree Narayana birth	

V. Neetha

Signature of faculty

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Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	4	1
2. Total number of hours as per time table	9	15	15	11	4
3. Total number of hour engaged	9	13	15	11	4
4. Total number of hours not engaged	-	2	-	-	-
5. Reason for not engaging	4,5/ FDP in two wed	CL - 13/10 Thursday	-	28 - mon diwali	-

V. Neetha

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	11	15	15	15	10
3. Total number of hour engaged	11	15	14	4	6
4. Total number of hours not engaged	-	-	1	11	4
5. Reason for not engaging	-	-	12/12 - CL Monday Holiday	22-28/ FDP	23 - FDP

V. Neetha

Signature of faculty

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Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	5	
2. Total number of contact hours as per time table	5	15	15	15	
3. Total number of contact hour engaged	5	15	15	10	
4. Total number of contact hours not engaged	–	–	–	5	
5. Reason for not engaging				Christmas celebration	Christmas Holidays

V.Natha
Signature of faculty

Signature of Head of Dept.

Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	4	2
2. Total number of hours as per time table	7	15	15	13	8
3. Total number of hour engaged	7	15	15	13	8
4. Total number of hours not engaged	–	–	–	–	–
5. Reason for not engaging	–	–	–	–	–

V.Natha
Signature of faculty

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Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	7	15	9	15	8
3. Total number of hour engaged	7	15	6	15	8
4. Total number of hours not engaged	–	–	–	–	–
5. Reason for not engaging	–	–	NAAC visit		

V.Natha
Signature of faculty

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Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	7	15	15	15	15
3. Total number of hour engaged	7	15	15	15	15
4. Total number of hours not engaged	–	–	–	–	–
5. Reason for not engaging					

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Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper
16/6/22 22students	Genetics		
22/6/22 10stude	Immunology		

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Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1/6/2022	Staff Meeting	Work Allotment, preparation for NAAC visit, Submission of SSR
23/6/2022	Staff Meeting	Alumni meeting on 2nd saturday, submission of SSR
13/7/22	I QAC meeting	SSR document compilation
22/8/22	Staff Meeting	Dates for internal exam – feast of Vice principal
12/9/22	Staff meeting	Mr. Shijo – college advisor. - meeting
19/9/2022	Staff meeting	Service Rules – Adv. Najeeb
21/9/22	Alvernia Fraternity	Alvernia fraternity from all schools & colleges
17/11/22	Staff meeting	Dr. Selvam – Mock visit for NAAC NAAC consultant
18/11/22	Staff meeting	Dr. Robinson – NAAC visit requirements Former IQAC Coordinator, NAAC

Date	Nature of meeting	Purpose / Agenda
12/12/2022	Staff meeting	II internal exams for I PG, AQAR 2021-22 submission

BIO DATA

Name: RANI PAUL

Designation: ASSISTANT PROFESSOR [ON CONTRACT]

Educational Qualifications: MSc Zoology

Date of birth: 26/09/1996 Year of joining: 2021

Address: PUKAKKAL HOUSE P.O PULLAZHI

OLARIKKARA THRISSUR : KERALA

Pin 680012

Phone: (res) (mob) 9497514858

Email: rani.rosemariya@gmail.com

Mentor in charge:

Duties assigned in this academic year: 2022 - 2023

1] Taking classes for 1st yr & 2nd yr MSc Zoology

2] Class in charge - 1st MSc Zoology

3] Project Guide

Signature

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	Second MSc.	First MSc.		Second MSc.	First MSc.
Tuesday	First MSc.	Second MSc.		First MSc.	Second MSc.
Wednesday	Second MSc.		First MSc.	Second MSc.	
Thursday		First MSc.	Second MSc.		First MSc.
Friday	First MSc.		Second M.Sc.	First MSc.	

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday	Second MSc.	First MSc.		Second MSc.	First MSc.
Tuesday	First MSc.	Second MSc.		First MSc.	Second MSc.
Wednesday	Second MSc.		First MSc.	Second MSc.	
Thursday		First MSc.	Second MSc.		First MSc.
Friday	First MSc.		Second MSc.	First MSc.	

Signature of Head of the Dep

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
IV th Sem	ZOL4CT2	
BSc	ZOL4LC4	
	ZOL4LC5	PRACTICAL SESSIONS
	ZOL4LC6	
II nd Sem BSc	ZOL2C04	1. Nutrition.
		8. Lymphatic system

Moth: July

Class	Paper Code	Portions to be taught
IV th Sem BSc.	ZOL4LC4	
	ZOL4LC5	PRACTICAL SESSIONS
	ZOL4LC6	
II nd Sem BSc	ZOL2C04	9. Environmental physiology.
		3. Respiratory system

Moth: August

Class	Paper Code	Portions to be taught
IV Sem MSc	ZOL4L04 ZOL4L05 ZOL4L06	PRACTICAL SESSIONS
II nd sem MSc	ZOLOC04	3. Renal excretory system. 5. Special senses.

Moth: September

Class	Paper Code	Portions to be taught
II nd Sem MSc	ZOLOC04	7. cardiovascular system.
	ZOL2L01 ZOL2L02 ZOL2L03	PRACTICAL SESSIONS

Moth: October

Class	Paper Code	Portions to be taught
IIIrd Sem 2nd yr MSc	ZOL2L01 ZOL2L02 ZOL2L03 ZOL3C04	Practical Sessions Introduction of immunology.
Ist Sem 1st yr MSc	ZOL1C01	Metabolism & Biosynthesis of biomolecules carbohydrate mechanism.

Moth: November

Class	Paper Code	Portions to be taught
Ist Sem 1st yr MSc	ZOL1C01	Metabolism & Biosynthesis of biomolecules carbohydrates. Apoptosis & it's significance.
IIIrd Sem 2nd yr MSc	ZOL3C08 ZOL2L01 ZOL2L02 ZOL2L03	Endocrinology General mechanisms of hormonal actions Practical Sessions.

Moth: December

Class	Paper Code	Portions to be taught
IIIrd Sem 2nd yr	ZOL3C07	Immunoglobulins. Antigen. Antibody interactions Major Histocompatability complex. The complement system.
1st Sem 1st yr	ZOL1C01	carbohydrates proteins amino acid metabolism. Introduction to cytogenetics

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Moth: January

Class	Paper Code	Portions to be taught
IIIrd Sem 2nd yr	ZOL3C07	Generation of B-cell & T. cell response. Immune effector mechanism.
	ZOL3C08	Hormones & male reproductive physiology Hormones & female " Neurohormones. Anatomy of endocrine glands
1st Sem 1st yr	ZOL1C01	Lipids Bioenergetics. Structural organization & functions of intracellular organelle.

PRINCIPAL
SACRED HEART COLLEGE
CHALAKUDY

Moth: February

Class	Paper Code	Portions to be taught
IV th sem 2nd yr	ZOL4E12	The Basis of advanced physcology. • Appxoaches to developmental Biology • Homeostasis; Equilibrium, & the steady state.
I st Sem I st yr.	ZOL1C01	cell signalling. cellular communications. Lipid metabolism. enzymes

PRINCIPAL
SACRED HEART COLLEGE
CHALAKUDY

Moth: March

Class	Paper Code	Portions to be taught
IV th Sem	ZOL4E12	

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	3
2. Total number of contact hours as per time table	9	17	17	17	14
3. Total number of contact hour engaged	9	17	17	17	14
4. Total number of contact hours not engaged	0hr	0hr	0 hr	0hr	0hr
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	5	5	5
2. Total number of hours as per time table	3hr 3	17	17	17	17
3. Total number of hour engaged	3	17	17	17	17
4. Total number of hours not engaged	0hr	0hr	0hr	0hr	0hr
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	4	3	5	3
2. Total number of hours as per time table	17	14	10	17	11
3. Total number of hour engaged	17	14	10	16	11
4. Total number of hours not engaged	0hr	1hr	3hr	1hr	0hr
5. Reason for not engaging		Mohanam	Independence Sreekrishna Jayanthi	Staff meeting	

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	0	5	52	5
2. Total number of contact hours as per time table	6		17	7	17
3. Total number of contact hour engaged	6		13 W6	10 hr	0
4. Total number of contact hours not engaged	0 hr	6 hr	4 hr	10 hr	0 hr
5. Reason for not engaging		Onam Holidays	Staff meeting	Future holiday Internal Paper valuation.	

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	0	2	5	5	5
2. Total number of hours as per time table		6	17	17	17
3. Total number of hour engaged		6	17	17	17
4. Total number of hours not engaged	0 hr	0 hr	0 hr	0 hr	0 hr
5. Reason for not engaging		POOJA HOLIDAY			

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	13	17	17	17	11
3. Total number of hour engaged	13	17	13	14	11
4. Total number of hours not engaged	0	0	4	3	0
5. Reason for not engaging					

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	5	0
2. Total number of contact hours as per time table	6	17	17	17	0
3. Total number of contact hour engaged	6	17	14	15	0
4. Total number of contact hours not engaged	0	0	3	2	0
5. Reason for not engaging			Leave	Staff meeting.	Christmas Vacation

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	13	17	17	14	8
3. Total number of hour engaged	13	17	17	14	8
4. Total number of hours not engaged	0	0	0	0	0
5. Reason for not engaging	Manav Jayanthi			Republic Day. Staff meeting	

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SACRED HEART COLLEGE
CHALAKUDY

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Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	11	17	17	17	8
3. Total number of hour engaged	9	10	10	17	8
4. Total number of hours not engaged	2	7	7	0	0
5. Reason for not engaging	Sports programme meeting	Cultural programme change	Cultural programme change		

PRINCIPAL
SACRED HEART COLLEGE
CHALAKUDY

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : **March**	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	9	17	17	17	17
3. Total number of hour engaged	96	10	17	14	13
4. Total number of hours not engaged	03	05	0	3	4
5. Reason for not engaging	Sports day	Sent off ceremony.		Dental camp Class rele	Class rep. sent off.

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	**Subject / Paper**	**Date, Class & number of students**	**Subject/ Paper**

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
01/06/2022	Staff meeting	Work allotment, Coming up NAAC visit, Submission of SSR etc.
03/06/2022	Staff meeting	Retreat & arrangment of classes for non-catholic Students.
23/06/2022	"	Regarding alumini on Second saturday, Summarise all SSR reports.
28/08/2022	Staff Meeting	For feast day celebration of vice principal & internal examinations.
12/09/2022	Staff meeting	Introductory lecture by Dr. Shijo & improve Standard of college for autonomous.
19/09/2022	"	Seminar on "Service rules for teachers" by Dr. Najeeb, HOD commerce Dept. SHC chalakudy
14/10/2022	Staff meeting	Discuss about the prize distribution ceremony of MLA of chalakudy in the College auditorium
18/11/2022	Staff meeting	An experienced person's -talk - by NAAC coordinator of Christ college, Irinjalakuda - Dr Robinson.
8/12/2022	staff meeting	Fine arts programe discussion about of stage items.

		-nations.
20/12/2022	staff participation	Orchestra conducted by Blind Association.
9/01/2023	staff meeting	New year gathering & discuss about upcoming Naac Visit
9/01/2023	Staff meeting	Discussion about fine arts competition.
10/01/2023	Participation.	PTA General Board & official inaugration & meeting, attending a class conduct by Adv. Suresh.
23/01/2023	Staff meeting	To give an awareness about the N-list usage to access the books & journals.
4/01/2023	"	IQAC meeting discuss about the criteria & finalise the report & Submission

PRINCIPAL
SACRED HEART COLLEGE
CHALAKUDY

BIO DATA

Name: MABLE VARGHESE

Designation: ASSISTANT PROFESSOR (ON CONTRACT)

Educational Qualifications: BSc, MSc (Zoology), B.Ed (Natural Science) NET, GATE

Date of birth: 29-02-1996 Year of joining: 2022 June 6

Address: KALLOOKKARAN HOUSE

Pin 683581

Phone: (res) 7558829623 (mob)

Email: mableshcollege@gmail.com, mablevarghese1996@gmail.com

Mentor in charge:

Duties assigned in this academic year:

1] Taking classes for I st & 2nd year Msc Zoology

2] Class-in-charge I st Msc Zoology

3] Project Guide

Signature

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday	First MSc		Second MSc	First MSc	
Tuesday	Second MSc		First MSc	Second MSc	
Wednesday		First MSc	Second MSc		First MSc
Thursday		Second MSc		First MSc	Second MSc
Friday		Second MSc	First MSc		Second MSc

Signature of Head of the De

Monthly Academic Planner

Moth: June 2022 Second Semester - Systematics & Evolution

Class	Paper Code	Portions to be taught
	ZOL4E12	Physical Regulation of cellular metabolism
	ZOL2C06	Introduction of taxonomy
		Electromechanical and physicochemical properties
		Definition and basic concepts in Systematics and Taxonomy
		- Levels of taxonomy
		- Alpha, Beta and Gamma taxonomy
		- Importance and application of taxonomy
	ZOL2C06	- Goals of taxonomy
		- Tempo of evolution
		- Graduahsm Vs punctuated equilibrium

Moth: July 2022

Class	Paper Code	Portions to be taught
	ZOL4E12	Models of cell mechanics
		Anagenesis Vs cladogenesis
		Species (4hrs) - Monotypic Species
	ZOL2C06	Polytypic Species, Ecospecies and Cenospecies, Morphospecies, Super Species, Species as a population complex
		Taxonomic impediments.
		Ethics related to taxonomic publications.
		Species concept

Moth: August 2022

Class	Paper Code	Portions to be taught
IInd Sem	ZOL2106	Species concepts Classification: Taxonomic Collections Zoological Nomenclature Population genetics Evidence for evolution Taxonomic characters Evolutionary trends.

Moth: September 2022

Class	Paper Code	Portions to be taught
IInd Sem	ZOL2106	Cladistics DNA Barcoding Chemotaxonomy and serotaxonomy Numerical taxonomy Neutral theory of Molecular evolution. Classification Molecular systematics Phylogenetic relationships Molecular evolution

Moth: October

Class	Paper Code	Portions to be taught
IInd sem 2nd yr MSc	ZOL2L01	Practical sessions
	ZOL2L02	
	ZOL2L03	
	ZOL3C08	Introduction to Developmental Biology
Ist sem Ist MSc	ZOL1C03	Ecology & Ethology Habit & Niche

Moth: November

Class	Paper Code	Portions to be taught
Ist sem Ist yr MSc	ZOL1C03	Ecology & Ethology - Ecosystem Energetics
IInd sem 2nd year MSc	ZOL2L01	Practical Sessions
	ZOL2L02	
	ZOL2L03	

Moth: December

Class	Paper Code	Portions to be taught
IInd Msc Zoology	ZOL3008 DB & Endocrinology	Embryogenesis and Organogenesis Cellular, Molecular basis of developme Metamorphosis, Regeneration and Ageing
1st Msc Zoology	ZOL1603 Ecology & Ethology	Ecological Sucession Community Ecology J P Scott Categories of behaviour

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Moth: January

Class	Paper Code	Portions to be taught
IInd Msc Zoology	ZOL3007 Immunology	Hypersensitivity Reactions Cytokine secretion by T_{H_1}, T_{H_2} Toll like receptors Antigen Antibody interaction
1st Msc Zoology	ZOL1603 Ecology & Ethology	Orientation, Reafference theory Developement of behaviour

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Moth: February

Class	Paper Code	Portions to be taught
1st Msc Zoology	ZOL2C03 Ecology & Ethology	Instinctive behaviour Reflex action Species interaction. Blue carbon Green building technology

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CHALAKUDY

Moth: March

Class	Paper Code	Portions to be taught
1st Msc Zoology	ZOL2106	Systematics and Taxonomy Species. Evolutionary trends
2nd Msc Zoology	ZOL4E13	Transport across biological membrane. Cell to cell signaling, physiology and disease Cellular physiology & Stress, aging and disease

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	3	5	5	5	3
2. Total number of contact hours as per time table	9hr	15hr	15hr	15hr	8hr
3. Total number of contact hour engaged	9 hr	15 hr	15hr	15hr	8 hr
4. Total number of contact hours not engaged	0hr	0hr	0hr	0hr	0hr
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principa

Month : July	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	31	5	4	5	4
2. Total number of hours as per time table	8hr	15hr	12hr	15hr	12hr
3. Total number of hour engaged	8hr	15hr	12hr	15hr	12hr
4. Total number of hours not engaged	0hr	0 hr	0hr	0 hr	0hr
5. Reason for not engaging			Bakrid		Karki Vavu

Signature of faculty Signature of Head of Dept. Signature of Principa

Month : August	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	5	4	3	5	3
2. Total number of hours as per time table	7hr	7hr	7hr	7hr	7hr
3. Total number of hour engaged	7hrs	6hrs	4hrs	6hrs	7hr
4. Total number of hours not engaged	0hrs	1hrs	3hrs	1hrs	0
5. Reason for not engaging					

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	0	5	3	5
2. Total number of contact hours as per time table	3 hrs	0 hrs	9 hrs	7 hrs	7 hrs
3. Total number of contact hour engaged	3 hrs	0 hrs	6 hrs	3 hrs	7 hrs
4. Total number of contact hours not engaged	0 hrs	0 hrs	1 hrs	4 hrs	0 hrs
5. Reason for not engaging		Onam holidays	Student meeting	Public holiday Practical Papers Valuation	

Signature of faculty

Signature of Head of Dept

Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	0	2	5	5	5
2. Total number of hours as per time table	17hr	17hr	17 hr	17 hr	17 hr
3. Total number of hour engaged		6hr	17 hr	17 hr	17 hr
4. Total number of hours not engaged		11 hrs	0 hr	0 hr	0 hr
5. Reason for not engaging		Pooja holiday			

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	17hr	17 hr	17 hr	17 hr	17 hr
3. Total number of hour engaged	17hr	17	17 hr	14 hr	17 hr
4. Total number of hours not engaged	0	0	4	3	0
5. Reason for not engaging				University Examination	

Signature of faculty

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Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	2	5	5	5	
2. Total number of contact hours as per time table	6	17	17	17	0
3. Total number of contact hour engaged	6	17	14	15	0
4. Total number of contact hours not engaged	0	0	3	2	0
5. Reason for not engaging			Leave	Staff meeting	Class

Signature of faculty

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PRINCIPAL SACRED HEART COLLEGE CHALAKUDY

Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	13	17	17	14	8
3. Total number of hour engaged	13	17	17	12	8
4. Total number of hours not engaged	0	0	0	0	0
5. Reason for not engaging				Republic Day	

Signature of faculty

Signature of Head of Dept.

PRINCIPAL SACRED HEART COLLEGE CHALAKUDY

Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	11	17	17	17	8
3. Total number of hour engaged	9	10	10	17	8
4. Total number of hours not engaged	2	7	7	0	0
5. Reason for not engaging	Jeneasts meeting	Cultural programme Class	Cultural Program Class		

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	9	17	17	17	17
3. Total number of hour engaged	6	12	17	14	13
4. Total number of hours not engaged	3	5	0	3	4
5. Reason for not engaging	State Day	Govt off		Zonal Day	Local

Signature of Faculty | Signature of Head of Dept. | Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

Signature of Head of the Dept.

Record of Special classes

Date	Class	Subject	Duration
20-06-22	First Msc	Ethics in taxonomy	1:30 hrs
29-07-22	"	Taxonomic Collections	1 hr
03-08-22	"	Identification	1 hr
22-08-22	"	Species concepts	1 hr
23-08-22	"	Chemotaxonomy	1 hr
24-08-22	"	Classification	1 hr
26-08-22	"	Molecular evolution	1 hr
02-09-22	"	Cladistics	1 hr
04-09-22	"	Biochemical Evolution	1 hr
10-12-22	Second Msc	Differential gene trough	1 hr
23-12-22	"	Control of gene expression	1 hr
26-12-22	"	Reversibly of gene activity	1 hr
27-12-22	"	Post translational regulation	1 hr
28-12-22	"	Stem cells	1 hr
29-12-22	"	Embryonic fields	1 hr

Signature of Head of the Dept

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
01/06/2022	Staff meeting	Work allotment, coming up NAAC visit, Submission of SSR etc
03/06/2022	Staff meeting	Retreat & arrangement of classes for non catholic student
23/06/2022	"	Regarding alumni on second saturday, summaries all SSR report
22/08/2022	"	For feast day celebration & vice principal & external examiner
12/09/2022	"	Introductory lecture by Mr. Shijo & improve standard of college
19/09/22	"	Seminar on "Service rules for teachers" by Nazeeb HOD commerce Dept
14/10/2022	"	Discuss about the prize distribution ceremony of MLA of Chalakudy in college auditorium
18/11/2022	Staff meeting	An experienced person's talk - by NAAC Coordinator Christ College, Irinjalakuda - Dr Robinson
8/12/2022	Staff meeting	Fine arts programme discussion about of stage items

20/12/2022	Staff participate	Orchestra conducted by blind associates.
9/01/2023	Staff meeting	New year gathering & discuss about Naac visit
9/01/2023	Staff meeting	Discussion about fine arts competitions.
10/01/2023	Participation	PTA General Board, bfocal inauguration & meeting, attending class by Adv. Suresh
23/01/2023	Staff meeting	To give an awareness about the Nlist usage to access the books
4/01/2023	"	IQAC meeting, discuss about the criteria

BIO DATA

Name: THANVEER BANU V.B

Designation: ASSISTANT PROFESSOR (ON CONTRACT)

Educational Qualifications : MSC ZOOLOGY

Date of birth: 16/03/1995 Year of joining: 2022

Address: VADAKKOMCHERI (H) P.O MADAVANA, ERIYAD

Pin 680666

Phone: (res) (mob) 8129513315

Email: thanveebanu18@gmail.com

Mentor in charge:

Duties assigned in this academic year: 2022-2023

1) Taking classes for 1st yr and 2nd yr MSc zoology.

Signature

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday		Second Msc	First Msc.		Second Msc.
Tuesday		First Msc.	Second Msc.		
Wednesday	First Msc.			First Msc.	Second Msc.
Thursday	Second Msc		First Msc.	Second Msc	
Friday	Second Msc.	First Msc.		Second Msc.	First Msc.

Signature of H

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught

Moth: July

Class	Paper Code	Portions to be taught

Class	Paper Code	Portions to be taught

Moth: September

Class	Paper Code	Portions to be taught

2nd sem and 4th MSc.	ZOL2L02 ZOL2L03	Practical Sessions.
	ZOL4E12	Systematics.
1st Sem 1st yr MSc.	ZOL1C02	Biophysics - Separation techniques.

Moth: November

Class	Paper Code	Portions to be taught
1st sem 1st yr MSc.	ZOL4E12	Molecular Markers. Taxonomy.
1st sem and Yr MSc.	ZOL1C02	Bioacoustics. Influence of gravity Nanotechnology.
	ZOL2L01 ZOL2L02 ZOL2L03	Practical Sessions.

Moth: December

Class	Paper Code	Portions to be taught
2nd Msc IIIrd sem	ZOL4E12	classification of Animals. Non chordates Affinities and systematic Position of minor Phyla.
1st Msc 1st sem	ZOL1C02.	Biophysics - Microscopy. colloids Lasers Biostatistics - correlation and Regression.

Moth: January

Class	Paper Code	Portions to be taught
2nd Msc IIIrd sem	ZOL4E12	classification of Animals chordata. Phylogenetic interrelationships of animals.

		Safeguard systems of DNA.

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Moth: March

Class	Paper Code	Portions to be taught
2nd year MSc 4th sem.	ZOL4C10	Vectors Genomic and cDNA library PCR Invitro fertilization. Microbial diseases Microbial analysis of drinking water
1st year MSc 2nd sem	ZOL2C05	DNA replication Safeguard system of DNA.

Signature of Head of the Dept.

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week					
2. Total number of contact hours as per time table					
3. Total number of contact hour engaged					
4. Total number of contact hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	0	2	5	5	5
2. Total number of hours as per time table		6	17	17	17
3. Total number of hour engaged		6	17	17	17
4. Total number of hours not engaged	0hr	0hr	0hr	0hr	0hr
5. Reason for not engaging		POOJA	HOLIDAY.		

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	13	17	17	17	11
3. Total number of hour engaged	13	17	15	14	11
4. Total number of hours not engaged	0	0	2	3	0
5. Reason for not engaging			Leave	university exams.	

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	5	0
2. Total number of contact hours as per time table	6	17	17	17	0
3. Total number of contact hour engaged	6	17	14	15	0
4. Total number of contact hours not engaged	0	0	1	2	0
5. Reason for not engaging			Leave	Staff meeting	christmas vacation

Signature of faculty

Signature of Head of Dept.

PRINCIPAL
SACRED HEART COLLEGE
CHALAKUDY

Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	13	17	17	14	8
3. Total number of hour engaged	13	17	17	12	8
4. Total number of hours not engaged	0	0	0	2	0
5. Reason for not engaging	Mannam Jayanthi			Republic day	

Signature of faculty

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PRINCIPAL
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CHALAKUDY

Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5			
2. Total number of hours as per time table	11	17			
3. Total number of hour engaged	9	10			
4. Total number of hours not engaged	0	0			
5. Reason for not engaging					

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	9	17	17	17	17
3. Total number of hour engaged	6	17	17	14	13
4. Total number of hours not engaged	3	5	0	3	4
5. Reason for not engaging	Sports Day	Sent off ceremony		Dr Holiday Eighth day	Tour Dept. and off

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
14/10/2022	Staff meeting	Discuss about the Prize distribution ceremony of MLA of chalakudy in college auditorium.
18/11/2022	Staff meeting.	An experienced Resons talk - by NAAC coordinator of christ college, Irinjalakuda - Dr. Robinson.
8/12/2022	Staff meeting	Fine arts Programme discussion about off stage items.
12/12/2022	Staff meeting	Introductory lecture by Mr. shijo and improve standard of college for autonomous.
17/12/2022	Staff meeting	Barcoding tutoring section for new methodology in university examinations.
20/12/2022	Staff Participaton	Orchestra conducted by Blind Association.
9/01/2023	Staff meeting	New year gathering and discuss about upcoming NAAC visit.
9/04/2023	Staff meeting	Discussion about fine arts competition.
10/01/2023	Participation	PTA General Board official inauguration and meeting, attending a class conduct by Adv. Ramesh.

Date	Nature of meeting	Purpose / Agenda
28/04/2023	Staff meeting	To give an awareness about the N-list usage to access the books and journals.

Department of Economics

2022-23

SACRED HEART COLLEGE
CHALAKUDY

Thrissur Dt.,Kerala,Pin 680307
Phone :0480-2701159
Affiliated to the University of Calicut
www.sacredheartcollege.ac.in

FACULTY DIARY

Academic Year: 2022-23

Name of the faculty: Mishma Davis
Designation : Assistant Professor (on Contract)
Department : Economics

SACRED HEART COLLEGE
CHALAKUDY

Thrissur Dt.,Kerala,Pin 680307
Phone :0480-2701159
Affiliated to the University of Calicut
www.sacredheartcollege.ac.in

FACULTY DIARY

Academic Year: 2022-23

Name of the faculty: Mishma Davis
Designation : Assistant Professor (on contract)
Department : Economics

BIO DATA

Name: Mishma Doms

Designation: Assistant Professor (on contract)

Educational Qualifications: MA

Date of birth: 13/06/1998 Year of joining: 2022

Address: Alakkaran (H) Kallettumkara

P O 680683

Pin. 680683

Phone: (res) (mob) 7593918879

Email: mishmadoms@gmail.com

Mentor in charge: IST BA Economics

Duties assigned in this academic year:

Signature

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday		II MA		II MA	
Tuesday	II MA	II MA			II MA
Wednesday	II MA			II MA	
Thursday		II MA			II MA
Friday		II MA		II MA	

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday		I MA		I MA	
Tuesday		I MA		I MA	I MA
Wednesday	I MA				
Thursday		I MA			I MA
Friday		I MA		I MA	

Shirley K.J

Signature of Head of the D

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
1st MA Economics	EC02C06	1st module Started
"	EC02C06	1st module Started

Moth: July

Class	Paper Code	Portions to be taught
1st MA Economics	EC02C06	Module 1, 2 covered and module 3 Started.
1st MA Economics	EC02C08	Module 1 Covered and Started 2nd module and Covered. Module 3 Started.

Moth: August

Class	Paper Code	Portions to be taught
1st MA Economics	Eco2C06	Module IV covered and completed 5th
1,	Eco2C08	Completed 3, 4 and Started 5th

Moth: September

Class	Paper Code	Portions to be taught
1st MA Economics	Eco2C08	Completed 5th.
2nd	Eco3C10	Module 1 Started
2nd	Eco3C11	Module 1 Started

Moth: October

Class	Paper Code	Portions to be taught
2nd MA Economics	EC03C10	Completed 1 and Started Module 3
2nd MA Economics	EC03C11	Completed 1 and Started Module 3

Moth: November

Class	Paper Code	Portions to be taught
2nd MA Economics	EC03C10	Module 3 Completed, Started 4th.
2nd MA	EC03C11	Completed Module 3, 4 and Started 5th.

Moth: December

Class	Paper Code	Portions to be taught
MA Economics	ECO3C10	Completed 4th and Started 5th
"	ECO3C11	Completed 5th and module 2 Started.

Moth: January

Class	Paper Code	Portions to be taught
2nd MA Economics	ECO3C10	Completed 5th Financing Economic Development.
2nd MA Economics	ECO3C11	Completed 2nd Multiple Regression Analysis.

Moth: December

Class	Paper Code	Portions to be taught
1st MA Economics	EC03C10	Completed 4th and Started 5th.
"	EC03C11	Completed 5th and module 2 Started.

Moth: January

Class	Paper Code	Portions to be taught
2nd MA Economics	EC03C10	Completed 5th Financing Economic Development.
2nd MA Economics	EC03C11	Completed 2nd Multiple Regression Analysis.

Moth: February

Class	Paper Code	Portions to be taught
2nd MA Economics	EC04C12	Started 1st Module
	EC04C13	Started Module 1 Financial Markets.

Moth: March

Class	Paper Code	Portions to be taught
2nd MA Economics	EC04C12	Completed module 1 (Balance of Payments), completed module 4 - International Capital flows.
	EC04C13	Completed module 1, module 2 → money market, module 5 → Global financial markets.

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1/6/2022	Staff Meeting	NAAC Preparation, Dept Presentation PPT, Retreat
12/09/2022	Staff Meeting	welcoming new Bursar, classroom cleanliness, orientation by Mr. Shoo
14/10/2022	Staff Meeting	Preparing for MLA's Award function.
19/12/2022	Staff Meeting	University Exam Barcoding orientation.
9/1/2023	Staff Meeting	New Year Cake Cutting, NAAC PPT Preparation, PTWA
21/02/2023	Staff Meeting	NAAC Visit Evaluation, 3rd DC Internal Exams, Open Day
28/03/2023	Staff Meeting	Staff Tour, New IQAC Coordinators, Barcoding of University Exams

Meetings Attended (Department level)

Date	Purpose / Agenda
1/06/2022	Future Prgm discussion, workload, Alumini Registration
23/08/2022	Mentoring Reports, Remedial Coaching Record, Peer learning
16/11/2022	Study Tour for 3rd Dc, Aptitude test for 1st Dc.
9/01/2023	Economic Association Inauguration, Add on Course. Home Economics
8/02/2023	Preparation for NAAc, Exhibition by Students, Documentation
24/02/2023	3rd Dc Project, Completing 3rd Dc classes, Evaluation of NAAc visit, Department Sent off to 3rd Dc.
28/03/2023	Internal Project viva for 3rd Dc, 3rd Dc Alumni Registration, Sendoff to Shirley miss, Evaluation of Dept Activities.

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CHALAKUDY

Thrissur Dt.,Kerala,Pin 680307
Phone :0480-2701159
Affiliated to the University of Calicut
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FACULTY DIARY
Academic Year: 2022 - 23

Name of the faculty: ANJU P B
Designation : Assistant Professor (on contract)
Department : ECONOMICS

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Phone :0480-2701159
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FACULTY DIARY

Academic Year: 2022-23

Name of the faculty: ANJU PB
Designation : Assistant professor (on contract)
Department : Economics

BIO DATA

Name: ANJU P.B

Designation: Assistant Professor

Educational Qualifications: MPhil., BEd in Social Science, NET

Date of birth: 11/02/1993 Year of joining: 2021

Address: Kochukulam (H)

Muttathara

Pin 682683

Phone: (res) (mob) 8078935074

Email: Phanjukrishna.112@sacredheart.college.ac.in

Mentor in charge: UG BA Economics

Duties assigned in this academic year:

* Member - Fine Arts committe
* Department IQAC Co-ordinator
* Member - Women Cell

Signature

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday		II BA History		III BA ME	IV BA ME II
Tuesday		I BA History		"	"
Wednesday	III BA ME	I BA History	II BA ME II		IV BA ME II
Thursday	I BA History	I BA History		III BA ME	IV BA ME II
Friday	III BA ME		II BA ME II		I BA History

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday	IV th sem BA HIS			III BA - FE	IV th sem BA HIS
Tuesday	II BA - Macro II		III BA FE	IV th sem BA HIST	IV th sem BA HIST
Wednesday		II BA Macro	II BA HIS	III BA FE	
Thursday				II BA FE	II BA Macro II
Friday		II BA Macro II	I BA HIST	III BA FE	

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Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
III BA	ECO5 B10	Module I started
II BA	EC04(3)C04	Module I started

Moth: July

Class	Paper Code	Portions to be taught
III BA	ECO5 B10	module II started.
II BA	EC04(3) C04	Module II started

Moth: August

Class	Paper Code	Portions to be taught
III BA	ECO5 B10	Module III started
II BA	EC04(3)C04	Module III started

Moth: September

Class	Paper Code	Portions to be taught
I BA History	EC04(3)C04	Module I started.
II BA	EC05 B10	Complete module III & module IV started.
II BA	EC04(3)C04	Complete module III

Moth: October

Class	Paper Code	Portions to be taught
I BA	ECO4(3)CO4	Module II started.
II BA	ECO5 B10	complete module IV & Module 5 start
III BA	ECO4(3)CO4	Module IV started

Moth: November

Class	Paper Code	Portions to be taught
I BA	ECO4(3)CO4	Module III started.
II BA	ECO5 B10	Module 5 completed.
III BA	ECO4(3)CO4	module 4 completed & module 5 started & 60% covered.

Moth: December

Class	Paper Code	Portions to be taught
I BA	EC01(2)C01	Module III completed & Module IV started.
II BA	EC04 B06	Module I started.
III BA	EC06 B II	Module I started.
II BA History	EC04(3)C01	Module I started.

Moth: January

Class	Paper Code	Portions to be taught
III BA	EC06 B II	Module I completed & II module started
II BA History	EC04(3)C01	to start Role and functions of commercial banks

Moth: February

Class	Paper Code	Portions to be taught
II BA	ECO4 B06	Module II started Inflation & types of inflation — covered
III BA	ECO6 B11	Module III started Different types of Risk
II BA History	ECO4 (3) CO1	covered Role and functions of commercial Banks

Moth: March

Class	Paper Code	Portions to be taught
II BA History	ECO4 (3) CO1	Module IV should be covered Module II, topic of finance commission will be covered soon
II BA Eco	ECO4 B06	Module II should be completed module IV, fiscal and monetary policy should be completed

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
12/09/2022	Staff meeting	welcoming new teachers, classroom cleanliness, orientation by Ms. Shijo
9/12/2022	IQAC meeting	NAAC Criteria wise presentation
19/12/2022	IQAC meeting	Criterion group formation and classroom chair
4/1/2023	IQAC meeting	AQAR Review and Submission
9/1/2023	Staff meeting	Alex feast cake cutting, NAAC DVV preparation, PTA
2/02/2023	Staff meeting	NAAC Visit Evaluation, ID be informed exams, Office
2/5/2024	Staff meeting	Staff Task, Alex IQAC coordinator, Evaluation of university exams
24/05/2023	IQAC meeting	Attendance Management system, Discussion on new benchmarks

Meetings Attended (Department level)

Date	Purpose / Agenda
1/06/2022	Future programmes discussion, Workload, Alumni Registration
23/08/2022	Mentoring Reports, Remedial Coaching Report, Peer teaching
16/11/2022	Study Tour for III DC, Aptitude Test for IDC
9/01/2023	Economic Association Inauguration, Add on Course - Home Economics
08/02/2023	Preparation for NAAC, Exhibition by the Students, Documentation
24/02/2023	III DC projects, completing II DC classes, Evaluation of UMAC visit Department send off to III DC
28/03/2023	Internal Project viva of III DC, III DC Alumni Registration, send off to Shilanyas, Evaluation of Department Activities

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FACULTY DIARY

Academic Year: 2022- 2023

Name of the faculty: Vishnupriya K.G
Designation : Assistant Professor (On contract)
Department : Economics

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FACULTY DIARY
Academic Year: 2022-23

Name of the faculty: Vishnupriya K.G
Designation : Assistant Professor (Contract)
Department : Economics

BIO DATA

Name: Vishnupriya K.G

Designation: Assistant Professor (on contract)

Educational Qualifications : M.A B.Ed

Date of birth: 30/8/1995 Year of joining: 2022

Address: Kalliyamkuzhiyil (H)

Melood (po)

Pin 680 311

Phone: (res). 0480-2733514 (mob) 8547161270

Email: vishnupriyakg@sacredheart college.ac.in

Mentor in charge: M.A Economics

Duties assigned in this academic year:

Women Cell

Signature

Individual Timetable for AY 2022-2023 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	II MA		II MA		II MA
Tuesday	II MA		II MA	II MA	
Wednesday		II MA	II MA		II MA
Thursday	II MA		II MA	II MA	
Friday	II MA		II MA		II MA

Individual Timetable for AY 2022-2023 (Even Semester)

Hours / Day	1	2	3	4	5
Monday	II MA		I MA		I MA
Tuesday	II MA		I MA	I MA	
Wednesday		I MA	I MA		I MA
Thursday	I MA		II MA	II MA	
Friday	II MA		I MA		I MA

Shirley. K. T

Signature of Head of the Dept

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
I PG	Indian economy	module V → finished
	Micro	module IV → finished
	Macro	~~module~~ Module IV - finished
	Micro	module IV - overall
	Macro	module V → finished
	Micro	module V → finished
II PG	Micro	module I → completed
	public finance	module II → started

Moth: July

Class	Paper Code	Portions to be taught
II PG	Micro	module III → starting
	Macro	~~module~~
	public finance	module II - completed.
	Micro	module III → finished.
	public finance	module I → completed
	Micro	module 4 → completed.

Moth: August

Class	Paper Code	Portions to be taught
II PG	Micro	module V - completed
	Micro	Module II - Finished
	Public Finance	module IV → completed " V → Finished " III → Finished overall.

Moth: September

Class	Paper Code	Portions to be taught
III sem	International Trade	module I - completed " II → completed
II PG	Banking.	module III - Completed

Moth: October

Class	Paper Code	Portions to be taught
I sem	Understand Trade	module V - Insurance module VI - Banking module VII - Banking
II Pa	Banking	

Moth: November

Class	Paper Code	Portions to be taught
III sem	Understand Trade	module II ⇒ Banking
II Pa	Banking	module I ⇒ Banking

Moth: December

Class	Paper Code	Portions to be taught
	Banking	Module → II → Finished
	Banking	Module → I → completed
	International Trade	Module II → almost finished.

Moth: January

Class	Paper Code	Portions to be taught
III B.A Economics	Economics of Growth & Development	Module 4 : Development & Environment → almost Finished —
II PG	International Economics	
II SE	Macro Economics	Module 1 : IS-LM model
III SE	Growth & Development	Development & under Development And over review.

Moth: February

Class	Paper Code	Portions to be taught
II BA Economics	Macro Economics	IS-LM model → continue.
III BA	Growth & Development	Development & under Development an over review → continue. * Development V/S Growth. * HDI * Multiple equilibria.
II M.A	Growth & Development	Facts about Economic Development → completed * Solow model of Growth * Capital Accumulation & steady state growth

Moth: March

Class	Paper Code	Portions to be taught
III BA Economics	Growth & Development	Perception about Development & under development (completed)
II PG	Agriculture Economics	module :- I, II, IV completed.
	Business Economics	module I :- Growth of the firm module 2 : Demand Forcasting module IV :- Risk analysis & Capital Budget } Completed.
II BA Economics	Micro Economics	IS-LM Model.
II PG	Agriculture Business	module V → started module V → Pricing of goods & services

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1-06-2022	Staff meeting	NAAC Preparation, Department Presentation PPT, Retreat.
12-9-2022	Staff meeting	coolcoring New Bonsai, class room clearness Orientation by our Sir
14-10-2022	Staff meeting	Preparing for MLA's Award Function.
14/12/2022	Staff meeting	University Exam Barcoding orientation.
9/11/2022	Staff meeting	New year cake cutting, NAAC PPT Preparation, PT CUA
21/02/2022	Staff meeting	NAAC Visit Evaluation, III. Dc Internal Exams. Open Day
23/03/2022	Staff meeting	Staff, Tour, New IQAC co-ordinators, Barcoding of University Exams
271		

Meetings Attended (Department level)

Date	Purpose / Agenda
1-06-2022	Future programmes discussion about, workload, Alumni Reg.
23-08-2022	mentoring Reports, Remedial coaching, Peer Tearning
16-11-2022	Study Tour For III DC, Aptitude Test For II DC
9-11-2023	Economic association inauguration, Add on course - Home Economics
08/02/2023	Preparation For NAAC, Exhibition by the students Documentation
29/02/2023	III DC projects, Complaints II DC classes, Evaluative of NAAC Visit Departmental Seminar to III DC
28/03/2023	Internal project viva OF II & III DC, Alumni Registration Send off to Shanmuga Arts, Evaluation of Dept Activities

2022-23

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FACULTY DIARY

Academic Year: 2022-23

Name of the faculty: Mishma Davis
Designation : Assistant Professor (on contract)
Department : Economics

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Thrissur Dt.,Kerala,Pin 680307
Phone :0480-2701159
Affiliated to the University of Calicut
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FACULTY DIARY

Academic Year: 2022-23

Name of the faculty: Mishma Davis
Designation : Assistant Professor (on contract)
Department : Economics

BIO DATA

Name: Mishma Davis

Designation: Assistant Professor (on contract)

Educational Qualifications : MA

Date of birth: 13/06/1998 Year of joining: 2022

Address: Alookkaran (H) kallettumkara

P.O. 680683

Pin 680683

Phone: (res) (mob) 7593918879

Email: mishmadavis@gmail.com

Mentor in charge: 1st BA Economics

Duties assigned in this academic year:

Signature

Department of Physics

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Thrissur Dt.,Kerala,Pin 680307
Phone :0480-2701159
Affiliated to the University of Calicut
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FACULTY DIARY

Academic Year: 2022-23

Name of the faculty: Dr. Nija Varghese
Designation : Asst. Professor
Department : Physics

BIO DATA

Name: Dr. Nija Varghese

Designation: Asst Professor

Educational Qualifications: M.Sc., PhD.

Date of birth: 05.03.1984 Year of joining: 2021

Address: Njarlaly (H) Koroor P.O.
Thrissur Dist
Pin 680697

Phone: (res)..... (mob) 9496805788

Email: Nija@sacredheartcollege.ac.in

Mentor in charge: I B.Sc. Physics.

Duties assigned in this academic year:
Head, Department of Physics.
Nodal officer - UG Admission.
Co-ordinator DBT-STAR College Scheme.
Co-ordinator, MPLADS Smart Class rooms.
Co-ordinator, Enron Club.
Member, IQAC Core committee.

Nija
Signature

2021-23

Individual Timetable for AY ~~2019-20~~ (Odd Semester)

Hours / Day	1	2	3	4	5	
Monday	III DC	I D C			II DC	
Tuesday	III D C		III DC	II DC	II D C	
Wednesday			III DC	III DC	III DC	
Thursday		III DC				
Friday		III DC	III DC	III DC	III DC	

2022-23

Individual Timetable for AY ~~2019-20~~ (Even Semester)

Hours / Day	1	2	3	4	5	
Monday	III DC	I D C				
Tuesday	II DC		III DC	III DC	III DC	
Wednesday	III DC		III DC	III DC	III DC	
Thursday		III DC				
Friday		III DC	II DC	III DC	III DC	

Signature of Head of the DC

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
III DC	PHY5B06.	Computational physics. Chapter-1. Compilers interpreters, Python interactive & script modes. Data types, input and print. variables operators. List, set., Tuples and Dictionaries
III DC.	PHY5B15 & PHY4B16	Practicals cycle -I

Moth: July

Class	Paper Code	Portions to be taught
III DC.	PHY5B06.	Control Statements. File input output Numpy and Matplotlib. modules.
	PHY5B07	Unit-1 Particle like properties of EM radiation
	PHY5B15 & 16.	Practical cycle - I
II DC	PHY3B03	Vector Calculus.
	PHY4B05	Practical cycle - I

Moth: August

Class	Paper Code	Portions to be taught
IIIDC	PHY5B06	Unit-1 Chapter 3 - Numerical methodes in Physics
	PHY5B07	Unit-II - Wave like properties of particle.
	PHY5B15&16	Practicals cycle - II
IIDC	PHY3B03	Unit-4 Magnetostatics - up to Biot-Savarts law.
	PHY3B05	Practical cycle - I

Moth: September

Class	Paper Code	Portions to be taught
IIIDC	PHY5B06	Unit-I Chapter-3 - Numerical methodes in Physics.
	PHY5B07	Unit-II - Wave like properties of particle
	PHY5B15&16	Practicals cycle - II
IIDC.	PHY3B03	Div B, Amper's law. Boundary condition
	PHY3B05	Practical cycle - I
IDC.	PHY1B01	Mechanics - I vector algebra, Angular

Moth: October

Class	Paper Code	Portions to be taught
III DC	PHY5B06	Unit-3 Chapter-4 Computational Physics
	PHY5B07	Unit-I-2 Rutherford-Bohr Model of Atom.
	PHY5B15&16	Practical cycle-II
II DC	PHY3B03	Unit 5 - Dia Para-Ferromagnets. Bound currents.
	PHY3B05	Practical cycle-II
I DC	PHY1B01	Mechanics-I Torque-Fixed axis rotation Moment of inertia.

Moth: November

Class	Paper Code	Portions to be taught
III DC	PHY5B06	Unit-3 Chapter-4 Computational physics
	PHY5B07	Unit-I-2. Rutherford-Bohr Model of Atom.
	PHY5B15&16	practical cycle-III
II DC	PHY3B03	Ampere's law in material, Boundary conditions, Ferromagnetism. magnetic susceptibility.
	PHY3B05	Practical cycle-II
I DC	PHY1B01	Mechanics-I - Unit-III Parallel axis theorem, pendulums., Motion with both translation and rotation.

Moth: December

Class	Paper Code	Portions to be taught
III DC	PHY6 B13	Unit - I Special Relativity, M-M Experiment. Lorentz transformation. Relativistic energy momentum
II DC	PHY3B03	Self inductance, Mutual inductance
	PHY3B05	Practical cycle - III
I DC	PHY1 B01	Mechanics - I - Unit - III - Work energy theorem for motion involving both rotation and translation.

Moth: January

Class	Paper Code	Portions to be taught
III DC	PHY6 B13	Unit - II General Relativity and Cosmology
	PHY6B15	Practicals cycle - III
	PHY6B16	
II DC	PHY3B01	Unit - II Electromagnetic waves
	PHY3B05	Practical cycle - III
I DC	PHY1 B01	Mechanics - I Unit - III. Conservation of Angular momentum.

Moth: February

Class	Paper Code	Portions to be taught
III DC	PHY 6B13	Unit - III Basic Tools of Astronomy-
	PHY6B15	Practical cycle - IV
	PHY6B16	
II DC	PHY3B01	Unit - II Electrodynamics - II. Transverse nature of EM waves, Poynting's theorem.
	PHY3B05	Practical cycle - III
I DC	PHY1B01	Mechanics - I Unit - III vector nature of angular velocity.

Moth: March

Class	Paper Code	Portions to be taught
III DC	PHY6B13	Unit III - Stellar evolution, Galaxies
	PHY6B12	Unit - I Nuclear Structure, Reactions, Particle detectors.
II DC	PHY3B01	Unit - II - Network theorem, Thevenin's & Norton's.
	PHY3B05	Practical cycle - IV
I DC	PHY1B01	Mechanics - I Unit - III Problems.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	8	15	15	15	11
3. Total number of contact hour engaged	4	4	3	8	2
4. Total number of contact hours not engaged	4	11	12	7	9
5. Reason for not engaging	III DC Study leave	III DC Retired II DC Univ Exam I DC not commenced	S4 internal	S4 internal Feast of SH	Study leave for III DC

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Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	5	5	4
2. Total number of hours as per time table	4	15	15	15	14
3. Total number of hour engaged	2	1	2	12	5
4. Total number of hours not engaged	2	14	13	3	9
5. Reason for not engaging	III DC Study leave	III DC Univ Exam II DC Started	II DC S2 internal	II DC Study leave	II DC Univ Exam I DC Started

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Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	4	3	3	3
2. Total number of hours as per time table	3	12	11	8	10
3. Total number of hour engaged	1	8	8	6	7
4. Total number of hours not engaged	2	4	3	2	3
5. Reason for not engaging	Mahindra Pride program	III & S4 Computer Practicals	IDC not Started	IDC not Started CV Camp	Orgn Celebrations

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Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	0	5	4	5
2. Total number of contact hours as per time table	1	-	15	12	15
3. Total number of contact hour engaged	1	-	14	12	15
4. Total number of contact hours not engaged	-	-	1	-	-
5. Reason for not engaging	Onam Celebrations	Onam Holidays			

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Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	4	1
2. Total number of hours as per time table	5	15	15	~~10~~ 12	3
3. Total number of hour engaged	5	15	7	11	3
4. Total number of hours not engaged	-	-	8	1	-
5. Reason for not engaging			Released for II DC, IDC III DC Study leave	ASAP going for IDC	

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Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	3	5	5	3
2. Total number of hours as per time table	12	8	15	15	10
3. Total number of hour engaged	9	5	4	3	10
4. Total number of hours not engaged	3	3	11	12	-
5. Reason for not engaging	Kerala Piravi Celebrations	CV camp	II DC Study leave	III DC Univ. Exam	

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Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5		
2. Total number of contact hours as per time table	8	15	15		
3. Total number of contact hour engaged	3	10	8		
4. Total number of contact hours not engaged	5	5	7		
5. Reason for not engaging	III DC Study Tour	Union Inauguration NAAC Mock Preparation	I DC, II DC National Essay Competition CL		

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	3	5	4	2
2. Total number of hours as per time table					
3. Total number of hour engaged					
4. Total number of hours not engaged					
5. Reason for not engaging		CV Camp II DC Study Tour	II Sem Univ Exam		

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table					
3. Total number of hour engaged					
4. Total number of hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	2	5	5	5
2. Total number of hours as per time table	9	6	16	16	
3. Total number of hour engaged	8	4	2	1	
4. Total number of hours not engaged	1	2	14	15	
5. Reason for not engaging	Sports Day	CV camp; Sports Day Merit Day	BDC Univ Exam. IDC study leave	IIIDC Univ Exam IDC Univ Exam Staff Day	IIIDC & IDC Univ Exam IIDC Model Ex

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

Record of Special classes

Date	Class	Subject	Duration
24.06.2022	3DC	Practicals	3 Hrs
27.08.2022	3DC	Quantum Mechanics	2 Hrs
20.08.20222	3DC	Computational Physics	2 Hrs
24.09.2022	3DC	Computational physics	3 Hrs
17.09.2022	3DC	Quantum Mechanics	2 Hrs
08.10.2022	2DC	Electrodynamics-I	2 Hrs
29.10.2022	3D DC	Electrodynamics-I	3 Hrs
21.12.2023	3DC	Nuclear Physics	1 Hr
22.02.2023	3DC	Nuclear Physics	1 Hr

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
01.06.2022	Staff Meeting	NAAC Preparation, Retreat, Lady Staff dress code.
03.06.2022	HoD Meeting	S4 PG & UG Internals, SDC retreat.
29.06.2022	IQAC Meeting	Review meeting of data submitted by the departments
12.09.2022	Staff Meeting	Welcoming new Bursar, Classroom cleanness, Orientation by Mr. Shiju.
15.09.22	Dept. Meeting	IQAC filing, Add-on course, Energy club activities
16.09.22	HoD Meeting.	Framing of the ~~Mission~~ Vision of the college.
14.10.22	Staff Meeting	Arrangements for MLA's award function
4.11.22	IQAC Meeting	Clubs & Cells activity filing
17.11.22	IQAC Meeting	NAAC documentation

Date	Nature of meeting	Purpose / Agenda
18-11-22 1-12-2022	HOD Meeting	Peer Team Visit Dates & Preparation
9-12-2022	IQAC Meeting	NAAC Mock presentation.
12-12-2022	Library Committee	Subscription of journals.
17-12-2022	IQAC meeting	Criteria groups formation
17-12-2022	Staff Meeting	University Exam barcoading orientation.
4-1-2023	IQAC Meeting	AQAR review and Submission
7-1-2023	Staff Meeting	New Year cake cutting, NAAC PTV preparation, PTWA GBM.,
16-1-2023	Hall Meeting	College Day, NAAC work allotment.
23-1-2023	HOD Meeting	SI intenal upload in website, NAAC mock visit.

Date	Nature of meeting	Purpose / Agenda
28.1.2023	NAAC Alumni Interaction Committee	Alumi interaction on NAAC PTV.
21.2.2023	Staff Meeting	NAAC Visit evaluation, III DC internal exams, Open Day.
22.2.2023	HOD Meeting	Open Day brochure preparation, Sports Day, 3DC send off
23.3.2023	Staff Meeting	Staff tour, New IQAC co-ordinators, Barcoding of Univ Exams
27.3.2023	IQAC Meeting	Attendance management system, Discussion on new benchmarks

Meetings Attended (Department level)

Date	Purpose / Agenda
19.12.2022.	SIHRD Inauguration.

Record of invigilation duty in Internal / University examinations

Internal			University			
Date	Date	Date	Date	Date	Date	Date
			25,26 July 2022	7, 8, 9, Feb 2023		
			23, 24 Aug 2022			
			9, 10 Nov 2022			
			5, 6 Dec 2022			
			12, 13 Jan 2023			

Refresher/Orientation/Short term Course / Seminar / Workshops / Professional Development Programmes attended (outside college)

Date	Title of event	Venue	Sponsoring agency
22-23, June 2022	Training program for EMC Resource persons.	Energy Managment Centre, Trivandrum	Dept of Power, Govt of Kerala
30.08.2022	Workshop on Astrophysics and Cosmology.	Aquinas College, Edakochi	ICARD, Newman College, Thodupuzha
13.12.2022	National Energy Congress	CSA Hall Angamaly	Energy Conservation Society

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
17.01.2023		25,26 July 2022 IV Sem Practicals at Carmel college Mala.
18.01.2023		23,24 & II Sem CV camp at Aug 2022 St Aloysius College
10.01.2023		30.08.22 Workshop on Astronomy and Cosmology at Aquina College.
4.01.2023 (1/2) (FN)		9-10, Nov 2022 III Sem CV Camp at St. Aloysius.
		5-6, Dec 2022 IV Sem CV camp at St Aloysius
		12-13 Jan 2023. I Sem CV Camp at Sreekrishna College
		7-9 Feb 2023 V Sem CV Camp at Kozhencherry College

Valuation of answer scripts

University Examinations		College Level Examinations	
Paper	No of papers valued	Paper	No of papers valued
		Electrodynamics - I	15
		Quantum Mechanics	24
		Computational phy	23
		Open course - Astro	13
		Relativity & Astrophy	22
		Nuclear Physics	23
		Electrodynamics	15

Curricular / Co-curricular activities organised / attended by faculty (college level)

Date	Name of activity	Remarks
22.08.2022	Energy Conservation Society's Inter collegiate Quiz Competition	Local Organizer
30.09.2022	Night Sky watching program - World space week.	Organizing & Resource Person
20.10.2022	Power Quiz - KSEB Officer's Association	Local Organizer
28.10.2022	SHARP Connect - Alumni Talk - 2	Co-ordinator
18.11.2022	IQAC Orientation program by Dr. Robinson	Participant
29.11.2022	NAAC Orientation session and Mock visit by Dr. Sobram	Participant
2.12.2022	LED Star making workshop	Trainer.
20.12.2022.	SHARP Inauguration and Seminar by Dr. Raghu	co-ordinator
22.12.2022	Zero waste Festival Decor exhibition by Kudumbashree	Co-ordinator
19.01.2023	Orjalinar 2023	Local organizer
28.02.2023	National Science Day 2023 - Sunspot observation	Resource Person.

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Thrissur Dt.,Kerala,Pin 680307
Phone :0480-2701159
Affiliated to the University of Calicut
www.sacredheartcollege.ac.in

FACULTY DIARY
Academic Year: 2022-23

Name of the faculty: LIBI PRAKASH
Designation : Asst. Professor (Con-Contract)
Department : Physics

BIO DATA

Name: LIBI PRAKASH

Designation: Asst. Professor Con. - (contract)

Educational Qualifications: M.Sc., B.Ed

Date of birth: 22/08/1989 Year of joining:

Address: Mundakkal House,
Chittissery, Thrissur
Pin 680 301

Phone: (res) (mob) 7034820647

Email: Libinidhin@gmail.com

Mentor in charge: II D.C. Physics

Duties assigned in this academic year:

Energy Club - Coordinator

Fine Arts Club - Member

Institution Innovation Council - Member

Sent-off Committee, Convocation Committee

Signature

Individual Timetable for AY 2022-23 ~~2019-20~~ (Odd Semester)

Hours / Day	1	2	3	4	5
Monday		III DC		III DC	III DC
Tuesday	I DC	III DC		II DC	II DC
Wednesday		III DC			
Thursday	III DC			III DC	III DC
Friday	III DC		II DC		I DC

Individual Timetable for AY 2022-23 ~~2019-20~~ (Even Semester)

Hours / Day	1	2	3	4	5
Monday	II DC	III DC		III DC	III DC
Tuesday	I DC	III DC		II DC	II DC
Wednesday		II DC			
Thursday	III DC			III DC	III DC
Friday	III DC				I DC

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
I DC	PHY2B02	Mechanics II - Module I, Module 4 } Revision
III DC	PH5B08	OPTICS - Unit 1 Fermat's principle, Verification of laws

Moth: July

Class	Paper Code	Portions to be taught
III DC	PH5B08	Optics - Unit 1 2) Refraction & Reflection by Spherical Surfaces Unit 2 1. Interference by division of wave front
II DC	PHY3B03	Electrodynamics I Unit 1 - Vector Calculus

Moth: August

Class	Paper Code	Portions to be taught
II DC	PHY3B08:	Electrodynamics I Unit 1: Vector Calculus (continued) Practical I
III DC	PH5B08	Optics - Interference by division of Amplitude - Fresnel Diffraction
III DC	PHY5B07	Quantum Mechanics - Unit 3 The Schrodinger Equation

Moth: September

Class	Paper Code	Portions to be taught
II DC		Practical I
III DC	PH5B08	Optics - Unit 4 Fraunhofer Diffraction Unit 5 Polarization
I DC	PHY B01	Mechanics I - (See Module)
III DC	PHY5B07	Quantum Mechanics Unit 3 - 4) The Schrödinger equation (continued) Unit 3 - 5) Hydrogen atom in wave Mechanics

Moth: October

Class	Paper Code	Portions to be taught
III DC	PH5B08	Optics – unit 5 Holegraphy unit 6 Fibre optics
III DC	PHY5B07	Quantum Mechanics – Unit 3 Hydrogen atom in wave Mechanics
II DC	PHY3B03:	Electrodynamics I Unit 3 : Electric Fields in matter
I DC	PHYB01	Mechanics I – module I

Moth: November

Class	Paper Code	Portions to be taught
III DC	PHY5B07	Quantum Mechanics – Revision
	PH5B08	Optics – Revision
II DC	PHY3B03:	Electrodynamics Unit 3 : Electric Fields in Matter.
I DC	PHYB01:	Mechanics I – module I

Moth: December

Class	Paper Code	Portions to be taught
I DC	PHY B01	Module I
II DC	PHY3 B03	Electrodynamics I – Electric fields in Matter
III DC	PHY6 B11	Spectroscopy, Solidstate, Photonics – Unit 2 – Solid State Physics.

Moth: January

Class	Paper Code	Portions to be taught
III DC	PHY6 B11	Spectroscopy, Solid state Physics, Photonics Unit 3 – Introduction to Spectroscopy
I DC	PHY B01	Module I
III DC	PHY6 B14 (ELS)	Materials Science Unit 1 – Introduction, Bonding in materials, Crystals.

Moth: February

Class	Paper Code	Portions to be taught
I R	PHY 601	Module 1
II DC	PHY 6 B10 (ELECTIVE)	Module 2 – Imperfections in Solid, Diffusion in Solid
	PHY 6 B11	Module 4 – Material Analysis Techniques Module 4 – Microwave spectroscopy Module 5 – Infrared Spectroscopy.
II N	PHY 4 B04	Electrodynamics II – Unit 3 Transient Currents

Moth: March

Class	Paper Code	Portions to be taught
II DC		Practical I
III DC	PHY 6 B11	Unit 5 – photonics.
III DC	PHY 6 B14 (ELE)	Unit 3 – Ceramics & Polymers.
II DC	PHY 4 B04	Electrodynamics II – Transient Currents Unit 3

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	W
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	7	14	14	14	12
3. Total number of contact hour engaged	5	3	1	6	2
4. Total number of contact hours not engaged	2	11	13	8	10
5. Reason for not engaging	Study leave for III DC	Retest III DC University Exam III DC Not Commenced I DC	S4 internal	S4 internal Feedback Meet	Study leave

Signature of faculty Signature of Head of Dept. Signature of Prin

Month : July	Week 1	Week 2	Week 3	Week 4	W
1. No. of teaching days in the week	1	5	5	5	4
2. Total number of hours as per time table	3	14	14	14	11
3. Total number of hour engaged	1	0	2	9	5
4. Total number of hours not engaged	2	14	12	5	6
5. Reason for not engaging	Study leave III DC	University Exam III DC S2 Internal II DC	S2 Internal University Exam	Study leave II DC	Univ Exam Prac

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Month : August	Week 1	Week 2	Week 3	Week 4	We
1. No. of teaching days in the week	1	4	3	3	3
2. Total number of hours as per time table	3	10	8	9	8
3. Total number of hour engaged	0	6	6	7	
4. Total number of hours not engaged	3	4	2	2	
5. Reason for not engaging	Maternity class	Completion Practical for III DC	I DC not Commenced	I DC not Commenced	C Prac

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Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	0	5	4	5
2. Total number of contact hours as per time table	3		14	13	14
3. Total number of contact hour engaged	0		14		
4. Total number of contact hours not engaged	3		0		
5. Reason for not engaging	Onam celebrations	Onam Holidays		Sree Narayana Guruvu Jayanthi	

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	4	1
2. Total number of hours as per time table	6	14	14	11	3
3. Total number of hour engaged	6	11	6	5	3
4. Total number of hours not engaged	0	3	8	6	0
5. Reason for not engaging		Casual Leave	Retreat for Students III DCSHudy Holiday	ASAP for IDC	

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	~~5~~ 3	5	5	3
2. Total number of hours as per time table	11	~~14~~ 10	14	14	8
3. Total number of hour engaged	7	6	9	5	8
4. Total number of hours not engaged	4	4	5	9	0
5. Reason for not engaging	Kerala Pravi	CV valuation CL	III DC Studyleave	III city exam	—

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	We
1. No. of teaching days in the week	2	3	5	5	
2. Total number of contact hours as per time table	5	6	14	14	
3. Total number of contact hour engaged	0	5	10	14	
4. Total number of contact hours not engaged	5	1	4	-	
5. Reason for not engaging	Study Tour	Union Inauguration	IDC, IIDC Energy Semin @Jaipur	-	Viva Chest

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Month : January	Week 1	Week 2	Week 3	Week 4	Wee
1. No. of teaching days in the week	4	3	5	4	2
2. Total number of hours as per time table	10	9	14	11	8
3. Total number of hour engaged	10	7	11	7	5
4. Total number of hours not engaged	-	2	3	4	0
5. Reason for not engaging	—	Valuation Camp, IIa Study Holiday	II DC EXAM,	Republic day	—

Signature of faculty Signature of Head of Dept. Signature of Princip

Month : February	Week 1	Week 2	Week 3	Week 4	Wee
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	6	14	14	14	8
3. Total number of hour engaged	6	14	14	10	8
4. Total number of hours not engaged	—	—	—	4	—
5. Reason for not engaging	—	—	—	Casual Leave	

Signature of faculty Signature of Head of Dept.

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	3	5	5	5
2. Total number of hours as per time table	6	9	14	14	14
3. Total number of hour engaged	6	4	3	3	
4. Total number of hours not engaged	–	5	11	11	
5. Reason for not engaging	–	Study leave for IDC and II DC CV camp	Uty Exam III DC	III DC, IDC Uty EXAM Camp leave	

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

Record of Special classes

Date	Class	Subject	Duration
30/8/2022	III DC	Optics	1½ hours
24/3/2022	III DC	Optics	2 hours
26/11/2022	II DC	Electrodynamics	3 hours
7/01/2023	I DC	Mechanics I	1½ hours
1/02/2023	III DC	Spectroscopy	2 hours
31/01/2023	III DC	Material Science	2 hours
28/01/2023	III DC	Material Science	2½ hours

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1/06/2022	Staff meeting	Discussion of activities in new academic year, Naac criteria meeting
7/06/2022	Staff meeting	NAAC, Retreat, Lady staff dress code
14/09/2022	Staff meeting	MLA Award program for A+ winners
4/11/2022	Staff meeting	Feast wishing, Meet the Candidate
12/12/2022	Staff meeting	Discussion for Convocation day, Christmas day celebration
09/01/2023	Staff meeting	New year wishing, Naac Visiting discussion
10/01/2023	PTWA meeting	Selection of PTWA Vice president, Orientation day
16/01/2023	Official Meeting	Menstrual cup distribution - 'Cup of Care'

Date	Nature of meeting	Purpose / Agenda
21/2/2023	Staff Meeting	Evaluation after NAAC grade, Discussion on roadmap steps to do
27/2/2023	Staff & Students meeting	Appreciate Students for their support and also to staff support
23/3/23	Staff meeting	Discussion on Staff Tour, Welcoming New IQAC Team

Meetings Attended (Department level)

Date	Purpose / Agenda
15/9/22	To discuss IQAC filing & Energy club activities
17/1/22	Discussion for NAAC visit, College day, Mock visit
23/1/23	Dept Brochures, posters, Internal marks

Record of invigilation duty in Internal / University examinations

Internal			University			
Date	Date	Date	Date	Date	Date	Date
20/6/2022	28/01/2023	27/3/2023			13/03/2023	
	30/01/2023				16/03/2023	
	1/02/2023				24/03/2023	

Refresher/Orientation/Short term Course / Seminar / Workshops / Professional Development Programmes attended (outside college)

Date	Title of event	Venue	Sponsoring agency
13/6/2022	National Energy Congress	Cultural Society, Agraraly	Energy Conservation Society

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
9|6|22 , 1		
1|8|22 | 1		
29, 30, 31 / 3day, 8|22		
14, 17 / 10/22 2 days		
4|8|11|2022 2 day		
24|01|2023 1 day		
21|03|2023		

Valuation of answer scripts

University Examinations		College Level Examinations	
Paper	No of papers valued	Paper	No of papers valued
		Mechanics II	15
		Quantum Mechanics	25
		Optics	25
			65
		Mechanics I	12
		Solid State Physics	24
		Materials Science	24
			5

Curricular / Co-curricular activities organised / attended by faculty (college level)

Date	Name of activity	Remarks
13/12/2022	National Energy Congress, Angamaly	
17/01/2022	Convocation Day	
19/1/2023	Urjakiran 2823 - Energy Conservation Seminar	Inaugurated by Chalakudy M L A
23/1/2023	N-LIST, DELNET, - Library orientation class	Orientation for usage of e-resources
27/1/23	Inauguration of Sports Complex	Inaugurated by Hon Ed Minister, Dr. R. Bindhu
14/2/23 & 15/2/23	NAAC Visit	
18/2/23	College Day	Honouring the Retiring Staff
2/3/2023	Sports Day	
4/3/2023	Departmental Send off	
6/3/2023	Common Send-off & Merit Day	Guest : Dr. Jolly Andrews, Principal, CHRIST college, IJK
14/3/2023	Faculty Development Program on Spark & Essential	Resource person - Dr. Mohammad Salim, Principal, Farook Training College
20/3/2023	Oral Health day celebration - Dental awareness class	
23/2/23	Staff - day	Recreational activities for staffs

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www.sacredheartcollege.ac.in

FACULTY DIARY

Academic Year: 2022-23

Name of the faculty: FENCY. K.F
Designation : Assistant Professor
Department : Physics

BIO DATA

Name: FENCY. K.F

Designation: ASSISTANT PROFESSOR

Educational Qualifications: M.Sc., CSIR (JRF), B.Ed

Date of birth: 17/01/1989 Year of joining: 05/06/2017

Address: Thekkan (H), Meloor P.O,

Chalakudy, Thrissur

Pin 680311

Phone: (res) (mob) 9745822940

Email: fencyfrancisk@gmail.com

Mentor in charge: III DC Physics

Duties assigned in this academic year:

1. College Assembly Coordinator
2. College Attendance Committee Coooordinator
3. College Union Committee Member
4. College Calendar Committee Member

Signature

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5	
Monday			III DC (6)	III DC Practical	III DC Practical	
Tuesday	II DC			III DC	III DC (Proj)	
Wednesday	III DC		[illegible]	III DC Practical	III DC Practical	
Thursday		I DC	III DC	III DC Practical	III DC Practical	
Friday			III DC	"	"	

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5	
Monday	II DC		III DC	III DC (practical)	III DC (practical)	
Tuesday	III DC			III DC	III DC (Pr)	
Wednesday				III DC Practical	III DC practical	
Thursday		I DC	III DC	"	"	
Friday			III DC	"	"	

Signature of Head

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
III DC	PHY5D01(2)	Chapter 3 - Sun
III DC	PHY5B09	Chapter 1 - Semiconductor rectifiers & DC Power supplies
II DC	PHY2 B02	Revision - Central force Motion, Harmonic Oscillator
III DC	PHY6B15	Practical II - Cycle 1
"	PHY6 B16	Practical III - Cycle 1
"	PHY6B17	Project - discussion

Moth: July

Class	Paper Code	Portions to be taught
III DC	PHY5D01(2)	Chapter 3 - Sun
"	PHY5B09	Chapter 2 - Transistors
II DC	PHY2 B02	Revision - Mechanics II model question paper
	PHY3 B03	Chapter 1 - Vector Calculus
III DC	PHY6 B15	Practical II - Cycle 1
"	PHY6 B16	Practical III - Cycle 1
"	PHY6 B17	Project - discussion

Moth: August

Class	Paper Code	Portions to be taught
III DC	PHY5 D01(2)	Chapter 1 -
"	PHY5 B09	Chapter 2 - Transistors, Semmar - chapter 6
II DC	PHY3 B03	Chapter 1 - Vector Calculus
III DC	PHYC B15	Practical II - Cycle 2
	PHYC B16	Practical III - Cycle 2
I DC	PHY1 B01	~~Chapter 2~~ Introduction of Syllabus of course 1

Moth: September

Class	Paper Code	Portions to be taught
III DC	PHY5 D01(2)	chapter 1
"	PHY5 B09	Chapter 2 - Transistors, Chapter 7 - Digital Circuits
II DC	PHY3 B03	Chapter 2 - Electrostatics
III DC	PHYC B15	Practical II - Cycle 2
	PHYC B16	Practical III - Cycle 2
I DC	PHY1 B01	Chapter 2 - Work & Energy

Moth: October

Class	Paper Code	Portions to be taught
III OC	PHY5D01(2)	Chapter 2 - Earth
III OC	PHY5B09	Chapter 3 - Multistage Transistor Amplifiers, Chapter-4 Feedback Amplifiers, Oscillator
II OC	PHY3B03	Chapter 2 - Electrostatics
III OC	PHYGB15	Practical II - Cycle 3
	PHYGB16	Practical III - Cycle 3
I OC	PHY1B01	Chapter 2

Moth: November

Class	Paper Code	Portions to be taught
III OC	PHY5D01(2)	Revision
III OC	PHY5B09	Chapter 5 - Opamp, Revision, ~~Internet~~
II OC	PHY3B03	Chapter 2 - Revision
III OC	PHYGB15	Practical II - Cycle 3
		Practical III - Cycle 3
I OC	PHY1B01	Chapter 2

Moth: December

Class	Paper Code	Portions to be taught
II DC	PHY6 B10	Chapter 1 - Thermodynamics (Zeroth,
III DC	PHY6 B15	Practical II - Cycle 4
	PHY6 B16	Practical III - Cycle 4
III DC	PHY6 B17	Study Tour, Project - 2groups
I DC	PHY1 B01	Mechanics I - Module 2
II DC	PHY4 B04	Electrodynamics II - Introduction of Transient Current

Moth: January

Class	Paper Code	Portions to be taught
II DC	PHY6 B10	Chapter 1 → Thermodynamics * Specific Heat Capacity Chapter 2 → Ideal Gas
III DC	PHY6 B12	Chapter 5 → Elementary Particles * Basic Forces * Particles, antiparticles * Families of particles
III DC	PHY6 B15	Practical II - Cycle 5
	PHY6 B16	Practical III - Cycle 5
I DC	PHY1 B01	Mechanics I - Module 2
II DC	PHY4 B04	Electrodynamics II - AC circuits * Series LCR circuit

Moth: February

Class	Paper Code	Portions to be taught
III BSc	PHYGB10	Chapter 3 - Second law of Thermodynamics Chapter 4 - Entropy
III BSc	PHYGB11	Statistical Physics - Chapter 1
III BSc	PHYGB12	Chapter 5 - ~~Particle Physics~~ Elementary Particles - Quark Model, Standard model
III BSc	PHYGB15	Practical II - Cycle 6
"	PHYGB16	Practical III - Cycle 6
"	PHYGB17	Project
I BSc	PHY1B01	Mechanics I - Module 2
II BSc	PHY4B04	Electrodynamics II - Module 4 - AC Circuits - Phase R, L, C, L&R, CR circuits

Moth: March

Class	Paper Code	Portions to be taught
III BSc	PHYGB10	Chapter 5 - Thermodynamics, Functions & phase transitions
III BSc	PHYGB12	Chapter 4 - Particle Accelerators
III BSc	PHYGB11	Chapter 1 - Statistical Physics & Classical & Quantum Statistics
III BSc	PHYGB17	Project
II BSc	PHY4B04	Electrodynamics II - AC Circuits - Powers in AC circuits

Signature of Head of the Dept

Moth: February

Class	Paper Code	Portions to be taught
III DC	PHYGB10	Chapter 3 - Second law of Thermodynamics Chapter 4 - Entropy
III DC	PHYGB11	Statistical Physics - Chapter 1
III DC	PHYGB12	Chapter 5 - ~~Particle Ac~~ Elementary Particles - Quark Model, Standard model
III DC	PHYGB15	Practical II - Cycle 6
"	PHYGB16	Practical III - Cycle 6
"	PHYGB17	Project
I DC	PHY1B01	Mechanics I - Module 2
II DC	PHY4B04	Electrodynamics II - Module 4 - AC Circuits - Pure R, L, C, & LR, CR circuits.

Moth: March

Class	Paper Code	Portions to be taught
III DC	PHYCB10	Chapter 5 - Thermodynamics, function & phase transition
III DC	PHYGB12	Chapter 4 - Particle Accelerators
III DC	PHYGB11	Chapter 1 - Statistical Physics * Classical & Quantum Statistics
III DC	PHYGB17	Project
II DC	PHY4B04	Electrodynamics II - AC Circuits - Power in AC circuits

Signature of Head of the Dept

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	10	16	16	16	13
3. Total number of contact hour engaged	19	3	0	8	3
4. Total number of contact hours not engaged	01	13	16	8	10
5. Reason for not engaging	Study leave & University Exam	Study leave & University Exam for II DC not attend II DC & Rebeat for III DC	S4 internal	Head of Second Hour S4 internal	HPL from 28.11.17

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Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	5	5	4
2. Total number of hours as per time table	3	16	16	16	12
3. Total number of hour engaged	0	0	3	14	8
4. Total number of hours not engaged	3	16	13	2	4
5. Reason for not engaging	HPL	Study leave & Uty exam for III DC & S2 internals for II DC	Uty exam for III DC & S4 internals for II DC	Uty exam for III DC	Uty exam for III DC & practical exam for II DC

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Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	4	3	3	3
2. Total number of hours as per time table	3	13	9	10	9
3. Total number of hour engaged	0	6	9	9	6
4. Total number of hours not engaged	3	7	0	1	3
5. Reason for not engaging	Motivation & skill development	Practical exam duty S4 practical exam for III DC		Work for III DC Exam not begin	Exam celebration

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Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	0	5	4	5
2. Total number of contact hours as per time table	4		16	16	16
3. Total number of contact hour engaged	0		15	14	11
4. Total number of contact hours not engaged	4		1	2	5
5. Reason for not engaging	Onam celebration	Onam Holiday	Staff meeting	Service rela class	3DC PTA meeting principal's duty

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Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	4	1
2. Total number of hours as per time table	7	16	6	13	3
3. Total number of hour engaged	7	16	6	2	2
4. Total number of hours not engaged	0	0	0	11	1
5. Reason for not engaging			study leave for III DC	III DC internal	CL(FN)

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Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	3	5	5	3
2. Total number of hours as per time table	10	9	16	16	9
3. Total number of hour engaged	7	9	6	2	9
4. Total number of hours not engaged	3	0	10	14	0
5. Reason for not engaging	Kerala piravi, Meet the candidate		III DC study leave Invigilation duty in the afternoon	III DC duty exam	

Signature of faculty

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Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	2	3	5	5	0
2. Total number of contact hours as per time table	7	9	16	16	0
3. Total number of contact hour engaged	0	9	0	9	0
4. Total number of contact hours not engaged	7	0	16	7	-
5. Reason for not engaging	CL study tours	[illegible]	[illegible] exhibition, energy [illegible]	Xmas celebration	-

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Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	3	5	4 5	2
2. Total number of hours as per time table	12	9	16	16 2	7
3. Total number of hour engaged	12	9	14	10	7
4. Total number of hours not engaged	0	0	0	0	0
5. Reason for not engaging			Unakiran	study visit to Cusat	

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Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	4	5	5	2
2. Total number of hours as per time table	9	12	16	16	7
3. Total number of hour engaged	9	7	11	15	7
4. Total number of hours not engaged	0	5	5	0	0
5. Reason for not engaging	NSS camp	Tour [illegible]	NSS visit		

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Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	3	5	5	5
2. Total number of hours as per time table	9	11	16	16	16
3. Total number of hour engaged	5	1	9	1	
4. Total number of hours not engaged	4	10	7	15	
5. Reason for not engaging	Special day	III DC part of 01 study leave. I DC study leave.	DLC (3 days)	CL (1½ day) 21.9.22 (AM)	

Signature of faculty

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Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper
17/9/22 10 III DC Physics	Electronics		
24/9/22 III DC Physics 15 II DC Physics 15	Electronics Electrodynamics-I		

Signature of Head of the Dept.

Record of Special classes

Date	Class	Subject	Duration
17/9/22	III Dc Physics	Electronics	3 hrs
24/9/22	II Dc Physics	Electrodynamics I	4
"	III Dc Physics	Electronics	2 hrs
7/11/23	I DC Physics	Mechanics I	2 hrs
5/3/23	III Dc Physics	Statistical Physics	3 hrs

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1/6/2022	College - Staff Meeting	Internal exam, work allottment
"	IQAC meeting	NAAC SSR Preparation.
9/6/2022	Staff meeting	NAAC SSR preparation
21/8/2022	IQAC Review meeting	Review of college work
12/9/2022	Staff meeting	Welcoming new teachers, Classroom cleaniness
17/11/2022	IQAC meeting	Documentation work.
14/10/2022	Staff meeting	Arrangements for MLA's a
4/11/2022	IQAC meeting	clubs & cells activity filing
17/11/2022	"	NAAC documentation
9/12/2022	"	NAAC mock presentation
19/12/2022	IQAC meeting	College group formation
"	Staff meeting	University exam boarcoding orientation
4/1/2023	IQAC meeting	AQAR Review and submission
9/1/2023	Staff meeting	NAAC PTV Preparation
~~ext~~		
23/3/2023	Staff meeting	Staff hour, New IQAC coordinator

Meetings Attended (Department level)

Date	Purpose / Agenda
4/8/22	Review of the work allotment to teachers
15/9/22	IQAC filing, Energy club activities, Add-on courses commencement
28/10/22	

Record of invigilation duty in Internal / University examinations

Internal			University			
Date	Date	Date	Date	Date	Date	Date
15/6/2022	~~12/3/2023~~	~~04/07/2023~~		18/8/2023		
				24/8/2023		

Refresher/Orientation/Short term Course / Seminar / Workshops / Professional Development Programmes attended (outside college)

Date	Title of event	Venue	Sponsoring agency
16-17/2/2023	15th National IQAC Conference	Kristu Jayanti College, Bangalore	NAAC

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
4/7/22 (Fri)	28/6, 29/6, 30/6, 1/7 (Thu) (Wed) (Thu) (Fri)	8/8/22 - DL (Practical exam duty) 11th sem complementary practical
26/8/22		23/8/22, 24/8/22 - Exam valuation
14/9/22 (Wed)		9/11/22, 10/11/22 - III rd sem UG exam practical, Valuation
22/9/22 (Thu)		5/12/22, 6/12/22 - IV th sem UG exam valuation
30/10/22 (Sun)		12/1/23 } I sem UG
2/11/22		18/1/23 } CV Comp
21/11/22		7/2/23, 8/2/23 - VI th sem UG valuation
1/12/22 (Thu)		
8/12/22 (Thu)		
30/12/22 (Fri)		
21/3/23		
22/3/23 (Wed)		

Valuation of answer scripts

University Examinations		College Level Examinations	
Paper	No of papers valued	Paper	No of p valu
PHY2 B02 Mechanics II	35	PHY5 DSE(2)	15
PHY3 B03 Electrodynamics-I	24	PHY5 B09	25
		PHY6 B10	24
PHY4 B04 Electrodynamics - II	33	PHY6 B12	24
PHY5 DSE(2) Open Course	33	PHY1 B01	12

Curricular / Co-curricular activities organised / attended by faculty (college level)

Date	Name of activity	Remarks
19/9/2022	Class on 'Kerala Flood Relief' by Hula Hoops	Attended
21/9/2022	Alumni staff training day	"
22/9/2022	Principal's feast celebration	"
22/9/2022	Intercollegiate Energy Quiz Competition in association with Energy Conservation Society	Organised
23/9/2022	Alumni Interaction Series - Talk 3	"
1/9/2022	Onam Celebration	Attended
20/10/2022	Alumni Interaction Series - Talk 2	Organised
29/11/2022	NAAC Mock Visit by Dr. Selvam	Attended
15/11/2022	IQAC Orientation by Dr. Robinson	"
14/12/2022	National Energy Conservation day celebration	Organised
20/12/2022	SEMEP - Physic Association Inauguration	"
25/1/2023	CUSAT Open house visit by III BSc	accompanied students

SACRED HEART COLLEGE
CHALAKUDY

Thrissur Dt.,Kerala,Pin 680307
Phone :0480-2701159
Affiliated to the University of Calicut
www.sacredheartcollege.ac.in

FACULTY DIARY

Academic Year: 2022-23

Name of the faculty: ANCY MARIA VARGHESE
Designation : ASSISTANT PROFESSOR (ON CONTRACT)
Department : PHYSICS

BIO DATA

Name: ANCY MARIA VARGHESE

Designation: ASST PROFESSOR (ON CONTRACT)

Educational Qualifications: MSC PHYSICS

Date of birth: 26-03-1997 Year of joining: 2020

Address: ELANJIKKAL MENACHERY HOUSE

PALAYAMPARAMBU P.O

AMBAZHAKAD Pin: 680741

Phone: (res) (mob) 9157842050

Email: ancymaria97@gmail.com

Mentor in charge: I MSC PHYSICS

Duties assigned in this academic year:

Tutor in charge of I MSC Physics

Assembly committee member

Sent off committee member

Signature

Individual Timetable for AY 2018-19 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	S3		S1	S3	S3
Tuesday	S3		S1	S3	S3
Wednesday	S1	S3			
Thursday	S1	S3			
Friday		S3	S1	S3	

Individual Timetable for AY 2018-19 (Even Semester)

Hours / Day	1	2	3	4	5
Monday		S2	S4	S4	S4
Tuesday	S2		S4	S4	S4
Wednesday	S2	S4			
Thursday	S2			S4	S4
Friday	S2	S4			S4

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Monthly Academic Planner

Moth: June 2022

Class	Paper Code	Portions to be taught
I Msc Physics	PHY2C05 (QM I)	Module 1 - Commutation of quantum Mechanics. Module 2 - Quantum Dynamics.
II Msc Physics	PHY4E15 (Communication Techniques)	Module 4 - Signals and systems Module 5 - Radiation and antennas.

Moth: July 2022

Class	Paper Code	Portions to be taught
I Msc	PHY2C05 (QM I)	Module 3 - Theory of angular momentum Module 4 - Central potentials.

Moth: August 2022

Class	Paper Code	Portions to be taught
I MSc Physics	PHY2C05 (QM I)	Module 5 - Invariance principles and conservation laws.
	PHY2C07 (SM)	Module 3 - Formulation of Q.M. Module 4 - Ideal Bose system

Moth: September 2022

Class	Paper Code	Portions to be taught
II MSc Physics	PHY3C09 Q.M II	Module 4 - Scattering
I MSc Physics		Bridge course.

Moth: October 2024

Class	Paper Code	Portions to be taught
II MSc Physics	PHY3C09 (G M II)	Module 5- Relativistic Quantum Mechanics - K-G equation, 1st order Wave eqn, Dirac equation and properties of Dirac matrices, Spinor. Eqn of continuity
I MSc Physics	PHYICC1 (CM)	Module 1 - Lanpmengean and Hamiltonian formulation

Moth: November 2024

Class	Paper Code	Portions to be taught
II MSc Physics	PHY3C09 (G M II)	Module 5 - Plane wave soln of Dirac eqn, Non-relativistic limit.
		Module 1 - Non-degenerate and degenerate Perturbation Theory
	PHY3E05 (E-T)	Module 4 - Material analysis by Nuclear techniques
I MSc Physics	PHYICO1 (CM)	Module 2 - The classical background of quantum mechanics
	PHYICO3 E.D	Module 1 - Time varying fields and Maxwell's equations.

Moth: December 2022

Class	Paper Code	Portions to be taught
I Msc Physics	PHY1C03 (ED)	Module 2 - Plane Electromagnetic wave
II Msc Physics	PHY3C09 (Q.M II)	Module 3 - Time dependent Perturbation theory

Moth: January 2023

Class	Paper Code	Portions to be taught
I Msc Physics	PHY1C01 (C.M)	Module 4 - Small oscillations
II Msc Physics	PHY3C09 (Q.M II)	Module 2 - Variational Method and WKB approximation

Moth: February 2023

Class	Paper Code	Portions to be taught
I MSc Phys	PHYIC01 (CM)	Module 3 Kinematics and Rigid bodies

Moth: March 2023 .

Class	Paper Code	Portions to be taught
I MSc Phys	PHYIC05 (QM I)	Module 1 - Formulation of Quantum Mechanics.
I MSc Physics (Laser)	PHYLE14	Module 1 - Basic Laser Theory. Module 3 - Nonlinear optics. Module 5 - Optical fibers

Signature of Head of the Dept

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	8	16	16	16	12
3. Total number of contact hour engaged	5	14	0	15	12
4. Total number of contact hours not engaged	3	2	16	1	0
5. Reason for not engaging	3 sem exam. Exam	C.L due to Personal	C.L and internal exam	Peace of second	

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Month : July	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	1	5	5	5	4
2. Total number of hours as per time table	3	16	16	16	13
3. Total number of hour engaged	0	12	8	16	13
4. Total number of hours not engaged	3	4	8	0	0
5. Reason for not engaging	C.L due to fever	Sent off	C.L due to tour.		

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Month : August	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	1	4	3	5	3
2. Total number of hours as per time table	4	12	9	16	10
3. Total number of hour engaged	3	1	1	5	2
4. Total number of hours not engaged	1	11	8	11	8
5. Reason for not engaging	S2 inter-nal	Practical exam - S4 Duty - SKV	Exam duty at Sahyadri	S4 compl-eted	S4 Project exam

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Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	0	5	4	5
2. Total number of contact hours as per time table	2		15	13	15
3. Total number of contact hour engaged	0		8	0	12
4. Total number of contact hours not engaged	2		7	13	3
5. Reason for not engaging	enumeration	enum related days	Staff meeting, SICL ~~for~~ Seminar to meeting	Orientation Programme for seat, Class, C.V camp (S4)	Feast day

Signature of faculty

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Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	2	5	5	4
2. Total number of hours as per time table	4	5	15	15	11
3. Total number of hour engaged	4	2	2	3	11
4. Total number of hours not engaged	0	3	13	12	0
5. Reason for not engaging		Study leave for S2	CV camp, S2 exams	Retreat	

Signature of faculty

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Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	11	15	15	16	10
3. Total number of hour engaged	4	13	8	15	10
4. Total number of hours not engaged	7	2	7	1	0
5. Reason for not engaging	Kerala PSC- Alumni Evi. Music Interaction Dance club Selection Interviews		61 Practical S3 Internal FDP Talk, S1 Interval		

Signature of faculty

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Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	5	0
2. Total number of contact hours as per time table	5	15	15	15	
3. Total number of contact hour engaged	0	10	15	13	
4. Total number of contact hours not engaged	5	5	0	2	
5. Reason for not engaging	Study Tour	Casual leave, Union meeting		Christmas celebration	Christmas Holiday

Signature of faculty | Signature of Head of Dept. | Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	11	11	16	13	8
3. Total number of hour engaged	4	4	0	3	2
4. Total number of hours not engaged	7	7	16	10	6
5. Reason for not engaging	Casual leave	S3 Seed Internal Examining	S1 S3 Internal meetings S3 Study leave	S3 Study leave	S3 Union exam

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Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	7	15	15	16	8
3. Total number of hour engaged	3	13	10	11	5
4. Total number of hours not engaged	4	2	5	0	0
5. Reason for not engaging	S3 Univ. Exam	S3 Univ. Exam	NAAC visit Casual Registration Holiday		

Signature of faculty | Signature of Head of Dept. | Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	8	16	16	16	
3. Total number of hour engaged	8	12	12	16	
4. Total number of hours not engaged	0	4	4	0	
5. Reason for not engaging		C.L due to fever	C.L		

Signature of Faculty Signature of Head of Dept. Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

Signature of Head of the Dept

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1/6/22	Staff Meeting	Discussion of activities in new academic year / IQAC cacterial meeting
7/6/22	"	NAAC discussion, Retreat, Dresscode of Lady Staff
12/9/22	"	Welcoming new bursar Sri. Lizbeth, Classroom cleaning & work allotment comitee meet, Orientation by MT Shaju
14/10/22	"	MLA Award program for SSLC At Kanneri
4/11/22	"	Feast working, Meet the candidate function
12/12/22	"	Discussion for convocation day and
		Christmas day celebration.
9/1/23	"	New year wishes, Discussion on NAAC visit, wishes to new examination Controller Sri. Beasy.
	PTA General Body meeting	Selecting PTA vice president Qualification class

Date	Nature of meeting	Purpose / Agenda
16/1/23	Official meeting	Menstrual cup distribution function - cup of cake
21/2/23	Staff meeting	Evaluation after NAAC grade. Discussion on necessary steps
27/2/23	"	Appreciate students for their support and also staff
23/3/23	"	Discussion on staff issues

Meetings Attended (Department level)

Date	Purpose / Agenda
15/9/22	To discuss NAAC filing, suggestion from dept to IQAC (hemo) and energy club activities
17/1/22	Discussion for preparation of NAAC visit. College NAAC visit after HOD meeting with principal.
23/1/23	To discuss on NAAC visit. Dept brochure. Energy club activities posting Internal mark upload to college website

Record of invigilation duty in Internal / University examinations

Internal			University			
Date	Date	Date	Date	Date	Date	Date
20/6/22			21/06/2022			
10/1/23			21/10/2022.			
23/1/23			3/2/2023.			

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
		20/09/2022, 22-26- IVth sem CV campat SKV.
		12/10/2022 - 14/10/2022- Ist sem CV Campat SKV.
		16/8/2022 - 20/8/2022 - IVth sem Msc Practicals at SN Nathika & SKVC.

Valuation of answ

University Examinations		College Level Examination	
Paper	No of papers valued	Paper	No of val
Communication electronics	48	Communication Electronics	11
Classical Mechanics	30.	Modern Physics	11
		Computational Physics	11
		Quantum mechanics	11
		Statistical Mechanics	11
		Quantum Mechanics	11
		classical Mechanics	11
		Laser Systems, optical fibers & Applications	11

Curricular / Co-curricular activities organised / attended by faculty (college level)

Date	Name of activity	Remarks
24/6/22	Sacred Heart Feast	
27/6/22	Vayana dhinam conducted by malayalam dept.	
9/7/22	Alumni meet 2022	
1/9/22	onam celebrations	
30/9/22	Principal's Feast day	
1/11/22	Kerala pinavi celebration	
7/12/22	Union & Inauguration	
17/12/22	Convocation Day.	
22/12/22	Christmas celebration	
19/1/23	Energy conservation seminar by ENC, Brain society Energy Clubs - Dept. of Physics	MLA Inaugurated the function Awareness class conducted
23/1/23	N-LIST, DELNET, DURIGINAL library orientation	Idea on library e-resources to staff.
27/1/23	Inauguration of sports complex - Dr. R Bindhu, Higher education minister	Inaugurated tennis Centre, Gym, Basket ball, volleyball court, Yoga & Counselling Centre

Notes

2/3/23 - Sports Day

4/3/23 - Dept. send off

6/3/23 - Common send off & Merit Day - Guest Dr. Fr. Jolly

14/3/23 - Talk on Slows & essential service rules by (Dr Muhammad Salam Principal, Farook Training College)

20/3/23 - Oral therapy Day celebration - Dental Awareness (C

23/3/23 - Staff Day

SACRED HEART COLLEGE
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Thrissur Dt.,Kerala,Pin 680307
Phone :0480-2701159
Affiliated to the University of Calicut
www.sacredheartcollege.ac.in

FACULTY DIARY
Academic Year:

Name of the faculty: Aiswarya P.S
Designation : Assistant Professor (on contract)
Department : Physics

BIO DATA

Name:....Aiswarya.a....P.S.....

Designation:...Assistant....Professor.....(On...contract).....

Educational Qualifications :.....MSc.....

Date of birth:....27/06/1997.....Year of joining:....2021.....

Address:.....Pulliyil...House.....

.....Mathirakanni...P.O.....

.....Pin...680124.....

Phone: (res)....9048021502..... (mob).....

Email:...aiswaryapulliyil@gmail.com.....

Mentor in charge:.....

Duties assigned in this academic year:

...Fine...arts...committee....member.....

.....Staff...off.....Committee.....member.....

.....

.....

.....

Signature

Individual Timetable for AY 2019-20 2022-23 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	S1	S3			
Tuesday		S1	S3	S1	S1
Wednesday	S3		S1		
Thursday	S3		S1	S1	S1
Friday	S1	S1			S1

Individual Timetable for AY 2019-20 2022-23 (Even Semester)

Hours / Day	1	2	3	4	5
Monday	S2	S4		S2	S2
Tuesday		S4	S2		
Wednesday	S4		S2	S2	S2
Thursday	S4	S2			
Friday		S2			

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Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
I MSc Sem II	PHY2106	Mathematical Physics - II Mod 1
II MSc Sem IV	PHY4C12	Atomic and Molecular Spectroscopy Mod 2,3 Spin Resonance Spectroscopy.

Moth: July

Class	Paper Code	Portions to be taught
I MSc Sem II	PHY2C06	Mathematical Physics - II Mod 2,3
	PHY2C07	Statistical Mechanics Mod 1

Moth: August

Class	Paper Code	Portions to be taught
I MSc II Sem	PHY2C06	Mathematical Physics -II Mod 4, 5

Moth: September

Class	Paper Code	Portions to be taught
II MSc III sem	PHY3C11	Solid state Physics Mod I
I MSc I Sem		Bridge course.

Moth: October

Class	Paper Code	Portions to be taught
II MSc Sem III	PHY3C11	Solid state Physics Mod 2
I MSc Sem I	PHY1C02	Mathematical Physics I Mod 4 - Special Funchons. Mod 2 → Matrix and Tensors

Moth: November

Class	Paper Code	Portions to be taught
II MSc Sem III	PHY3C11	Solid state Physics Mod 3.
I MSc Sem I	PHY1C02	Mathematical Physics I Mod 4

Moth: December

Class	Paper Code	Portions to be taught
II MSc Sem III	PHY3C11	Solid state Physics Mod 4
I MSc Sem I	PHY1C02	Mathematical Physics Mod 3, 1

Moth: January

Class	Paper Code	Portions to be taught
II MSc Sem III	PHY3C11	Solid state Physics Mod 5
I MSc sem I	PHY1102	Mathematical Physics. Mod 5 .
	PHY1103	Electrodynamics and plasma physics. Mod 3

Moth: February

Class	Paper Code	Portions to be taught
II MSc IV Sem	PHY4C12	Atomic and Molecular Spectroscopy. Mod I
I MSc II Sem	PHY2C02	Mathematical physics Mod I

Moth: March

Class	Paper Code	Portions to be taught
II MSc IV Sem	PHY4C12	Atomic and Molecular Spectroscopy. Mod II
I MSc II Sem	PHY2C02	Statistical Mechanics Mod I

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	
1. No. of teaching days in the week	3	5	5	5	
2. Total number of contact hours as per time table	9	13	13	13	
3. Total number of contact hour engaged	2	13	6	9	
4. Total number of contact hours not engaged	5	0	7	4	
5. Reason for not engaging	I sem end Exam		C.L, Holiday Exam:	Feast of Sacred Heart C.L for I sem	

Signature of faculty Signature of Head of Dept. Signature of Pri

Month : July	Week 1	Week 2	Week 3	Week 4	
1. No. of teaching days in the week	1	5	5	5	
2. Total number of hours as per time table	1	13	13	13	13
3. Total number of hour engaged	1	7	13	13	13
4. Total number of hours not engaged	0	6	0	0	0
5. Reason for not engaging		C.L Bonal off			

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Month : August	Week 1	Week 2	Week 3	Week 4	
1. No. of teaching days in the week	1	4	8	5	
2. Total number of hours as per time table	4	11	8	13	10
3. Total number of hour engaged	3	8	5	9	3
4. Total number of hours not engaged	1	3	3	4	7
5. Reason for not engaging	S3 Internal Practical Exam S4		S4, VWA	S4 completed	

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Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	0	6	4	5
2. Total number of contact hours as per time table	4		15	15	15
3. Total number of contact hour engaged	0		10	0	12
4. Total number of contact hours not engaged	4		5	15	3
5. Reason for not engaging	Onam celebration	Onam Holidays	Staff, CL meeting	Orientation Program	Feast day

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	2	5	5	4
2. Total number of hours as per time table	2	7	14	14	13
3. Total number of hour engaged	0	6	2	5	10
4. Total number of hours not engaged	2	1	12	10	3
5. Reason for not engaging	C.L, Internal Exam	Study leave for S3.	C.Vcamp, Internal	Retreat.	C.L

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Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	13	15	15	15	8
3. Total number of hour engaged	4	0	0	12	0
4. Total number of hours not engaged	9	15	15	3	8
5. Reason for not engaging	C.L Univ Exam	C.L Marriage	C.L Marriage Valuation.	C.L Fever.	C.L Fever

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Month : December	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	2	5	5	5	0
2. Total number of contact hours as per time table	7	15	15	15	
3. Total number of contact hour engaged	0	13	15	13	
4. Total number of contact hours not engaged	7	2	0	2	
5. Reason for not engaging	C.L Fever.	C.L Fever.		christmas celebration	christ vacher

Signature of faculty Signature of Head of Dept. Signature of Princip

Month : January	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	13	15	15	11	6
3. Total number of hour engaged	12	13	6	8	0
4. Total number of hours not engaged	1	2	9	3	6
5. Reason for not engaging	Internal Exam for S3	Internal for S3	S3 Study leave, Internal for S1	S_2 Study leave	Fever, Valuation Camp

Signature of faculty Signature of Head of Dept. Signature of Princip

Month : February	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	9	13	13	13	6
3. Total number of hour engaged	0	9	10	12	2
4. Total number of hours not engaged	9	0	3	1	4
5. Reason for not engaging	Valuation Camp at S.K.V	Seminar, Experiment	Noac Visit	Exam & C.L	C.L

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Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	
2. Total number of hours as per time table	3	13	13	13	
3. Total number of hour engaged	1	9	13	13	
4. Total number of hours not engaged	2	4	0	0	
5. Reason for not engaging	C.L/Spl	Common Session	—	—	

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Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

Signature of Head of the Dept

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1/06/2022	Staff meeting	Discussion of activities in new academic year, IQAC criteria meeting
7/06/2022	Staff meeting	NAAC, Retreat, Lady staff dress code.
12/09/2022	Staff meeting	welcoming new bursar, classroom cleanliness, work allotment committee meet, orientation by Mr. Shiju
14/10/2022	Staff meeting.	MLA Award program for A+ winners.
4/11/2022	Staff meeting	Feast wishing, Meet the Candidate.
12/12/2022	Staff meeting	Discussion for convocation day, christmas day celebrations.
09/01/2023	Staff meeting	New year wishing, Naac visting, Discussion for activities to Jan, feb
10/01/2023	PTWA Meeting	Selection of PTWA Vice president, Orientation class for parents.
16/01/2023	Offical Meeting	Menstruation cup distribution function- Cup of care.

Date	Nature of meeting	Purpose / Agenda
21/2/23	Staff Meeting	Evaluation of Naac grade,
27/2/23	Staff Meeting	Appreciate Students for their support & also staff.
03/3/23	Staff Meeting	Staff Tocon, Welcoming New IQAC coordinators.

Meetings Attended (Department level)

Date	Purpose / Agenda
15/09/2022	To discuss IQAC Filing, suggestion to Mr. Shiju, Energy club activities.
06/01/2023	For the preparation of reports organized this academic year.
17/01/2023	Discussion for the preparation of Naac, college day, Mock visit.
27/02/2023	Discussion for preparation of Naac Visit.
27/02/2023	preparation of Science day celebrations.

Record of invigilation duty in Internal / University examinations

Internal			University			
Date	Date	Date	Date	Date	Date	Date
17/06/2022.			3/06/2022.			
2/08/2022.			14/10/2022.			
03/11/2022			06/01/2023.			
18/01/2022.						

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
[illegible]		10/10/2022 - 14/10/2022 - I st Sem C.V at S.K.V
[illegible]		11/11/2022 - 18/11/2022. → Practical Exam at St. Aloysius College.
[illegible]		31/01/2023 - 3/02/2023 → II nd sem C.V (mutta II) at S.K.V.
30/1/2023 Fever.		
24/2/2023 C.L.		
27/2/2023 C.L.		
01/03/2023 C.L.		
03/03/2023 C.L.		

Valuation of answer scripts

University Examinations

Paper	No of papers valued
Mathematical physics I	39
Solid state Physics	40
Mathematical physics I	49

College Level Examinations

Paper	No of papers valued
Atomic and spectroscopy	4
Solid state physics	11
Mathematical physics I	11
Mathematical Physics II	11
Statical Mechanics	4
Electronic I & II	4
Electrodynamics	11
Solid State physics	11
Mathematical physics	9

Curricular / Co-curricular activities organised / attended by faculty (college level)

Date	Name of activity	Remarks
24/06/2022.	Feast of the Sacred Heart.	
27/06/2022.	Vayanadhinam conducted by malayalam department.	
9/07/2022	Alumni meet 2022.	
1/09/2022.	Onam celebrations.	
30/09/2022.	Feast of Principal.	
01/11/2022.	Kerala piravi celebration.	
7/12/2022.	college union inaugration.	
17/12/2022.	convocation day.	
25/12/2022.	Christmas Day celebrations.	
18 19/01/2022.	Energy conservation awarness seminar.	
14/02/2023, 15/02/2023	Naac Visit.	

SACRED HEART COLLEGE
CHALAKUDY

Thrissur Dt.,Kerala,Pin 680307
Phone :0480-2701159
Affiliated to the University of Calicut
www.sacredheartcollege.ac.in

FACULTY DIARY

Academic Year: 2022-23

Name of the faculty: Shyama I
Designation : Assistant Professor (on contract)
Department : Physics

BIO DATA

Name: Shyama.I

Designation: Assistant professor (on contract)

Educational Qualifications: M.Sc

Date of birth: 11/01/1991 Year of joining: 2020

Address: Vadukkumchery (H)

Aooanad P.O chalakudy

Pin 680309

Phone: (res) (mob) 9012315234

Email: shyama.ko@gmail.com

Mentor in charge:

Duties assigned in this academic year:

Fine Arts committee member

Sent off committee member

Signature

Individual Timetable for [illegible]

Hours / Day	1	2	3	4	5
Monday		S1	S3	S1	S1
Tuesday	S1	S3			
Wednesday		S1	S3	S1	S1
Thursday		S1	S3		
Friday	S3		S3		

22 - 23

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday	S4		S2		
Tuesday	S4	S2		S2	S2
Wednesday		S2	S4		
Thursday			S2	S2	S2
Friday	S4		S2	S2	

Signature of Head of the De

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
I MSc Sem II	PHY2C09	computational physics Mod 1, 2
II MSc Sem IV	PHY4E23	Microprocessor, Microcontroller & Applications Mod 5 AVR programming Mod 4 Microcontroller and programming

Moth: July

Class	Paper Code	Portions to be taught
I MSc Sem II	PH42C08	computational physics mod 3
	PH407	Statistical Mechanics Mod 2 canonical Ensemble

Moth: August

Class	Paper Code	Portions to be taught
I MSc I Sem	PHY2C05	Computational physics Mod 4, 5

Moth: September

Class	Paper Code	Portions to be taught
II MSc Sem III	PHY3C10	Nuclear and Particle Physics Module I (Nuclear properties and simple theory of deutron)
I MSc Sem I		Bridge course

Moth: October

Class	Paper Code	Portions to be taught
II MSc sem III	PH43C10	Nuclear and Particle physics Module I (Low energy n-p scattering) and properties of Nuclear forces)
I MSc sem I	PH41C04	Electronics Module I (Field Effect Transistor)

Moth: November

Class	Paper Code	Portions to be taught
II MSc sem III	PH43C10	Nuclear and particle physics Module II (Nuclear models - liquid drop Model ; Shell Model)
I MSc sem I	PH41C04	Electronics Module 3 (op amp)

Moth: December

Class	Paper Code	Portions to be taught
II MSc Sem III	PH43C10	Module III Nucleoat Particle physics Collective Model · Nuclear Fission Fusion Module II Alpha decay, β decay and Gamma Decay
I MSc Sem I	PH41C04	Electronics Mod 4 · Opamp Applications

Moth: January

Class	Paper Code	Portions to be taught
II MSc SEM III	PH43C10	Nuclear and particle physics Mod 4: Nuclear detectos Preamplifiers, PMTs Mod 5: Pasticle physics
I MSc SEM I	PH41C04	Electronics Mod 5: Digital Electronics

Moth: February

Class	Paper Code	Portions to be taught
I MSc SEM IV	PH4E23	Microprocessor, Microcontroller & Applns Mod 1: Microprocessor & Assembly language programming
I MSc SEM I	PH1E04	Electronics Digital Electronics - counters, Registers

Moth: March

Class	Paper Code	Portions to be taught
II MSc SEM IV	PH4E23	Microprocessor, Microcontroller & Applns Mod 2: Microprocessor timings Mod
I MSc SEM II	PH2108	Computational physics Mod 1: Introduction to python programming Mod 2: Numpy module & matplot lib

Signature of Head of the Dept

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	3	5	5	5
2. Total number of contact hours as per time table	8	14	14	14
3. Total number of contact hour engaged	2	14	12	13
4. Total number of contact hours not engaged	6	0	2	1
5. Reason for not engaging	I sem University Exam		Internal Exam Semlll	Sahred work load by Asst

Signature of faculty Signature of Head of Dept. Signature of P

Month : July	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	1	5	5	5
2. Total number of hours as per time table	3	14	14	14
3. Total number of hour engaged	0	12	14	14
4. Total number of hours not engaged	3	2	0	0
5. Reason for not engaging	Valuation III Sem	PG semlst		

Signature of faculty Signature of Head of Dept. Signature of P

Month : August	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	1	4	3	5
2. Total number of hours as per time table	2	10	9	14
3. Total number of hour engaged	2	7	6	7
4. Total number of hours not engaged	0	3	3	7
5. Reason for not engaging		S4 practical Exam	S4 Class completed	CC, S4 Practical Duty

Signature of faculty Signature of Head of Dept. Signature of P

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	0	5	4	5
2. Total number of contact hours as per time table	2	0	14	10	14
3. Total number of contact hour engaged	0	0	12	0	12
4. Total number of contact hours not engaged	2	0	2	10	2
5. Reason for not engaging	Onam celebration	Onam holidays	staff meeting Seminar	Orientation prog for PG, camp st	Feast day

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	01	2	5	5	4
2. Total number of hours as per time table	04	4	14	14	10
3. Total number of hour engaged	04	1	7	3	10
4. Total number of hours not engaged	0	3	7	11	0
5. Reason for not engaging		S3 study leave Sem Exam	S3 university Exam Space mart Astronomy class.	Retreat S3 university exam	

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	10	14	19	14	10
3. Total number of hour engaged	6	14	4	13	8
4. Total number of hours not engaged	4	0	10	01	2
5. Reason for not engaging	Kerala piravi, house visit clubbing. Meet the candidate		Sem III Practical Exam (S3) Practical Duty Internal Exam S1	S3 Internal Exam	NAAC MOC visit

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	5	
2. Total number of contact hours as per time table	4	14	14	14	
3. Total number of contact hour engaged	1	10	10	10	
4. Total number of contact hours not engaged	3	10	4	4	
5. Reason for not engaging	II PG tour	Casual leave Union inauguration	Casual leave	Casual leave Christmas celebration	Christmas Holidays

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	10	14	14	12	6
3. Total number of hour engaged	7	12	0	7	4
4. Total number of hours not engaged	3	2	14	5	2
5. Reason for not engaging	S3 IInd internal exam	S3 IInd Internal exam, Model PTA meeting (10th Jan)	S1 IInd internal exam S3 study leave	S3 study leave	S3 study leave University exam

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	8	14	14	14	6
3. Total number of hour engaged	10	14	11	14	6
4. Total number of hours not engaged	8	0	3	—	—
5. Reason for not engaging	S3 University exam Valuation camp	—	Leave		

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	08	14	14	14	14
3. Total number of hour engaged	5	12	14	14	12
4. Total number of hours not engaged	3	2	0	0	2
5. Reason for not engaging	Sports Day 3rd	Common cent off			Staff Tour 29th

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Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1/6/22	Staff Meeting	Discussion of activities in new academic year. IQAC conference meeting
7/6/22	staff meeting	NAAC discussion. Retreat. Discussion of lady staff
12/9/22	"	Welcoming new bursar Sr Lizobeth. Classroom cleaning work allotment committee meet. Orientation by Ms Jaya.
14/10/22 to 8/11/22	"	MCA Award Programme for SSLC & +2 toppers. Feast washing, meet the candidate function
18/11/22	Staff meeting	Discussion for convocation day
		and
		Christmas Day celebration
9/1/23	Staff Meeting	New Years Greetings, Discussion on NAAC visit. Wishes to new exam controller Sr Betsy. Discussion on new ASAR 22-23 norms.
10/1/23	PTA General Body Meeting	Selecting PTA vice president orientation class.

Date	Nature of meeting	Purpose / Agenda
16/1/23	Official meeting	Menstural cup distribution function - Cup of coffee at college auditorium - Inauguration - Lal Jose (Director), Aiswarya Devaraj IPS, Sonesh Kumar Joseph.
21/2/23	staff meeting	Evaluation after NAAC grade. Discussion on necessary steps to do
27/2/23	staff & students meeting	Appreciate students for their supports and also staff
23/3/23	Staff Meeting	Discussion on staff Tour. Welcoming new IQAC Team IQAC coordinator V. Neetha Joint coordinators Ms Ebony E.E, Nigil Jacobi

Meetings Attended (Department level)

Date	Purpose / Agenda
15/9/24	To discuss on IQAC filing suggestion from dept to M. Arja and energy club activities
19/1/24	Discussion for preparation of NAAC visit college audit. MOC visit after HOD meeting with principal
23/1/23	To discuss on NAAC activities - Dept brochure. Energy club activities poster. Internal mark upload to college website

Record of invigilation duty in Internal / University examinations

Internal			University			
Date	Date	Date	Date	Date	Date	Date
20/6/22			15/7/22			
10/1/23			12/10/22			
23/1/23			6/2/23			

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
24/8/22		17/11/22 - 18/11/22 Practical exam St. Aloysius College, Mang
-/12/22		25/6/22 Practical exam Christ at St. Joseph's Coll
12/12/22		20/9/22, 22/9/22 - IInd sem MSc Viva voce
20/12/22		28/6/22 - 11/7/22 III Sem Practical exam
6/1/23		31/1/23 - 2/2/23 I IInd sem - CV Comp physics at SCW
20/1/23		
~~xx/xx/xx~~		
17/2/23		
8/3/23		

Valuation of answer scripts

University Examinations		College Level Examinations	
Paper	No of papers valued	Paper	No
Nuclear and particle phy	38	Microprocessor Microcont & Appl	
Microprocessor Microcont	30	Statistical Mechan	
Computational physics	38	Computational physics	
		Nuclear & particle phy Ist internal	
		Electronics Ist internal	
		Nuclear & particle phy second internal	
		Experimental Techq second internal	
		Electronics IInd internal	
		Microprocessors & Micro controller	

Curricular / Co-curricular activities organised / attended by faculty (college level)

Date	Name of activity	Remarks
24/6/22	Sacred Heart feast	
27/6/22	Vayana dhinam conducted by Malayalam dept	
9/7/22	Alumni Meet 2022	
1/9/22	Onam celebrations	
30/9/22	Principal's feast Day	
1/11/22	Kerala Piravi celebration	
7/12/22	Union Inauguration	
17/12/22	Convocation Day	
22/12/22	Christmas Day celebration.	
19/1/23	Energy conservation seminar by EMC, Brain society Energy club & SH college	MLA inaugurated the function A awareness class was conducted
23/1/23	N List, DELNET, OUP, IGINAL Library orientation	class on library e-resources for staff
27/1/23	Inauguration of Sports complex - Dr R Bindhu, High Education Minister	Inaugurated Fitness centre Basket ball, volley ball court, Gym Yoga & counselling centre
14/2/23 & 15/2/23	Naac visit	

Department of Chemistry

SACRED HEART COLLEGE
CHALAKUDY

Thrissur Dt.,Kerala,Pin 680307
Phone :0480-2701159
Affiliated to the University of Calicut
www.sacredheartcollege.ac.in

FACULTY DIARY

Academic Year: 2022-23.

Name of the faculty: Dr. Santhosh Paul
Designation : Assistant Professor.
Department : Chemistry

BIO DATA

Name: Dr. Santhosh Paul

Designation: Asst: Professor

Educational Qualifications: Ph.D.

Date of birth: 31/05/1977 Year of joining: 2010

Address: Peeravathumparambil, P.O. Mattathur

Thrissur - 680684

Pin

Phone: ~~(res)~~ 9497249126 (mob)

Email: santhosh528@yahoo.co.in

Mentor in charge: Dr Chemistry

Duties assigned in this academic year:

(1) Staff-Secretary

(2) website Coordinator

(3) Internal Examination Coordinator

(4) Anti-ragging cell

Signature

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	III BE Core		III BE Operations	← III BE practical	
Tuesday	II BE Core.			← II BE practical	
Wednesday		I BE couple practical.	III BE open Core.		
Thursday		II BE Core		← II BE practical	
Friday		II BE Core.	III BE Operations.	← II BE practical	

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday	III BE Core			← III BE practical →	
Tuesday		III BE Core		← III BE practical →	
Wednesday	IV BE Core	← I BE couple Practical →			
Thursday			IV BE Core	II BE practical	I BE Couple.
Friday					II BE Couple.

Signature of Head of the Dep

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
B.Sc Hons	CHES001	Classification of pollutants
B.Sc Core	CHES002	Role of environmental pollutants

Moth: July

Class	Paper Code	Portions to be taught
B.Sc Hons	CHES001	water born diseases
B.Sc Core	CHES007	Nucleophilic subs. followed by water elimination
B.Sc Hons	CHGE503	Alcohols & phenols

Moth: August

Class	Paper Code	Portions to be taught
	CHES001	Pollution control devices
	CHES807	nitro Compounds.
	CHES103	Phenols

Moth: September

Class	Paper Code	Portions to be taught
	CHES001	Green chemistry.
	CHES807	Nitro-Aci tautomerism.
	CHES103	Phenols.

Moth: October

Class	Paper Code	Portions to be taught
B.Sc open	CHE5D01	Catalytic converters.
B.Sc Core.	CHE5B07	Estimation of Urea
B.Sc Compl	CHE5C03	Phenolphthalein synthesis.

Moth: November

Class	Paper Code	Portions to be taught
B.Sc open	CHE5D01	—
B.Sc core	CHE5B07	—
B.Sc Compl	CHE5C03.	—

Moth: December

Class	Paper Code	Portions to be taught
M.Sc Elective	CHE6R13(E)	classification of polymers.
M.Sc Adv.	CHE6S12	Nanostructures.
M.Sc Compl.	CHE5C03	Rectified spirit & Absolute alcohol

Moth: January

Class	Paper Code	Portions to be taught
M.Sc Elective	CHE6R13(E)	Mechanism of polymerization
M.Sc Adv.	CHE6S12	Application of nanomaterials.
M.Sc Compl.	CHE5C03	Victor Meyer reaction

Moth: February

Class	Paper Code	Portions to be taught
III DC	CHE.BIS(6)	Unit V
Elective		
III DC	CHE.BI2	Unit III
NEW		
II DC	CHE3C03	Unit II
Compl		

Moth: March

Class	Paper Code	Portions to be taught
II DC		alkyl halide
Core		

Signature of Head of the Dept.

Month : June	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	5	5	5	5
2. Total number of hours as per time table	16	16	16	16
3. Total number of hours engaged	16	16	16	16
4. Total number of hours not engaged	-	-	-	-
5. Reason for not engaging	-	-	-	-

Signature of faculty Signature of Head of Dept Signature of Principal

Month : July	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	1	5	5	5
2. Total number of hours as per time table	2	16	16	16
3. Total number of hour engaged	2	16	16	16
4. Total number of hours not engaged	-	-	-	-
5. Reason for not engaging	-	-	-	-

Signature of faculty Signature of Head of Dept Signature of Principal

Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	4	3	5	3
2. Total number of hours as per time table	16	13	11	16	11
3. Total number of hour engaged	16	13	11	16	11
4. Total number of hours not engaged	-	-	-	-	-
5. Reason for not engaging	-	-	-	-	-

Signature of faculty Signature of Head of Dept Signature of Principal

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week			5	4	5
2. Total number of contact hours as per time table	Onam Vacation		16	13	16
3. Total number of contact hour engaged			16	13	16
4. Total number of contact hours not engaged			-	-	-
5. Reason for not engaging			-	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	4	
2. Total number of hours as per time table	11	16	16	13	
3. Total number of hour engaged	11	16	16	13	
4. Total number of hours not engaged	-	-	-	-	
5. Reason for not engaging	-	-	-	-	

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	13	16	16	16	11
3. Total number of hour engaged	13	16	16	16	11
4. Total number of hours not engaged	-	-	-	-	-
5. Reason for not engaging	-	-	-	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	2	5	5	5	
2. Total number of contact hours as per time table	7	16	16	16	
3. Total number of contact hour engaged	7	7	11	11	
4. Total number of contact hours not engaged	–	9	5	5	
5. Reason for not engaging	–	CL	CL	CL	

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	13	16	16	13	7
3. Total number of hour engaged	13	16	16	10	7
4. Total number of hours not engaged	–	–	–	–	–
5. Reason for not engaging	–	–	–	CL	–

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	9	16	16	16	16
3. Total number of hour engaged	9	16	16	16	6
4. Total number of hours not engaged	–	–	–	–	–
5. Reason for not engaging	–	–	–	–	–

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	16	13	16	16	16
3. Total number of hour engaged	16	13	16	16	16
4. Total number of hours not engaged	—	—	—	—	—
5. Reason for not engaging	—	CV Comp & Sem.			

Signature of faculty Signature of Head of Dept. Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper
22/10/22	I DC		
4/11/22	"		
15/11/22	"		
6/12/22	"		
11/01/23	II DC Core		
06/02/23	" Compl.		

Signature of Head of the Dept.

Record of Special classes

Date	Class	Subject	Duration
21/01/23	IV Sem. Core	Adv. & Appl. chemistry	9 - 12:30
04/02/23	IV Sem. Core	Polymer chemistry	9 - 12:30

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
12/09/2022	General staff meeting.	To discuss about the NAAC visit
21/09/2022	Diverse fraternity meeting	
29/09/2022	To be chemistry PTA	
14/10/2022	General staff meeting	
06/01/2023	General staff meeting	To discuss about the NAAC peer team visit.
23/02/2023	General staff meeting	NAAC evaluation meeting. To discuss internal exam & lab
23/03/23	General staff meeting	To discuss about staff issue, To introduce new IQAC team members

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FACULTY DIARY
Academic Year: 2022-23

Name of the faculty: Dr. Laiva. P.L
Designation : Assistant Professor
Department : Chemistry

BIO DATA

Name: Laina. P. L

Designation: Assistant Professor

Educational Qualifications: M.Sc., Ph.D, NET

Date of birth: 26/5/1985 Year of joining: 2014 Nov 17

Address: Mulloor House, Vadakkekara. P.O.
Neendoor, N. Paravur

Pin

Phone: (res) (mob) 8281081399

Email: lainaal@gmail.com

Mentor in charge: III DC Chemistry

Duties assigned in this academic year:

III DC Class incharge

~~NSS~~ Co-ordinator

Signature

2022-23

Individual Timetable for AY ~~2019-20~~ (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	I DC		II DC		
Tuesday		I DC	I Sub	III DC inorganic	III DC Practical
Wednesday	III DC	III DC	II Sub		
Thursday	III DC	III DC		II DC	II DC
Friday		III DC	III DC	III DC	III DC

2022-23

Individual Timetable for AY ~~2019-20~~ (Even Semester)

Hours / Day	1	2	3	4	5
Monday	I DC			III DC	III DC
Tuesday	III DC	I DC (200)		III DC	III DC
Wednesday			III DC	III DC	III DC
Thursday		I DC (200)		III DC	III DC
Friday	III DC			I DC	III DC

Signature of Head of the

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
1		III DC gravimetric practicals
2		III DC inorganic practicals
3	CHE5B06	Inorganic Chemistry Module I
4		II DC Chemistry practicals.
5		II DC physical Chemistry.

Moth: July

Class	Paper Code	Portions to be taught
1		II DC Chemistry.
2	CHE5B06	Inorganic chemistry Module IV
3		I DC (sub)
4	CHE3B03	II DC physical Chemistry Thermodynamics I
		III DC gravimetric practicals.
		III DC inorganic practicals
		II DC practicals.

Moth: August

Class	Paper Code	Portions to be taught
		II Dc chemistry practicals
	CHE5B06	Inorganic Chemistry Module V
		II Dc Sub - organic chemistry Module I
	CHE3B03	II Dc Core. physical chemistry Thermo dynamics
		III Dc gravimetric practicals
		III Dc inorganic Chemistry Module V
		III Dc Physical Chemistry.

Moth: September

Class	Paper Code	Portions to be taught
		III Dc Inorganic Chemistry - Module I
		III Dc physical Chemistry - Module II
		III Dc inorganic Chemistry Practicals
		II Dc complementary Organic Chemistry. Module I
		II Dc physical Chemistry - Thermodynamics.
		III Dc physical Chemistry Practicals

Moth: October

Class	Paper Code	Portions to be taught
IIIrd		Inorganic Module IV Physical " Module III Inorganic & Gravimetry (P)
IInd		Physical chem (Module I)
Ipc		Creesal chem (Module II)
Ist		Theoretical & Inorganic (Module I)

Moth: November

Class	Paper Code	Portions to be taught
IIIrd		Inorganic chemistry Module I Physical " Module I organic " Module I
IInd		organic chem Module I
Ist		Theoretical & Inorganic Module II

Moth: December

Class	Paper Code	Portions to be taught
III BSc		Inorganic Chemistry Module II Organic Module II
II BSc		Organic Module II
I BSc		Theoretical & Inorganic
I BSc Zoo		General Chemistry Module II
III BSc		Gravimetry (P)

Moth: January

Class	Paper Code	Portions to be taught
III BSc		Inorganic Module III Organic Module II Physical Module III
II BSc		Organic Module III
I BSc		Module III
B.Ed (2nd)		Module III
II BSc		Volumetry (P)

Moth: February

Class	Paper Code	Portions to be taught
II/I2		Inorganic Module IV Organic Module III Physical Module III Module II
II/I2		Inorganic (P).
II/I2		Volumetry (P)
II/I2		

Moth: March

Class	Paper Code	Portions to be taught
II DC		Module I Volumetric analysis
II DC Practical		

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	
1. No. of teaching days in the week	3	5	5	5	
2. Total number of contact hours as per time table	5	16	16	16	
3. Total number of contact hour engaged	5	16	16	16	
4. Total number of contact hours not engaged	0	0	–	–	
5. Reason for not engaging	–	–	–	–	

Signature of faculty Signature of Head of Dept. Signature of Princip

Month : July	Week 1	Week 2	Week 3	Week 4	
1. No. of teaching days in the week	1	5	5	5	
2. Total number of hours as per time table	2	16	16	16	
3. Total number of hour engaged	2	15	16	16	
4. Total number of hours not engaged	–	1	–	–	
5. Reason for not engaging	–	CL	–	–	

Signature of faculty Signature of Head of Dept. Signature of Princip

Month : August	Week 1	Week 2	Week 3	Week 4	
1. No. of teaching days in the week	1	4	3	5	
2. Total number of hours as per time table	2	5	9	16	
3. Total number of hour engaged	–	5	9	16	
4. Total number of hours not engaged	–	–	–	–	
5. Reason for not engaging		DL	DL	–	

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1		5	3	5
2. Total number of contact hours as per time table	2		16	12	16
3. Total number of contact hour engaged	0		15	12	16
4. Total number of contact hours not engaged	3		1	—	—
5. Reason for not engaging	Onam celebration		CL		

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week		2	5	5	4
2. Total number of hours as per time table		8	16	16	14
3. Total number of hour engaged		8	16	16	12
4. Total number of hours not engaged		0	—	—	2
5. Reason for not engaging		—	—	—	CL

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	14	16	16	16	4
3. Total number of hour engaged	14	16	16	11	4
4. Total number of hours not engaged	—	—	—	5	—
5. Reason for not engaging	—	—	—	CL	

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	2	5	6	4	
2. Total number of contact hours as per time table	8	16	16	12	
3. Total number of contact hour engaged	4	10	13	9	
4. Total number of contact hours not engaged	4	6	3	3	
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	16	16	16	12	6
3. Total number of hour engaged	14	8	16	12	6
4. Total number of hours not engaged	2	8	—	—	—
5. Reason for not engaging	CL	Internal	—	—	—

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	8	16	16	16	8
3. Total number of hour engaged	4	16	16	16	8
4. Total number of hours not engaged	4	—			
5. Reason for not engaging	—	-			

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	
2. Total number of hours as per time table	12	16	16	16	
3. Total number of hour engaged	12	4	4	3	
4. Total number of hours not engaged	—	12	12	13	
5. Reason for not engaging	—	Study leave for III DC.	UNIV exam for II DC	UTY exam for I DC	

Signature of faculty Signature of Head of Dept. Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper
15/6/22.	III DC Inorganic		
18/7/22.	"		
26/8/22.	"		
21/9/22.	"		
20/10/22.	"		
23/11/22.			

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
7/6/22	Staff meeting	Timetable, Class in charges.
9/6/22	Method For comp	SIP funding.
12/9/22	Staff meeting	Introduction of IIC theme.
28/10/22	Value education meeting.	Value education classes.
14/10/22	Staff meeting.	
6/1/22	Staff meeting.	
23/2/23	Staff meeting.	NAAC Result.
23/3/23	Staff meeting.	Staff Tour, To introduce new IQAC team members

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FACULTY DIARY

Academic Year: 2022-23

Name of the faculty: Dr. ANJALY JACOB K.
Designation : ASSISTANT PROFESSOR
Department : CHEMISTRY

BIO DATA

Name:.....Dr. ANJALY JACOB K.....

Designation:.....ASSISTANT PROFESSOR.....

Educational Qualifications :.....M.Sc., CSIR-JRF, Ph.D.....

Date of birth:...25/02/1988.....Year of joining:.....2022.....

Address:...Dr. ANJALY JACOB K., w/o...Dr. CLEMENT JOSE M. MADAVANA HOUSE, ALOOR (P.O), KALLETTUMKARA (VIA) THRISSUR, KERALA.....Pin...680683.....

Phone: (res)..... (mob).....9495255463.....

Email:.....anjalykjacob@gmail.com.....

Mentor in charge:.....II nd B.Sc.....CHEMISTRY.....

Duties assigned in this academic year:

II B.Sc. CHEMISTRY CLASS IN CHARGE.....

WWS.....COORDINATOR, MEMBER OF WOMEN CELL.....

DAILY EVENTS, CATECHISM AND VALUE EDUCATION.....

COMMON ACTIVITY CLUB, JOINT CONTROLLER OF.....

EXAMINATIONS.....

Anjaly Jacob K.
Signature

Individual Timetable for AY 2019-20 (Odd Semester)

2022-23

Hours / Day	1	2	3	4	5
Monday	III DC		II SUB	III DC PRACTICAL	
Tuesday		III DC	I SUB		
Wednesday		II B.Sc. ZOOLOGY PRACTICAL		III DC PRACTICAL	
Thursday	II SUB	I DC	III DC	III DC (P)	
Friday	III DC				I DC

Individual Timetable for AY 2019-20 (Even Semester)

2022-23

Hours / Day	1	2	3	4	5
Monday	III DC		II DC	III DC PRACTICAL	
Tuesday		IV DC		PRACTICAL	
Wednesday		II ZOOLOGY PRACTICAL			
Thursday	III DC		III DC		IV DC PRACTICAL
Friday	II DC	III DC		III DC PRACTICAL	

Signature of Head of the

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
V Sem Core	CHE5B06	Representative elements – I
III Sem Compl: V Sem	CHE3C03	Introduction to organic chemistry Practical

Moth: July

Class	Paper Code	Portions to be taught
V Sem Core	CHE5B06	Representative elements – I and II
III Sem Compl:	CHE3C03	Organic chemistry, stereo chemistry
III Sem Compl:		Practical

Moth: August

Class	Paper Code	Portions to be taught
V core	CHE5B06	Representative elements II
III compl	CHE3C03	Stereo chemistry
III compl	Practical	Volumetric Analysis

Moth: September

Class	Paper Code	Portions to be taught
III Sem	CHE3B03	chemical Equilibria
V core	CHE5B07	Organo metallic compounds
III compl	Practical	Volumetric Analysis
I sub		Bioinorganic chemistry
I De		Periodic properties

Moth: October

Class	Paper Code	Portions to be taught
III Sem	CHE3B03	chemical Equilibria
I Sub		Bio inorganic chemistry
III Compl	CHE3C03	Alkyl halides
III Compl		Volumetric analysis
I DC		periodic properties

Moth: November

Class	Paper Code	Portions to be taught
V Sem		Core practical organic analysis
III Sem	CHE3B03	chemical Thermodynamics II
III Compl	CHE3C03	Alkyl halides
III Compl	CHE3C03	Volumetric analysis
I DC		periodic properties

Moth: December

Class	Paper Code	Portions to be taught
II Sem	CHE 3B03	chemical Thermodynamics
VI Sem	CHE6B11	Ionic Equilibria

Moth: January

Class	Paper Code	Portions to be taught
VI Sem	CHE6B11	Electrochemistry I
VI Sem	CHE6B09	Transition and inner transition elements
VI Sem	CHE6B10	Pericyclic reactions

Moth: February

Class	Paper Code	Portions to be taught
VI Sem	CHE6B08	Bioinorganic chemistry
VI Sem	CHE6B09	Instrumental methods of analysis
VI Sem	CHE6B11	Electrochemistry - II
VI Sem	CHE6B10	Biomolecules

Moth: March

Class	Paper Code	Portions to be taught
IV Sem	CHE4B04	Aromaticity
VI Sem	CHE6B09	Organometallic compounds
IV Sem	CHE4C04	Spectroscopy

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	3	5	5	5
2. Total number of contact hours as per time table	16	16	16	16
3. Total number of contact hour engaged	16	16	16	16
4. Total number of contact hours not engaged	-	-	-	-
5. Reason for not engaging	-	-	-	-

Signature of faculty Signature of Head of Dept. Signature of

Month : July	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	1	5	5	5
2. Total number of hours as per time table	2	16	16	16
3. Total number of hour engaged	2	16	16	16
4. Total number of hours not engaged	-	-	-	-
5. Reason for not engaging	-	-	-	-

Signature of faculty Signature of Head of Dept. Signature of

Month : August	Week 1	Week 2	Week 3	Week 4	Wee
1. No. of teaching days in the week	5	4	3	5	3
2. Total number of hours as per time table	16	13	11	16	11
3. Total number of hour engaged	16	13	11	16	11
4. Total number of hours not engaged	-	-	-	-	-
5. Reason for not engaging	-	-	-	-	-

Signature of faculty Signature of Head of Dept. Signature of Princip

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week			5	4	5
2. Total number of contact hours as per time table	ONAM VACATION		16	13	16
3. Total number of contact hour engaged			16	13	16
4. Total number of contact hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	5	4	
2. Total number of hours as per time table	11	16	16	13	
3. Total number of hour engaged	11	16	16	13	
4. Total number of hours not engaged	-	-	-	-	
5. Reason for not engaging	-	-	-	-	

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	5
2. Total number of hours as per time table	13	16	16	16	11
3. Total number of hour engaged	13	16	16	16	11
4. Total number of hours not engaged	-	-	-	-	-
5. Reason for not engaging	-	-	-	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	2	5	5	5
2. Total number of contact hours as per time table	7	16	16	16
3. Total number of contact hour engaged	7	16	13	13
4. Total number of contact hours not engaged	–	–	3	3
5. Reason for not engaging	–	–	CL	CL

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	2
2. Total number of hours as per time table	13	16	16	13	7
3. Total number of hour engaged	13	16	16	10	4
4. Total number of hours not engaged	–	–	–	3	3
5. Reason for not engaging	–	–	–	CL	CL

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	5	5	5	2
2. Total number of hours as per time table	16	16	16	16	8
3. Total number of hour engaged	16	16	16	16	8
4. Total number of hours not engaged	–	–	–	–	–
5. Reason for not engaging	–	–	–	–	–

Signature of faculty Signature of Head of Dept. Signature of Principal

4. Total number of hours not engaged	12	14	4	3	
5 Reason for not engaging	—	12 Study leave Univ. Practical Exam Practical 3rd DC in 1st DC Chemistry	12 University exam Practical 3rd DC Chemistry	13 University exam Practical 3rd DC Chemistry 2nd internal Practical 3rd DC Chemistry	

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper
I Sem chemistry 5	Physical chemistry I	V Sem chemistry 1	Physical chemistry II
I Sem chemistry 5	Physical chemistry I		
II Sem chemistry 5	Physical chemistry I		
II Sem chemistry 5	Physical		
I Sem Complementary chemistry (I)	General chemistry		

Signature of Head of the Dept.

DIARY
c Year. 2022-2
IA C.B.
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Record of Special classes

Date	Class	Subject	Duration
	V Sem chemistry	Physical chemistry II	3.30 - 4
	V Sem Chemistry	Physical chemistry II	3.30 - 4.30
	V Sem chemistry	physical chemistry II	3.30 - 4.30
	V Sem Chemistry	Physical chemistry II	3.30 - 4.30
	V Sem chemistry	Physical chemistry II	3.30 - 4.30
20/02/2023	VI Sem chemistry	Physical chemistry	3.30 - 4.30
21/02/2023	VI Sem Chemistry	Physical chemistry	3.30 - 4.30
22/02/2023	VI Sem chemistry	Inorganic chemistry	3.30 - 4.30
23/02/2023	VI Sem Chemistry	Inorganic chemistry	3.30 - 4.30
24/02/2023	VI Sem Chemistry	Inorganic chemistry	3.30 - 4.30
25/02/2023	VI Sem Chemistry	Physical chemistry	1.20 - 4.00 Pm
27/02/2023	VI Sem chemistry	Inorganic chemistry	3.30 - 4.30
28/02/2023	VI Sem Chemistry	Inorganic chemistry	3.30 - 4.30
1/03/2023	VI Sem Chemistry	Organic chemistry	3.30 - 4.30
3/03/2023	VI Sem Chemistry	Organic chemistry	3.30 - 4.30
6/03/2023	VI Sem Chemistry	Organic chemistry	4.30 - 5.00
20/03/2023	IVe Sem Zoology Chemistry	Physical and applied Chemistry	3.30 - 4.00 Pm
21/03/2023	IV Sem Zoology	physical and applied chemistry	3.30 - 4.00 Pm

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
12/9/2022	Staff meeting	
21/9/2022	Alvernia Fraternity meeting.	
29/9/2022	3rd Dc chemistry PTA	
14/10/2022	Staff meeting	
6/01/2022	Staff meeting.	
23/02/23	Staff meeting	NAAC Result
23/03/23	Staff meeting.	Staff Tour, To introduce new IQAC Team members

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FACULTY DIARY

Academic Year: 2020-23

Name of the faculty: MEGHA C.B.
Designation : Assistant Professor on contract
Department : Chemistry.

LLEGE

Thrissur
P
Affiliated
www

BIO DATA

Name: MEGHA C.B

Designation: Assistant Professor on contract

Educational Qualifications: M.Sc.

Date of birth: 01/11/1989 Year of joining: 2022

Address: w/o vipin C.V. Cheruvil House
P.O. Varandharapilly, Varakkara, Valipadam
Pin-680 303, Thrissur. Pin 680 303

Phone: (res) (mob) 9605239055

Email: meghamolcb@gmail.com

Mentor in charge: IInd M.Sc.

Duties assigned in this academic year:

class in Charge - 2nd M.Sc. Chemistry
member of Zoology park
member of women cell

Signature

2022 - 2023

Individual Timetable for AY ~~2019-20~~ (Odd Semester)

Hours / Day	1	2	3	4	5	
Monday	S_3		S_3	S_3		
Tuesday	S_1	S_3		S_1	S_3	
Wednesday	S_1		S_1		S_1	
Thursday	S_1	S_3	S_3		S_3	
Friday	S_3		S_3			

2022-23

Individual Timetable for AY ~~2019-20~~ (Even Semester)

Hours / Day	1	2	3	4	5	
Monday	S_4		S_4	S_4		
Tuesday	S_2	S_4		S_2	S_4	
Wednesday	S_2		S_2		S_2	
Thursday	S_2	S_4	S_4		S_4	
Friday	S_4		S_4			

Signature of Head of the Dept

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
Second Semester M.Sc & 4th semester	CHE2C06	Stability of coordination Compounds
	CHE2C06	Theories of bonding in coordination Compounds.
	CHE2C07	Unit 4 - Pericyclic reactions.
	CHE4E08	Organometallic chemistry
	CHE1L02 & CHE2L05	Organic Chemistry Practicals I & II.
	CHE3L08 & CHE4L11	Organic Chemistry Practicals III & IV.

Moth: July

Class	Paper Code	Portions to be taught
2nd Sem & 4th Sem	CHE2C06	Electronic spectra & magnetic Properties of complexes.
	CHE2C06	characterization of coordination Complexes.
	CHE2C08	Ionic Interactions & Equilibriums electrochemistry
	CHE4C12	Optical methods II.

Moth: August

Class	Paper Code	Portions to be taught
2nd Sem & 4th Sem M.Sc	CHE2C07	Electrochemistry of Organic Compo
	CHE2C08	Dynamic Electrochemistry
	CHE4C12	Chromatography

Moth: September

Class	Paper Code	Portions to be taught
1st Sem & 3rd Sem M.Sc	CHE1C04	Chemical kinetics
	CHE1C03	Structure & reactivity of Organic molecules
	CHE3C10	Introduction to Organometallic Chemistry

Moth: October

Class	Paper Code	Portions to be taught
1st & 3rd Sem M.Sc.	CHE1C04	molecular Reaction Dynamics
	CHE1C04	catalysis.
	CHE3C10	Bioinorganic chemistry I.
		Organic Practical I.
		Organic Practical II.

Moth: November

Class	Paper Code	Portions to be taught
1st & 3rd Sem M.Sc.	CHE1C02	chemistry of main group elements I.
	CHE3C10.	Bioinorganic chemistry II.
	CHE3C11	oxidations.
		Organic Practical II.
		Organic Practical I.

Moth: December

Class	Paper Code	Portions to be taught
1st Y	CHE 3108	Reductions
3rd Sem	CHE 3109	molecular Rearrangements & Transformations
3rd Sem	CHE 3109	Electronic & Vibrational Spectroscopy II
		Organic Chemistry.
	CHE 1C04	Surface Chemistry.
		Organic Practical I
		Organic Practical III.

Moth: January

Class	Paper Code	Portions to be taught
	CHE 1C04	catalysis.
1st Y 3rd Sem	CHE 3109	magnetic Resonance Spectroscopy I
	CHE 3109	magnetic Resonance Spectroscopy II
	CHE 1L02	Organic practical I

Math. Honours

Class	Paper Code	Portions to be taught
4th Sem	[illegible]	[illegible]
2nd Yr	[illegible]	[illegible]
	[illegible]	[illegible]
	[illegible]	[illegible]

Math. Major

Class	Paper Code	Portions to be taught

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	5	16	16	16	14
3. Total number of contact hour engaged	5	16	16	16	16
4. Total number of contact hours not engaged	0	0	0	0	8
5. Reason for not engaging					Valuation camp

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Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	5	5	5
2. Total number of hours as per time table	2	16	16	16	16
3. Total number of hour engaged	2	15	16	16	16
4. Total number of hours not engaged	0	1	0	0	0
5. Reason for not engaging		Leave			

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Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	4	3	5	3
2. Total number of hours as per time table	2	5	6	8	5
3. Total number of hour engaged	0	3	6	8	3
4. Total number of hours not engaged	2	2	0	0	2
5. Reason for not engaging	Exam.	Practical examination duty			Practical Examination duty.

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Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	0	5	3	5
2. Total number of contact hours as per time table	2		16	12	12
3. Total number of contact hour engaged	0		15	0	10
4. Total number of contact hours not engaged	2		1	12	2
5. Reason for not engaging	Onam celebration		labwork	Class by mahindra	Pearl day celebration

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Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	0	2	5	5	4
2. Total number of hours as per time table		8	8	16	14
3. Total number of hour engaged		8	4	8	12
4. Total number of hours not engaged		0	4	8	2
5. Reason for not engaging			valuation camp	Retreat	magic show & exhibition.

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Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	14	16	16	16	4
3. Total number of hour engaged	12	16	10	11	4
4. Total number of hours not engaged	2	0	6	5	0
5. Reason for not engaging	Film promotion function	–	Internal exam	Practical examination	–

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Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	6	4	0
2. Total number of contact hours as per time table	8	16	16	12	
3. Total number of contact hour engaged	4	10	13	9	
4. Total number of contact hours not engaged	4	6	3	3	
5. Reason for not engaging	Tour.	Tour Union Inauguration	Convocation.	Christmas celebration	

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Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	16	16	16	12	6
3. Total number of hour engaged	12	8	16	5	6
4. Total number of hours not engaged	2	8	–	7	–
5. Reason for not engaging	leave.	Internal Exam.	–	Study leave	

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Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	8	16			
3. Total number of hour engaged	4	16			
4. Total number of hours not engaged	4	0			
5. Reason for not engaging	University Exam	–			

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Thrissur Dt.,Kerala,Pin 680307
Phone :0480-2701159
Affiliated to the University of Calicut
www.sacredheartcollege.ac.in

FACULTY DIARY

Academic Year: 2022-23

Name of the faculty: Dr. Rosabella. K. Puthur
Designation : Assistant Professor on contract
Department : Chemistry

BIO DATA

Name: Dr. Rosabella. K. Pulbur

Designation: Assistant Professor On contract

Educational Qualifications: M.Sc Chemistry Ph.D

Date of birth: 31-5-1959 Year of joining:

Address: Pellissery (H)

Chettiparambu

Irinjalakuda Pin. 680121

Phone: (res) (mob) 9447832870

Email: rosabellakpulbur@gmail.com

Mentor in charge:

Duties assigned in this academic year:

Signature

2022-23

Individual Timetable for AY ~~2019-20~~ (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	S1	S1	S1		S3
Tuesday		S3		S1	
Wednesday	S3	S1		S1	S1
Thursday		S1	S3		
Friday	S3			S1	S1

2022-23

Individual Timetable for AY ~~2019-20~~ (Even Semester)

Hours / Day	1	2	3	4	5
Monday	S2	S2	S2		S4
Tuesday		S4		S2	
Wednesday	S4	S2		S2	S2
Thursday		S2	S4		
Friday	S4		—	S2	S2

Signature of Head of the Dept

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
II M.Sc	CHE1C04	Thermodynamics
	CHE 2C05	Foundation of group theory & Molecular Symmetry.
IV M.Sc	CHE4C12	Electroanalytical Method I

Moth: July

Class	Paper Code	Portions to be taught
II M.Sc	CHE1C04	~~Thermodynamics for irreversible reactions~~
	CHE2C05	Representation of Point group & corresponding themes.
IV M.Sc	CHE4C12	Electroanalytical Method II

Moth: August

Class	Paper Code	Portions to be taught
II M.Sc	CHE2C05	Application of group theory to molecular spectroscopy.
		Application of group theory to chemical bonding.
IV M.Sc		Practical Exam.

Moth: September

Class	Paper Code	Portions to be taught
III M.Sc	CHE3C09	Magnetic Resonance spectroscopy - I
I M.Sc	CHE1C01	Introduction to Quantum mechanics.

Moth: October

Class	Paper Code	Portions to be taught
~~I~~ II MSc	CHE3C09	Basic Aspects of and Microwave Spectroscopy Infrared, Raman and electronic spectroscopy.
I MSc.	CHE1C01	Quantum mechanics of translational and vibrational Motion. Quantum mechanics of Rotational Motion
	CHE1C04	Thermodynamics.

Moth: November

Class	Paper Code	Portions to be taught
~~I~~ II MSc	CHE3C09	Magnetic resonance spectroscopy II. Mass spectrometry and Spectroscopy for structure elucidation.
I MSc.	CHE1C04	Thermodynamics of irreversible processes.
	CHE1C01	Quantum mechanics of hydrogen like atoms.
	CHE1C03	Approximation methods.

Moth: December

Class	Paper Code	Portions to be taught
5 MSc	CHE3 Comp. CHE3L09 CHE4L12.	Computational Chemistry Calculations. — Practicals.
I MSc.	CHE1C01	Quantum Mechanics & Many-electron Atoms.
I MSc	CHE1L03	Solubility and heat of solution — practicals.
	"	Phase equilibria — practicals.

Moth: January

Class	Paper Code	Portions to be taught
I MSc	CHE1C01	Introduction to Computational chemistry I
"	CHE1L03	" II Refractometry — practicals.

Moth: February

Class	Paper Code	Portions to be taught
IV M.Sc	CHE4L12	Chemical Kinetics & parathicals Adsorption
	CHE4C12	Errors in Chemical Analysis
II M.Sc	CHE2L06	Distribution Law - parathicals.
	CHE2C05	Foundations of Group Theory and Molecular Symmetry. Representation of Point Groups and corresponding theorems.

Moth: March

Class	Paper Code	Portions to be taught

Signature of Head of the Dept.

		5	10	15	12
			5	10	10
				5	2

Signature of faculty

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Signature of Principal

Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	5	5	5
2. Total number of hours as per time table	3	15	15	15	15
3. Total number of hour engaged	3	10	10	10	10
Total number of hours not gaged		5	5	5	5
Reason for not engaging					

ature of faculty

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Signature of Principal

: August	Week 1	Week 2	Week 3	Week 4	Week 5
f teaching days in the	1	4	3	5	3
umber of hours as per	3	15	15	15	10
mber of hour	3	10	10	15	10
nber of hours not		5	5		
not engaging					

ulty

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Signature of Principal

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	0	5	3	5
2. Total number of contact hours as per time table	3		15	10	15
3. Total number of contact hour engaged	3		10	10	10
4. Total number of contact hours not engaged			5		5
5. Reason for not engaging					

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Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	0	2	5	5	4.
2. Total number of hours as per time table		15	15	15	12
3. Total number of hour engaged		5	10	10	12
4. Total number of hours not engaged			5	5	
5. Reason for not engaging					

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Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	11	15	15	15	10
3. Total number of hour engaged	6	10	10	15	5
4. Total number of hours not engaged	5	5	5		5
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	2	5	6	4
2. Total number of contact hours as per time table	9	15	17	12
3. Total number of contact hour engaged	2	10	12	7
4. Total number of contact hours not engaged	3	5	5	5
5. Reason for not engaging				

Signature of faculty

Signature of Head of Dept.

Signature of Prin

Month : January	Week 1	Week 2	Week 3	Week 4	We
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	11	15	15	12	6
3. Total number of hour engaged		10	6	7	2
4. Total number of hours not engaged	11	5	9	5	4
5. Reason for not engaging					

Signature of faculty

Signature of Head of Dept.

Signature of Princip

Month : February	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	9	15	15	15	6
3. Total number of hour engaged	5	15	10	10	5
4. Total number of hours not engaged					
5. Reason for not engaging					

Signature of faculty

Signature of Head of Dept.

Signature of Principl

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	10	15	15	15	15
3. Total number of hour engaged	0	0	15	15	10
4. Total number of hours not engaged					
5. Reason for not engaging					

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Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

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FACULTY DIARY

Academic Year: 2022 - 2023

Name of the faculty: LIYA FRANCIS
Designation : ASSISTANT PROFESSOR (ON CONTRACT)
Department : CHEMISTRY

Name LIYA FRANCIS

Designation ASSISTANT PROFESSOR (ON CONTRACT)

Educational Qualifications MSc CHEMISTRY, B.Ed PHYSICAL SCIENCE

Date of birth 09/09/1996 Year of joining: 2022

Address AYRUKARAN (H)

KARUKUTTY P.O., ERNAKULAM DT.

Pin 683576

Phone: (res) (mob) 9946265197

Email: liyaroz10@gmail.com

Mentor in charge:

Duties assigned in this academic year:

Signature

2022-23

Individual Timetable for AY ~~2019-20~~ (Odd Semester)

Hours / Day	1	2	3	4	5
Monday		I DC Chemistry		3rd DC Chemistry	
Tuesday	3rd DC Chemistry				I DC Zoology
Wednesday				3rd DC Chemistry Lab	3rd DC Chemistry Lab
Thursday		I DC Chemistry			
Friday			I DC Zoology		

2022-23

Individual Timetable for AY ~~2019-20~~ (Even Semester)

Hours / Day	1	2	3	4	5
Monday		I DC Chemistry		3rd DC Chemistry	
Tuesday	3rd DC Chemistry				I DC Zoology
Wednesday				3rd DC Chemistry Lab	3rd DC Chemistry Lab.
Thursday		I DC Chemistry			
Friday			I DC Zoology		

Signature of Head of the

Moth: August

Class	Paper Code	Portions to be taught

Moth: September

Class	Paper Code	Portions to be taught
1st DC Chem	CHE1B01	Module VI : Nuclear Chemistry
1 DC zoology	CHE1C01	Module III : Nuclear Chemistry - Radioactivity - Nuclear forces.
1 DC Chemistry		Organic chemistry Module II

Moth: October

Class	Paper Code	Portions to be taught
I DC Chem	CHE I B01	Module VI Nuclear Chemistry (Isotope - Detection, separation and uses)
I DC Zoology	CHE I C01	Module III Nuclear Chemistry - Nuclear fission - isotopes.
II DC Chemistry		Organic Chemistry Module III Inorganic Chemistry lab.

Moth: November

Class	Paper Code	Portions to be taught
I DC Chem	CHE I B01	Module I: Chemistry as a discipline of science.
I DC zoology	CHE I C01	Module II: Atomic structure and chemical Bonding - Atomic structure.
III DC Chemistry	CHE6 B12	Applied Chemistry Module II: New vistas in Chemistry.

Moth: December

Class	Paper Code	Portions to be taught
I DC Chem	CHE1 B01	& Module IV Representative Elements
I DC Zoology	CHE1 C01	Module II Atomic structure and Chemical Bonding. Chemical Bonding.
III DC Chemistry	CHE6 B12	Applied Advanced and Applied Chemistry Module VI - Applied organic Chemistry - I Inorganic Chemistry Lab.

Moth: January

Class	Paper Code	Portions to be taught
I DC zoology	CHE1 C01	Module II : VSEPR Theory, Valence Bond Theory
I DC Chemistry	CHE1 B01	Module IV: Oxides of N and P, Oxoacids of N and P.
III DC Chemistry	CHE6 B12	Advanced and applied chemistry Module -VII - Applied organic Chemistry

Moth: February

Class	Paper Code	Portions to be taught
I DC Zoology	CHE1C01	Module II : Molecular Orbital Theory, Intermolecular forces.
I DC Chemistry	CHE1B01	Module IV : Preparation, properties and uses of NH_3, HNO_3, O_3, H_2O_2
III DC Chemistry	CHE6B12	Module III : Introduction to computational Chemistry [Applied Advanced and applied chemistry]

Moth: March

Class	Paper Code	Portions to be taught
I DC Chemistry	CHE2B02	Module I : The quantum revolution and its early impact in atomic structure.
I DC Zoology	CHE2C02	Module III : Liquid state and solution
III DC Chemistry	CHE6B12	Module V : Applied in organic chemistry.

Signature of Head of the Dept.

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week			5	3	5
2. Total number of contact hours as per time table			8	5	8
3. Total number of contact hour engaged			6	4	4
4. Total number of contact hours not engaged			2	1	1
5. Reason for not engaging			5th sem Internal.	5th sem Internal.	Feast day Celebration

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Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	0	2	5	5	4
2. Total number of hours as per time table		2	8	8	6
3. Total number of hour engaged		2	8	3	4
4. Total number of hours not engaged		0	0	5	2
5. Reason for not engaging				Retreat	5th sem 2nd Internal.

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Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	6	8	8	8	6
3. Total number of hour engaged	5	6	8	4	6
4. Total number of hours not engaged	1	2	0	4	0
5. Reason for not engaging	Kerala Piravi Programme.	SIP		5th sem University Exm	

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Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	6	4	0
2. Total number of contact hours as per time table	2	8	8	7	
3. Total number of contact hour engaged	2	5	8	6	
4. Total number of contact hours not engaged	0	3	0	1	
5. Reason for not engaging		Union Day 8th BC Tour		Christmas Celebration	

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Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	6	8	8	6	4
3. Total number of hour engaged	6	8	8	3	4
4. Total number of hours not engaged	0	0	0	3	0
5. Reason for not engaging				Internal exam	

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Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	4	8	8	8	4
3. Total number of hour engaged	4	8	8	5	4
4. Total number of hours not engaged	0	0	0	3	0
5. Reason for not engaging				College Day leave	

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Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	4	8	8	8	8
3. Total number of hour engaged	4	8	0	0	0
4. Total number of hours not engaged	0	0	8	8	8
5. Reason for not engaging			Study leave for 1st DC and 3rd DC	University exam for 3rd DC	University exam for 1st and 3rd DC

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Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

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Meetings Attended

Date	Nature of meeting	Purpose / Agenda
12/9/2022	Staff meeting	
21/9/2022	Alvernia Fraternity Meeting.	
29/9/2022	3rd DC Chemistry PTA	
14/10/2022	staff meeting	
6/01/2022	staff meeting.	
28/02/25	staff meeting	NAAC Result
23/03/23	staff meeting	Welcoming new AQAC team

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Phone :0480-2701159
Affiliated to the University of Calicut
www.sacredheartcollege.ac.in

FACULTY DIARY

Academic Year: 2020-03

Name of the faculty: Anjana. E.S
Designation : Assistant Professor on contract
Department : Chemistry

BIO DATA

Name: Anjana. E. S

Designation: Assistant Professor on contract

Educational Qualifications: M.Sc. Chemistry, B.Ed

Date of birth: 12-10-1996 Year of joining: 2022

Address: Eruvechile (H)

Kundukuzhipadam

Kuttichira P.O. Pin 680724

Phone: (res) (mob) 9526892755

Email: anjanasivadas01@gmail.com

Mentor in charge: I. M.Sc. Chemistry

Duties assigned in this academic year:

I. M.Sc. Class in charge

Anjana

Signature

2022-23

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday		S_3			S_3
Tuesday	S_3		S_1	S_3	S_1
Wednesday		S_1		S_1	
Thursday	S_3	S_1	S_1	S_1	S_1
Friday		S_3		S_3	S_3

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday		S_4			S_4
Tuesday	S_4		S_2	S_4	S_2
Wednesday		S_2		S_2	
Thursday	S_4	S_2	S_2	S_2	S_2
Friday		S_4		S_4	S_4

Signature of Head of the Dept.

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
II M.Sc	CHE2C07	Aliphatic & Aromatic substitution. Addition & Elimination reaction and reactive intermediates.
IV M.Sc	CHE4C12	optical methods - I
	CHE4L10	Inorganic chemistry praticals. (Estn. of Ca & Fe)

Moth: July

Class	Paper Code	Portions to be taught
II M.Sc	CHE2C07	Reactions of carbon-hetero multiple bonds
	CHE2C07	chemistry of Natural element products
	CHE2L04	Inorganic praticals - mixture analysis
4th M.Sc	CHE4C12	Thermal and Radiochemical methods.

Moth: August

Class	Paper Code	Portions to be taught
II M.Sc.	CHE2C06	Redox reactions Reaction mechanism in metal complexes
IV M.Sc		Practical exams

Moth: September

Class	Paper Code	Portions to be taught
III M.Sc	CHE3E03.	Nanomaterials - Introduction & synthesis. Techniques for characterization of nano-scale materials
I M.Sc.	CHE1C02	concepts of acid and Bases.

Moth: October

Class	Paper Code	Portions to be taught
III 10-20	CHE 3EC3	Carbon clusters and nanostructures. Chemical Drams.
I 10-20	CHE1CO2	Nuclear and Radiation chemistry chemistry of nanomaterials.

Moth: November

Class	Paper Code	Portions to be taught
III 10-20	CHE5C10	organometallic reactions & catalysis.
I 10-20	CHE1CO2	chemistry of transition & inner transition chemistry. Practicals. - Inorganic - volumetric analysis

Moth: December

Class	Paper Code	Portions to be taught
II M.Sc	CHE 3C10	carbonyl clusters. organometallic compounds.
I M.Sc	CHE1C03	Conformational analysis - I Problems - volumetric analysis.

Moth: January

Class	Paper Code	Portions to be taught
I M.Sc		
II M.Sc		University Exams & study leave
I M.Sc	CHE1C03.	Conformational Analysis - I continued Conformational Analysis - II

Moth: February

Class	Paper Code	Portions to be taught
		Stereochemistry
		Pericyclical techniques
		Photocatalysis

Moth: **March**

Class	Paper Code	Portions to be taught
	CHE2.C09	Reaction mechanisms of carbonyl compounds
	CHE4.E11	Thermal and Radiational techniques.
	CHE4.E05	Industrial catalysis.
		Practicals. - Inorganic chemistry.

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Weekly Work Norms

Month: June	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	5	5	5	4
2. Total number of hours as per time table	5	5	6	6	6
3. Total number of hours engaged	4	6	6	6	6
4. Total number of hours not engaged	4	2	2	2	2
5. Reason for not engaging	Activity Based		Activity		

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Month: July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	5
2. Total number of hours as per time table	5	6	6	6	6
3. Total number of hours engaged	5	6	6	6	4
4. Total number of hours not engaged	2	2	2	2	2
5. Reason for not engaging			Activity Based Learning	Activity Based	

Signature of Faculty | Signature of Head of Dept | Signature of Principal

Month: August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	4	5	5	5
2. Total number of hours as per time table	6	6	6	6	4
3. Total number of hours engaged	6	6	4	6	6
4. Total number of hours not engaged	2	2	2	2	2
5. Reason for not engaging			Activity Based Learning		Activity Based

Signature of Faculty | Signature of Head of Dept | Signature of Principal

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	0	5	3	5
2. Total number of contact hours as per time table	2		16	11	13
3. Total number of contact hour engaged	0		11	0	13
4. Total number of contact hours not engaged	2		2	11	3
5. Reason for not engaging	Exam/ celebration		leave	class by GP	Feast day Nativity celebration

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	0	2	5	5	4
2. Total number of hours as per time table		8	8	16	14
3. Total number of hour engaged		8	2	5	9
4. Total number of hours not engaged		0	6	11	5
5. Reason for not engaging			valuation camp	Retreat	magic show exhibition

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	14	16	16	16	4
3. Total number of hour engaged	9	16	2	11	4
4. Total number of hours not engaged	5	0	14	5	0
5. Reason for not engaging	Plus Promotion		Internal exam only	Leave External exam Practical exam	

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	6	4	0
2. Total number of contact hours as per time table	8	16	16	13	
3. Total number of contact hour engaged	4	10	14	8	
4. Total number of contact hours not engaged	4	6	2	5	
5. Reason for not engaging	Noon	Hour Union inauguration	convocation	Christmas celebration	

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	14	16	16	11	6
3. Total number of hour engaged	14	8	14	4	6
4. Total number of hours not engaged	0	8	2	7	
5. Reason for not engaging		Internal Exam	leave	Study leave	University CV camp

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	8	16	16	16	10
3. Total number of hour engaged	3	16	16	10	10
4. Total number of hours not engaged	5	0	0	6	0
5. Reason for not engaging	University Exam CV camp			CL	

Signature of faculty Signature of Head of Dept. Signature of Principal

Month: March	Week 1	Week 2	Week 3	Week 4	Week 5
No. of teaching days in the week	5	5	5	5	
Actual number of hours as per time table	5	5	5	5	
Actual number of hour engaged	5	5	5	4	
Actual number of hours not engaged	-	-	-	0	
Reason for not engaging					

Signature of Teacher | Signature of Head of Dept. | Signature of Principal

Record of Special Coaching

Remedial Classes			Classes for gifted / talented	
Date, Class & number of students	Subject	Paper	Date, Class & number of students	Subject/ Paper

Signature of Head of the [illegible]

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
7/6/2022	Staff Meeting.	
6/6/22.	Staff meeting.	SIP Funding Mudhood Firecamp
16/9/22	Staff meeting	Introduction for Shijo, John.
21/9/2022	ANEMIA Fraternity Meeting.	
14/10/22	Staff meeting	
9/1/23	Staff Meeting.	
23/3/23	Staff meeting.	Welcoming of New IQAC team

Department of History

SACRED HEART COLLEGE
CHALAKUDY

Thrissur Dt.,Kerala,Pin 680307
Phone :0480-2701159
Affiliated to the University of Calicut
www.sacredheartcollege.ac.in

FACULTY DIARY
Academic Year: 2022-23

Name of the faculty: LIBIN FRANCIS
Designation : Asst Professor
Department : History

BIO DATA

Name: LIBIN FRANCIS

Designation: Asst Professor

Educational Qualifications: MA, NET

Date of birth: 23/02/1991 Year of joining: 2017

Address: Njaralhedathil, Muthuchira (PO)

Kottayam

Pin 686613

Phone: (res) (mob) 9605180125

Email: libinfrancis@gmail.com

Mentor in charge:

Duties assigned in this academic year:

IQAC Joint Coordinator

Career & Placement Cell Officer

UGC & other funding

Signature

Individual Timetable for AY ~~2019-20~~ 2022-23 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	II DC	~~II DC~~		I DC (CO)	I DC (CO)
Tuesday	II DC				I DC (CO)
Wednesday	II DC	III DC			I DC (CO)
Thursday	II DC	III DC			I DC (CO)
Friday	II DC		III DC		I DC (CO)

Individual Timetable for AY ~~2019-20~~ 2022-23 (Even Semester)

Hours / Day	1	2	3	4	5
Monday	II DC			I DC (CO)	I DC (CO)
Tuesday	II DC	~~III DC~~			I DC (CO)
Wednesday	II DC	III DC			I DC (CO)
Thursday	II DC	III DC			I DC (CO)
Friday	II DC		III DC		I DC (CO)

Signature of H

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
II DC Open Course	14155D01	Introduction to Historical Tourism Open Course.
II DC Main		Early Indian History (Indian History-1) Module - I Pre-Historic period.

Moth: July

Class	Paper Code	Portions to be taught
II DC Open Course	14155D01	Introduction to Historical Tourism Module - I - What is Tourism. Basic Concepts.
I DC Main		Indian History - I - Early India Harappan Civilisation.

Date	Page No.	Particulars of the subject

Moth: October

Class	Paper Code	Portions to be taught
III DC Open Course		Historical Tourism. Kerala Tourism & Tourism Sites.
II DC Main		Indian History - II - Indian feudalism.
I DC English		Modern Indian History — British annexation of India

Moth: November

Class	Paper Code	Portions to be taught
III DC Main		Archaeology in India. Introduction.
II DC main		Indian History - III - Medieval Indian History. Introduction.
II DC Eng		Modern Indian History. Introduction.

Moth: December

Class	Paper Code	Portions to be taught
III DC Main	HIS6B16	Archeology - Basic Concepts, Scope, Antiquarianism etc.
II DC main		Medieval Indian History - The Sultanate period.
II DC English	HIS1C02	Modern Indian History - Gandhian ideology.

Moth: January

Class	Paper Code	Portions to be taught
III DC main	HIS6B16	Archaeology - Archaeology in India.
II DC main		Medieval Indian History - The Mughal period.
I DC Eng.		Modern India - Gandhian Constructive programmes.

Moth: February

Class	Paper Code	Portions to be taught
III BA main	H1S6B4	Archaeology - South Indian Archaeology
I BA main		Medieval India - Culture during medieval period.
II BA Eng	H1S1C02	Modern Indian History - Critique of Gandhi

Moth: March

Class	Paper Code	Portions to be taught
III BA	H1S6B16	Archaeology - Archaeology in Kerala.
I BA main		Transition from medieval to modern world.
II BA eng	H1S1C02	Modern Indian History - India - The Republic

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of contact hours as per time table	13	14	14	14	9
3. Total number of contact hour engaged	11	14	14	14	9
4. Total number of contact hours not engaged	2	0	0	0	0
5. Reason for not engaging	Leave				

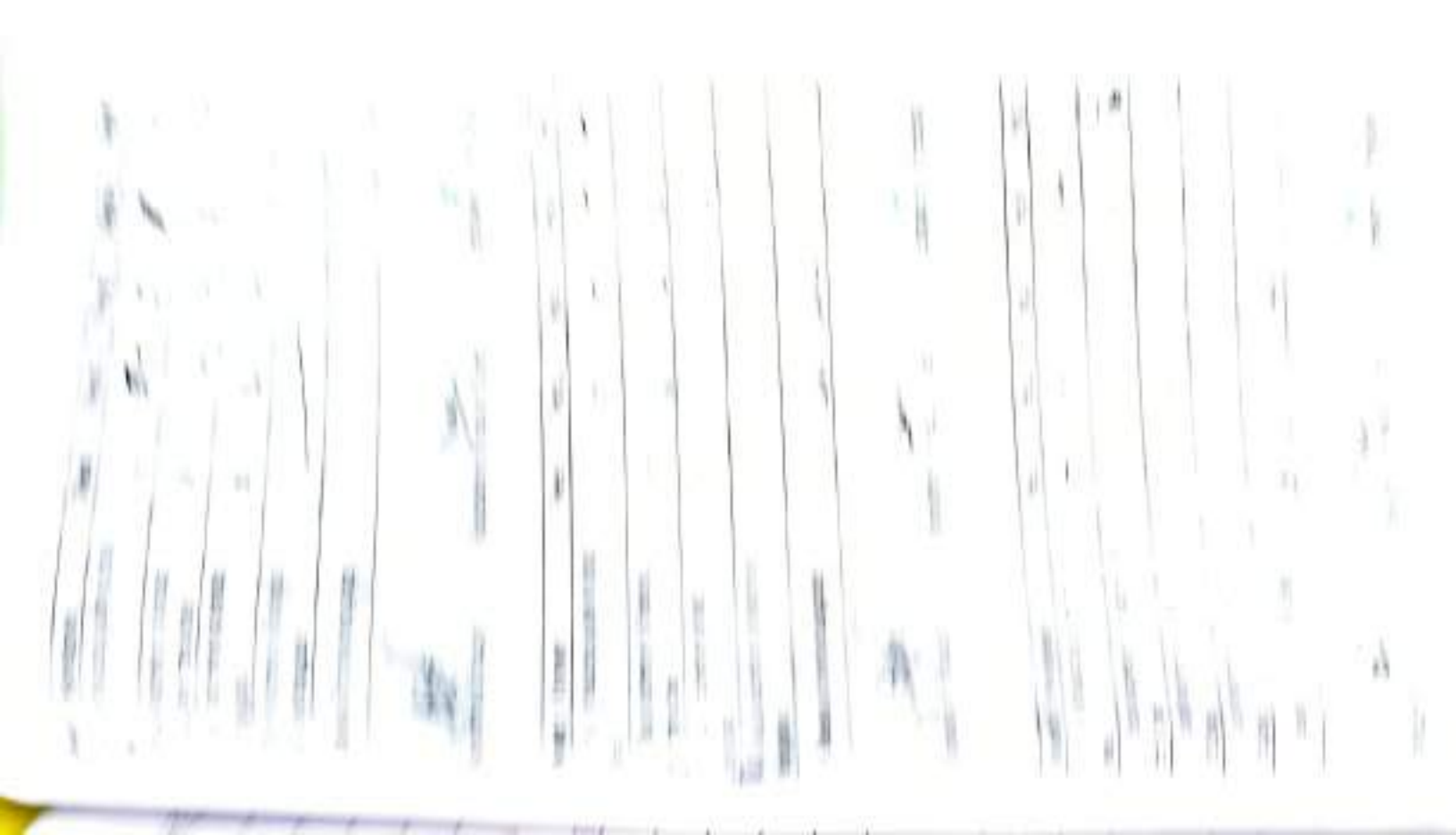
Signature of faculty Signature of Head of Dept. Signature of Principal

Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	5	3
2. Total number of hours as per time table	7	14	14	14	14
3. Total number of hour engaged	7	11	14	11	14
4. Total number of hours not engaged		3		3	
5. Reason for not engaging		Leave		Leave	

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	5	5	5	2
2. Total number of hours as per time table	14	14	14	14	7
3. Total number of hour engaged	14	14	14	14	7
4. Total number of hours not engaged	0	0	0	0	0
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal



Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
No. of teaching days in the week	5	5	5		4
Total number of contact hours as per time table	9	14	14	0	14
Total number of contact hour engaged	9	14	14	0	14
Total number of contact hours not engaged					
Reason for not engaging					

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	5	5	5
2. Total number of hours as per time table	5	14	14	14	14
3. Total number of hour engaged	5	11	11	14	14
4. Total number of hours not engaged		3	3		
5. Reason for not engaging		Leave	Leave		

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	5	5	5	2
2. Total number of hours as per time table	14	14	14	14	6
3. Total number of hour engaged	11	14	11	14	6
4. Total number of hours not engaged	3		3		
5. Reason for not engaging	Leave		Leave		

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	1
2. Total number of contact hours as per time table	16	14	14	14	2
3. Total number of contact hour engaged	6	14	14	11	2
4. Total number of contact hours not engaged				3	
5. Reason for not engaging				Leave	

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	5	5	5	1
2. Total number of hours as per time table	14	14	14	14	2
3. Total number of hour engaged	14	11	11	14	2
4. Total number of hours not engaged		3	3	0	
5. Reason for not engaging		Leave	Leave		

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	1
2. Total number of hours as per time table	13	14	14	14	2
3. Total number of hour engaged	13	14	11	11	2
4. Total number of hours not engaged		5	3	3	
5. Reason for not engaging		Leave	Leave	Leave	

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
No. of teaching days in the week	4	5	5	5	4
Total number of hours as per time table	13	14	14	14	11
Total number of hour engaged	13	14	14	14	11
Total number of hours not engaged	0	0	0	0	0
Reason for not engaging					

Signature of Faculty Signature of Head of Dept Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject Paper

Signature of Head of the Dept

SACRED HEART COLLEGE
CHALAKUDY

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Phone :0480-2701159
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www.sacredheartcollege.ac.in

FACULTY DIARY
Academic Year: 2022-2023

Name of the faculty: Meenu Jacob
Designation : Asst. Professor
Department : History

BIO DATA

Name: Meenu Jacob

Designation: Assistant professor

Educational Qualifications: MA, NET, MPhil, PhD

Date of birth: 16/10/84 Year of joining: 2010

Address: Chakkalakkal House

Ollur P.O

Thrissur Pin: 680306

Phone: (res) (mob): 9496350736

Email: meenujacob84@yahoo.com

Mentor in charge: IInd BC

Duties assigned in this academic year:

Alumnae, ASAP, Heritage Club

Meenu

Signature

2022 23

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	I DC			III DC	III DC
Tuesday	I DC	III DC			III DC
Wednesday	I DC	II DC	II DC		III DC
Thursday		II DC			III DC
Friday	I DC	II DC		I DC	III DC

2022-23

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday	I DC			III DC	III PC
Tuesday	I DC	III DC			III DC
Wednesday	I DC	II DC	II DC		III DC
Thursday		II DC			III DC
Friday	I DC	III DC		I DC	III PC

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
II D	HIS 1B06	Renaissance, Reformation
II DC	HIS3B03	Palaeolithic age, neolithic
I DC	HIS1B01	Historiography, ancient hist

Moth: July

Class	Paper Code	Portions to be taught
II DC	HIS5B08	module 1 completed - metal age, module 2 completed
III D	HIS3B03	

Moth: August

Class	Paper Code	Portions to be taught
II DC	HIS5B08	Geographical exploration unit 2 started
II PC	HIS3B03	Greek historiography

Moth: September

Class	Paper Code	Portions to be taught
III PC	HISEB08	industrial revolution, unit 3 started
II PC	HIS3B03	unit 2 Completed

Moth: October

Class	Paper Code	Portions to be taught
III DC	HIS5B08	unit 3 started, Revolution in England
II A	HIS3B05	Roman Empire
I A	HIS1B01	Trends in historiography, dimensions of history

Moth: November

Class	Paper Code	Portions to be taught
III DC	HIS5B08	Crendar studies
II DC	HIS3B05	unit 4 Completed, Revision started
I DC	HIS1B01	first module Started

Moth: December

Class	Paper Code	Portions to be taught
II/IX	HHGB13	Unit 1 started
I Dc	HIS4B05	medieval world, first module started, introduction
I Dc	HIS1B01	2nd unit started

Moth: January

Class	Paper Code	Portions to be taught
II DC	HIS4B05	Growth of Feudalism, Invasions of Germanic tribes with settled people
II IX	HIS6B13	Key Terminologies and Concepts.
~~His 2B~~ III DC	HIS2B02	Module - 1 - Historical Consciousness in Pre - British India

Moth: February

Class	Paper Code	Portions to be taught
III, IV	HIS6B08	Genders studies - 3rd module Brahmanical Patriarchy - uma chakravarthy, Gayathri Spivak and 4 - oppression of dalit women
I PG	HIS4B05	World History - Tang & ming dynasty. World in transition
I PG	HIS2B02	Unit 2 - hydraulic society, asiatic mode of production Unit 3 - Manuscripts of historians

Moth: March

Class	Paper Code	Portions to be taught
III PG	HIS6B09	Gender Studies - 4th module - seed & earth polity, Alliekar Paradigm
I PG	HIS4B05	World History - Unit 2, umayad dynasty, ottoman empire safavid dynasty etc
I PG	HIS2B02	Unit 4 - environmental history, Climatic history, Rama chandra Guha

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	14	16	16	16	12
3. Total number of contact hour engaged	14	16	16	16	12
4. Total number of contact hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	5	5	4
2. Total number of hours as per time table	4	16	16	16	14
3. Total number of hour engaged	4	16	16	16	14
4. Total number of hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	4	3	5	3
2. Total number of hours as per time table	16	13	12	16	10
3 Total number of hour engaged	16	13	12	16	10
4. Total number of hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	0	5	5	5
2. Total number of contact hours as per time table	14		13	16	16
3. Total number of contact hour engaged	14		13	16	16
4. Total number of contact hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	1
2. Total number of hours as per time table	9	16	16	16	3
3. Total number of hour engaged	9	16	16	13	3
4. Total number of hours not engaged	—	-	—	3	-
5. Reason for not engaging				CL	

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	13	16	16	16	6
3. Total number of hour engaged			1	0	0
4. Total number of hours not engaged			15	16	10
5. Reason for not engaging			Commuted Leave	commuted Leave	commuted Leave

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	4	
2. Total number of contact hours as per time table	6	16	16	12	
3. Total number of contact hour engaged	4	16	16	12	
4. Total number of contact hours not engaged	Counselling 2				
5. Reason for not engaging	Commuted Leave				

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	13	16	16	13	6
3. Total number of hour engaged	13	16	16	3	6
4. Total number of hours not engaged				10	
5. Reason for not engaging				CL.	

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	11	16	16	16	7
3. Total number of hour engaged	11	16	16	16	7
4. Total number of hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	10	16	16	16	16
3. Total number of hour engaged	10	16	16	16	16
4. Total number of hours not engaged	–	–	–	–	–
5. Reason for not engaging	–	–	–	–	–

Signature of faculty Signature of Head of Dept. Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject : Paper	Date, Class & number of students	Subject/ Paper
13/6/22 VI DC	modern world		
16/7/22 VI DC	〃		
19/7/22 VI DC	early world		
27/7/22 VI DC	〃		
2/8/22 VI DC	modern wor		
23/8/22 VI DC	early world		
6/9/22 IV DC	World Hists		
8/10/22	World Hists		
9/11/22	History Early		
12/1/23 17/1/23	World Hists Ancient Hists		

Signature of Head of the Dept.

Record of Special classes

Date	Class	Subject	Duration
20/2/23	I DC	HUS2302	1 hr.
21/2/23	"	"	1 hr

Signature of Head of the Dept

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1/6/22	College	reopening, action plan of the dept
27/8/22	depart	organising programmes for department & discussion on action plan, internal exams
25.8.22	"	onam celebration, Naac visit
12/12/22	depart	discussing Naac visit, attendance & department, convocation
9.1.23	College	new year wishes
10/1/23	"	PTA general body meeting
16/1/23	HOD	college day planning
23/1/23	"	internal mark upload, mock visit
31/1/23	depart	preparation of Naac-visit

Date	Nature of meeting	Purpose / Agenda
7/2/23	Naac visit Dept	Final preparations for Naac visit
1/3/23	Dept. meeting	Awards, Sports day, Send off,
13/3/23	Dept. meeting	internal IVth sem
22/3/23	Staff day	activities
23/3/23	Staff meeting college	Tour, Feedback on staff day

Date	Nature of meeting	Purpose / Agenda

Record of invigilation duty in Internal / University examinations

Internal			University			
Date	Date	Date	Date	Date	Date	Date
22/10/22		22/11/22	8/3/23	28/3/23		
3/11/22			17/3/23			
			20/3/23			
			24/3/23			
			27/3/23			

Refresher/Orientation/Short term Course / Seminar / Workshops / Professional Development Programmes attended (outside college)

Date	Title of event	Venue	Sponsoring agency
14/3/23	Stark & Service rules	Clare Hall	LGATC

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
25/10/22 CL	16/11/22 to 1/12/22 Commuted leave	

Valuation of answer scripts

University Examinations		College Level Examinations	
Paper	No of papers valued	Paper	No of papers valued
1st Sem	74	3 Yr internal	41
2nd Sem	60	II Yr	54
Final Sem	70	III Yr	43
V Th Sem	74	VI Th Sem	40
		I V Th Sem	32

Co-curricular / Co-curricular activities organised / attended by faculty (college level)

Name of activity	Date	Remarks
Faculty empowerment		

Curricular / Co-curricular activities organised / attended by faculty (college level)

Date	Name of activity	Remarks
10/12/8/22	Freedom wall, Thirath experience	
30/8/22	Food fest	
24/1/23	Mumaae interaction	
14/15/2/23	Nasa visit	
8/3/23	sports day.	
4/3/23	dept send off	
6/3/20	college send off	
14/3/23	FDP orientation	
20/3/23	oral health day	

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Phone :0480-2701159
Affiliated to the University of Calicut
www.sacredheartcollege.ac.in

FACULTY DIARY

Academic Year: 2022-2023

Name of the faculty: Smina. M.B
Designation : Assistant Professor
Department : History

BIO DATA

Name: Smina. M.B

Designation: Assistant Professor

Educational Qualifications: M.A. BEd NET

Date of birth: 15/05/1983 Year of joining: 2014

Address: Melatty House
Kalvery Road
Poothole Pin. 680004.

Phone: (res) (mob) 9496214669

Email: haridassmina@gmail.com

Mentor in charge: I.D.C.

Duties assigned in this academic year:

Magazine Committee, Internal Council.
Botanical Garden, IQSSD.

Signature

2022-23

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5	
Monday		III DC		I DC		
Tuesday			III DC	II DC		
Wednesday		III DC		III DC		
Thursday		III DC	III DC	III DC		
Friday		III DC		III DC		

2022-2023

Individual Timetable for AY ~~2019~~-20 (Even Semester)

Hours / Day	1	2	3	4	5	
Monday	II DC					
Tuesday	II DC					
Wednesday	II DC					
Thursday	II DC					
Friday	II DC					

Signature of Head of the Dept.

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
II	HIS 3 B04	Module – I
III	HIS 5 B08	Module – I
III	HIS 5 B09.	Module – I

Moth: July

Class	Paper Code	Portions to be taught
II	HIS 3 B04	Module – II
III	HIS 5 B08	Module – II
III	HIS 5 B09.	Module – II.

Moth: August

Class	Paper Code	Portions to be taught
II	HISS B4	Module - III
III	HISS B08	Module - III
III	HISS B09	Module - III

Moth: September

Class	Paper Code	Portions to be taught
II	HISS B04	Module - IV
III	HISS B08	Module - IV.
III	HISS B09	Module - IV.

Moth: October

Class	Paper Code	Portions to be taught
II K	H1BB04	Module - Revision
III DC	H1SSB08	Revision
II DC	H1SBC9	Revision

Moth: November

Class	Paper Code	Portions to be taught
II K	H1SBC4	Module - 1 - Interpreting early medieval Indian History
III K	H1SB12	Kerala history - Coming of British Independence
III DC	H1SB13	partition challenges

Moth: December

Class	Paper Code	Portions to be taught
IX	HIS 4306	Indian Feminist Modal and its Critics
III	HIS6 B11	Framing of Constitution
III	HIS6B12	Malabard in Transition -

Moth: January

Class	Paper Code	Portions to be taught
II	HIS4 B06	Bhakti Movement in North India and South India
III	HIS6B11	linguistic re organisation of States Multi cultural systemed Federalism
III.	HIS6 B12	Towards A New Society - Dravidian agitation Kallemala Agitation. Caste Reform and Religious Reform movements

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	14	16	16	16	12
3. Total number of contact hour engaged	14	16	16	16	12
4. Total number of contact hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	5	5	4
2. Total number of hours as per time table	4	16	16	16	14
3. Total number of hour engaged	4	16	16	16	14
4. Total number of hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	4	3	5	3
2. Total number of hours as per time table	16	13	12	16	10
3. Total number of hour engaged	16	13	12	16	10
4. Total number of hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	0	5	5	5
2. Total number of contact hours as per time table	14		16	16	16
3. Total number of contact hour engaged	14		16	16	16
4. Total number of contact hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	1
2. Total number of hours as per time table	9	16	16	16	3
3. Total number of hour engaged	9	16	16	16	3
4. Total number of hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	13	16	16	16	6
3. Total number of hour engaged	13	16	16	16	6
4. Total number of hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	4	
2. Total number of contact hours as per time table	6	16	16	12	
3. Total number of contact hour engaged	6	16	16	12	
4. Total number of contact hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	13	16	16	12	6
3. Total number of hour engaged	13	16	16	12	—
4. Total number of hours not engaged	—	—	—	—	6
5. Reason for not engaging	—	—	—	—	CW-

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Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	10	16	16	16	6
3. Total number of hour engaged	10	16	16	16	6
4. Total number of hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	10	16	16	16	16
3. Total number of hour engaged	10	3	13	16	16
4. Total number of hours not engaged	—	13	13	16	16
5. Reason for not engaging		DL	CL		

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Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper
12/6/22 II PC	Kerala Hist B	II PC 17/3/23	Indian Hist-2
16/7/22 II PC.	"	20/3/23 II BS	Indian Hist-2
20/7/22 II PC	Indian Hist-II		
2/8/22 II PC	Indian Hist-II		
11/10/22 II PC	Indian Hist B-I		
22/10/22 II PC	Indian Hist-I		
7/11/22	Kerala Hist		
10/11/22	Indian Hist-II		
11/11/23	Indian Hist-3		
16/3/23 II PC.	Indian Hist-3		

Signature of Head of the Dept.

Record of Special classes

Date	Class	Subject	Duration
4/2/23	III DC.	Kerala Lit	3.
14/3/23	II DC	Indian History-II	1
15/3/23	II DC	Indian History-II	1
16/3/23	II DC	Indian History-II	1
17/3/23	II DC	Indian History-II	1
20/3/23	II DC	Indian History-II	1
21/3/23	II DC.	Indian History-II	1

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Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1/6/22	College	re-opening, action plan etc
27/6/22	departmental	Action plan for the year.
25/8/22	"	Onam celebrations, NAAC visit.
12/11/22	departmental	community, NAAC visit, attendance, discipline
9/1/23	College.	New Year wishes
10/1/23	"	PTWA General Meeting
23/1/23	departmental	Preparations NAAC visit.
2/2/23	departmental	Final Preparations for NAAC visit
1/3/23	departmental	Send off of IQAC Virtual, Sports day etc

Date	Nature of meeting	Purpose / Agenda
13/3/2	dependent	Internal of IVth sem.

Meetings Attended (Department level)

Date	Purpose / Agenda
1/6/2022	Re opening day. Preparation of Action Plans

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Record of invigilation duty in Internal / University examinations

Internal				University		
Date	Date	Date	Date	Date	Date	Date
				23/11/2022		
				23/1/2023		
				24/1/23		
				29/3/23		

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
12/12/22	CL	
30/1/23	CL	
31/1/23	CL	7-10 March 23 VKM Valuation Camp
13/3/23	CL.	

Valuation of answer scripts

University Examinations		College Level Examinations	
Paper	No of papers valued	Paper	No of papers valued
IV Sem BA Exam	74	5th Sem	43
I Sem	80	V Sem	43
Second Sem	70	3rd Sem	33
VI Sem Comp	75	3rd Sem II Internal	33
		VI Sem Internal	43
		VI Sem Internal-Kal	43
		IV Sem Internal	33

Curricular / Co-curricular activities organised / attended by faculty (college level)

Date	Name of activity	Remarks
10/12/22	Freedom wall.	
30/12/22	Food fest.	
17/12/22	Convocation	
24/1/23	Alumni Meet.	
14/2/23	~~Feedback~~ NAAC Visit.	
2/3/23	Sports day	
4/3/23	Department seminar on IQAC.	
6/3/23	College Seminar IQAC	
14/3/23	F.D.P orientation	
20/3/23	oral health day	
22/3/23	staff day	

SACRED HEART COLLEGE
CHALAKUDY

Thrissur Dt.,Kerala,Pin 680307
Phone :0480-2701159
Affiliated to the University of Calicut
www.sacredheartcollege.ac.in

FACULTY DIARY
Academic Year: 2022-23

Name of the faculty: Jose Jacob
Designation : Asst Professor
Department : Political Science

BIO DATA

Name: Jose James

Designation: Asst. Professor

Educational Qualifications: MA Political Science, NET, JRF

Date of birth: 2.6.03.1990 Year of joining: 2017

Address: Punnaschath (H), Kanamkara PO

Chathannur

Pin: 690527

Phone: (res) (mob) 9946453056

Email: josejames95@gmail.com

Mentor in charge:

Duties assigned in this academic year:

Member - Internal Exam Committee

- Union Committee

- College Magazine Committee

Signature

Individual Timetable for AY ~~2019-20~~ 2022-23 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday		S1 Eco			S3 H
Tuesday		S1 Eco		S3 H	S3 B
Wednesday		S3 H			S1 Eco
Thursday		S1 Eco		S3 B	
Friday			S1 Eco	S1 Eco	S1 Eco

Individual Timetable for AY ~~2019-20~~ 2022-23 (Even Semester)

Hours / Day	1	2	3	4	5
Monday		S2 H			S4 Eco
Tuesday		S2 H		S4 E	S4 E
Wednesday				S4 E	S2 H
Thursday		S2 H		S4 Eco	
Friday			S4 E	S2 H	S2 H

Signature of Head of the D

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
S. Eco		Mod - I Preamble

Moth: July

Class	Paper Code	Portions to be taught
S. Eco		Mod - II - Fund. Rights

Moth: August

Class	Paper Code	Portions to be taught
		Mod - III - Judiciary Function

Moth: September

Class	Paper Code	Portions to be taught
		Mod IV - Judiciary

Moth: October

Class	Paper Code	Portions to be taught
		Mod - V - Judiciary

Moth: November

Class	Paper Code	Portions to be taught
9th Eve		Mod I - Federalism.

Moth: December

Class	Paper Code	Portions to be taught
S4 Eco		Federalism - Centre-State Legislative relations

Moth: January

Class	Paper Code	Portions to be taught
S4 Eco		Centre - State Administrative relations

Moth: February

Class	Paper Code	Portions to be taught
S4 Eco		Party systems.

Moth: March

Class	Paper Code	Portions to be taught
S4 Eco		Features of Indian Party systems

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	7	12	12	12	9
3. Total number of contact hour engaged	7	12	12	12	9
4. Total number of contact hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : July	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	1	5	5	5	5
2. Total number of hours as per time table	3	12	12	12	12
3. Total number of hour engaged	3	12	12	12	12
4. Total number of hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : August	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	5	5	5	5	3
2. Total number of hours as per time table	12	12	12	12	7
3. Total number of hour engaged	12	12	12	12	7
4. Total number of hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	0	5	5	5
2. Total number of contact hours as per time table	2	0	12	12	12
3. Total number of contact hour engaged	2	-	12	12	12
4. Total number of contact hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	1
2. Total number of hours as per time table	7	12	12	12	3
3. Total number of hour engaged	7	12	12	12	3
4. Total number of hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	9	12	12	12	7
3. Total number of hour engaged	9	12	12	12	7
4. Total number of hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	5	5
2. Total number of contact hours as per time table	5	12	12	12	12
3. Total number of contact hour engaged	5	12	12	12	12
4. Total number of contact hours not engaged	0	0	0	0	0
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	9	12	12	9	5
3. Total number of hour engaged	9	12	12	9	5
4. Total number of hours not engaged	-	-	-	-	-
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	7	12	12	12	5
3. Total number of hour engaged	7	12	12	12	5
4. Total number of hours not engaged	-	-	-	-	-
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	7	12	12	12	12
3. Total number of hour engaged	7	12	-	-	-
4. Total number of hours not engaged	0	0	12	12	12
5. Reason for not engaging			Internal exam		

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Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
03.11.22	Dept. meeting	Discussed about upcoming Mock visit of NAAC.
25.08.22	"	Discussion on Onam celebration.
12.12.22	"	Discussion on Christmas celebration
16.12.22	HoD meeting	Discussion on sent off to retiring staff

Department of English

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www.sacredheartcollege.ac.in

FACULTY DIARY

Academic Year: 2022-23

Name of the faculty: Dr. Sr. A. Pliny Dalo
Designation : Asst. Professor
Department : Dept of English

BIO DATA

Name: Dr. A. Princy Doris

Designation: Asst. Professor, Dept of English

Educational Qualifications: B. Ed Ph. D

Date of birth: 29.05.1972 Year of joining: 27.02.2008

Address: Thalakkindayaram Aswani.

Chalakudy

Pin 680307

Phone: (res) 0480 2705517 (mob) 8547302953

Email: aprincyanto@gmail.com

Mentor in charge:

Duties assigned in this academic year:

Vice Principal

In charge of Alumnae Association

UGC & other Fundings - incharge

in charge of Catholic activities

in charge of Grievance Redressal Cell.

in Charge of anti-ragging cell

in charge of PTWA

in charge of College Calendar

Signature

2022-23

Individual Timetable for AY ~~2019-20~~ (Odd Semester)

Hours / Day	1	2	3	4	5
Monday			I B	III BA	II C
Tuesday		II A	I B	III BA	
Wednesday			I B	III BA	II A
Thursday			I B	III BA	II BA
Friday	II BA		I B		III BA.

2022-23

Individual Timetable for AY ~~2019-20~~ (Even Semester)

Hours / Day	1	2	3	4	5
Monday			I B	III BA	II C
Tuesday		II A	I B	III BA	
Wednesday			I B	III BA	II A
Thursday			I B	III BA.	II BA
Friday	II BA		I B.		III BA

Signature of Head of the

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
III BA	ENG5 B10	An Astrologer's Day. by RK Narayan.
II C, II A	ENG3 A05	Final Speech in the movie "The Great Dictator" by Charlie Chaplin.
II BA	ENG3 B04	Module I Basic Grammatical Units Introduction.

Moth: July

Class	Paper Code	Portions to be taught
III BA	ENG5 B10	Lakunum for my Head by Temsula Ao.
II C, II A	ENG3 A05	A Solitary Human Voice from Voices from Chernobyl: The Oral History of a Nuclear Disaster by Svetlana Alexievich
II BA	ENG3 B04	English grammar & usage - Section I: Form class & Function words - Fundamental explanation of grammatical categories.

Moth: August

Class	Paper Code	Portions to be taught
III BA	ENG5BO1	Interpreter of Maladies by Jumpa Lahiri
I BA	ENG3BO4	Section 2 Identifying Grammatical and Functional labels of words Concrete nouns & Abstract nouns
II A, III C	ENG3A05	Art, Truth & Politics by Harold Pinter

Moth: September

Class	Paper Code	Portions to be taught
III BA	ENG5B10	The Fire and the Rain by Girish Karnad.
I BA	ENG3B04	- Verbs - Fundamental categories - Modal Auxiliaries.
II A, III C	ENG3A05	Art, Truth & Politics by Harold P
I B	ENG1B02	Functional Grammar - Unit I & Unit II Introduction + To Postcolonial Literature

Moth: October

Class	Paper Code	Portions to be taught
III BA	Language & Linguistics	Organs of Speech.
II BA.	Grammar & Usage.	Form class & Function words. English morphology.
I History & Elem	Literature A01	The Rocking Horse Winner.
	Functional Grammar & Communication A02.	Word order & Sentence Pattern Concord / subject - verb agreement The Sentence & Types of Sentences.

Moth: November

Class	Paper Code	Portions to be taught
III BA.	Language & Linguistics.	Syllable, word Stress, Suprasegmental Features.
II BA.	Grammar & usage.	Identifying the grammatical Labels & Functional labels of words. - Verbs in Function - Gerunds, infinitives, participles - their uses.
I History & Elem	Literature A01, Functional Grammar & Communication A02.	To Posterity Memoirs of a Madman. The Sentence & based on clause structure. Transformation of Sentences.

Moth: December

Class	Paper Code	Portions to be taught
IIBA	Voices of Women.	1) The Intellectual Woman (To the Workplace) - Play 2) Preciousness - Short Story
I BA I B.C.	Ao4 - Spelling	Comala - Short Story
I B A B.C.	Ao1, Literary Phrases.	The Pedlar Thought-Fox.
	Ao2. Functional Grammar & Communication	Articles. Prepositions. Tense Forms. Active & Passive voice.

Moth: January

Class	Paper Code	Portions to be taught
III BA	Classics of Translation World Literature	1) Oedipus Rex. by Sophocles 2) Mother Savage. Guy de Maupassant 3) Three Questions. by Leo Tolstoy.
II A	Ao4.	1) The Big Fish 2) Love Across the Salt Desert.
I B.	Ao1 & Ao2.	1) Memoirs of a Madman - Gustave Flaubert. 2) Half a day. 1) Direct & Indirect Speech. 2) Collocations.

Moth: February

Class	Paper Code	Portions to be taught
III BA	Classics of World Literature	(1) Film Adaptation by Bill August- (2) The Broken Thighs
I C	A06.	(1) The Big Fish (2) Love Across the Salt Desert
I B.	A01 & A02.	Revision of Lessons. Assignment Submission Presentation.

Moth: March

Class	Paper Code	Portions to be taught
III BA	Classics of World Lit.	Revision. Internal Exam for Students.
II C II B	A06: Specimens Literature & Contemporary Issues.	1. Jamaica. by K. Ketchiandan. 2. What work is by Philip Levine. 3. Home by Barrar Shire.
I B.	A01 & A02.	Revision of Lessons. Assignment Submission.

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	We
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	9	13	14	13	7
3. Total number of contact hour engaged	9	13	14	13	7
4. Total number of contact hours not engaged	-	-	-	-	-
5. Reason for not engaging					

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Month : July	Week 1	Week 2	Week 3	Week 4	W
1. No. of teaching days in the week	1	5	5	5	5
2. Total number of hours as per time table	3	10	11	10	10
3. Total number of hour engaged	3	10	11	10	10
4. Total number of hours not engaged	-	-	-	-	-
5. Reason for not engaging					

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Month : August	Week 1	Week 2	Week 3	Week 4	W
1. No. of teaching days in the week	5	4	3	5	3
2. Total number of hours as per time table	9	9	4	9	4
3. Total number of hour engaged	9	9	4	9	4
4. Total number of hours not engaged	-	-	-	-	-
5. Reason for not engaging					

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Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	Onam	5	4	5
2. Total number of contact hours as per time table	6	Holidays	16	16	
3. Total number of contact hour engaged	0	-	16	13	
4. Total number of contact hours not engaged	6	-	-	3	
5. Reason for not engaging	Onam celebration	-	-	21st Holiday	

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Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	4	1
2. Total number of hours as per time table	6	16	16	12	3
3. Total number of hour engaged	6	16	16	12	3
4. Total number of hours not engaged	6	-	-	-	-
5. Reason for not engaging	CL	-	-	-	-

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Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	12	16	16	16	9
3. Total number of hour engaged	12	16	16	16	9
4. Total number of hours not engaged	-	-	-	-	-
5. Reason for not engaging	-	-	-	-	-

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Month : December	Week 1	Week 2	Week 3	Week 4	W
1. No. of teaching days in the week	2	5	6	5	5
2. Total number of contact hours as per time table	6	16	19	16	16
3. Total number of contact hour engaged	6	9	19		
4. Total number of contact hours not engaged	-	7	-		
5. Reason for not engaging	-	Valuation Comp.	-		

Signature of faculty Signature of Head of Dept. Signature of Prin

Month : January	Week 1	Week 2	Week 3	Week 4	We
1. No. of teaching days in the week	5	5	5	5	2
2. Total number of hours as per time table	16	5 16	5 16	5 16	6
3. Total number of hour engaged	16	16	16	16	6
4. Total number of hours not engaged	—	—	-	-	-
5. Reason for not engaging	-	-	-	-	-

Signature of faculty Signature of Head of Dept. Signature of Prin

Month : February	Week 1	Week 2	Week 3	Week 4	We
1. No. of teaching days in the week	4	6	6	5	2
2. Total number of hours as per time table	12	20	20	16	6
3. Total number of hour engaged	12	20	20	16	6
4. Total number of hours not engaged	-	-	-	-	-
5. Reason for not engaging	-	-	-	-	-

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Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	5
2. Total number of hours as per time table	12	16	16	16	16.
3. Total number of hour engaged	12	16	16	16	16.
4. Total number of hours not engaged	—	—	—	—	—
5. Reason for not engaging	—	—	—	—	—

A. Priya Dalal.
Signature of faculty

Signature of Head of Dept.

Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper
3/11/22.	Atmosphere. Do,		
I BA Hi Stdy & Econ			
15 Students			
8/11/22. I BA	Atmosphere. Do,		
Hi Stdy & Econ			
11/11/22. I BA History & Econ	Atmosphere Do		

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1/6/22	College Level	Reopening for the academic year 2022-23, Plans for the year
13/6/22.	College Level	About NAAC SSR preparation for the NAAC accredita-tation process. (4th level)
26/7/22	College Level.	Discussion on NAAC SSR preparation - Special focus on the criterion 7 and criterion 2.
10/8/22.	College Level.	Discussion on the preparations to be made for the upcoming NAAC visit.
22/8/22.	College Level	Discussion on the conduct of onam celebration; Mallugalamaaga Competition & Athapookalam contest
12/9/22.	College Level.	Reopening of the college after onam Holidays Preparations for the Autonomy
13/9/22	College Level.	Meeting of the HODS - discussions on the preparations to be made for the upcoming NAACH Visit.
26/9/22	College Level.	Res Principals Feast. Talents Fest. D v Report
30/9/22	College Level	Principal's Feast celebration.

Date	Nature of meeting	Purpose / Agenda
14/11/22.	III BA parents Meeting.	To encourage and motivate the Students
4/12/22.	II BA Parent' Meeting	To encourage & motivate the Students.
12/12/22.	College level	Convocation Day Programme & Christmas celebration Conduct of Internal Examination - Discussion.
6/1/23.	PTWA in charge Committee	Plans for the PTWA general body Meeting.
9/1/2023	College Level.	New year wishing, NAAC preparation.
10/1/2023.	College Level	PTWA general Body & Executive Meeting.
16/1/23.	HODs Meeting.	Planning College Day, Cup & Cake etc.
23/1/23	HODs Meeting.	Ref. uploading of internal marks- Mark wise to Sports Complex

Date	Nature of meeting	Purpose / Agenda
21/2/223	College Level.	NAAC Result Announcement.
6/3/23.	College Level.	Send off for Third Year Students.
23/3/23.	College Level.	Staff Tour Discussion. Official appointment of New IQAC coordinator.

Meetings Attended (Department level)

Date	Purpose / Agenda
1/6/22.	College reopening, Discussion on the action plan for the current academic year.
13/6/22, 26/7/22, 10/8/22.	Meetings related to NAAC – SSR Submission
22/8/22	Onam Celebrations, discussion in the dept regarding the smooth conduct of the programmes, discussion on the suggestions made by the principal
16/9/22.	Discussion based on the HoD's meeting with principal, preparation for the NAAC peer team visit, Duties assigned to the staff
15/10/22	Discussions for the NAAC visit.
18/11/22.	Discussion reg. the International Seminar.
14/12/22.	Work allotment for Internal Examination, NAAC criterion Discussions
2/1/23	Reg. Department level exhibition for NAAC visit, Work allotment – Exhibition files, brochure

Planning & Duty Distribution arrangements

22/4/23.	Planning for the activities in the school like daily Days & Sports Day. Planning for the all staff meeting.

Record of invigilation duty in Internal / University examinations

Internal				University		
Date	Date	Date	Date	Date	Date	Date
22/11/22			23/4/23	21/3/23.		
			27/4/23			

Refresher/Orientation/Short term Course / Seminar / Workshops / Professional Development Programmes attended (outside college)

Date	Title of event	Venue	Sponsoring agency
14/3/23.	FDP - workshop on Essential Service Rules	Class Hall	Organised by IQAC

18

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
16/8 AN.		
6/10/22		
7/10/22		
8/10 AN		
9/12/22		
13/12/22		

Valuation of answer scripts

University Examinations		College Level Examinations	
Paper	No of papers valued	Paper	No of papers valued
23/08/22 to 3/9/22. Bro & Zeitgeist Readings on Culture	180	Signatures Aos	30.
		Indian Writings Eng	30.
9/11/22 to 16/11/22. III Semester Engl. Signatures & Grammar & Usage	Signatures 75	Signatures English Grammar & Usage.	30 20 15
		Aos Kilmorphon	80
5/12/22 to 7/12/22. ENG Aos. Spectrum - Literature & Cult. Essays at SKVC.	60 papers	II internal Exam	
		Economics. Aos & Aos	40 40
07/03/23 to 10/03/23 IV Sem Valuation Camp at SKVC.	75 papers	II internal Exam for II DC Students	
		II internal Exam for I DC Student.	

Curricular / Co-curricular activities organised / attended by faculty (college level)

Date	Name of activity	Remarks
17/9/22.	Organised Free tuition for visits the Students of V.R. Puram Gvt School - Inauguration at VR Puram School	accompanied II year Degree Students.
20/9/22.	Met kudumbashree members at Municipality Reg. Communication Skills programme.	Extension activity
28/09/22.	Organised Samanvaya - 2022	" "
30/09/22.	Organised Principal's Feast Day celebration	
7/11/22.	Association Inauguration.	
2/12/22.	Organised One Day International Seminar	Svadhyaya.
10/12/22.	Convocation ceremony.	
19/12/22.	Organised Visit to Karuna Bhavan, Pottah - Christmas celebration	
22/12/22.	Organised Christmas celebration.	
23/12/22.	NSS camp - at Paramplly College, Chalakudy accompanied Principal for the Inaugural Meeting.	

Cdd. Notes

22/12/22 Valedictory Session of the NSS camp offered Felicitation.

10/1/23 to 15/1/23 Trip to Goa, Hampi & Bangalore along with 3 yr History & English Students. 43 Students

20/1/23 Organised an day Adoration - Day began with the Holy Mass.

27/1/23 Higher Edn Minister, Dr R. Bindu inaugurated Sports Complex.

2/2/23 Hand of duty by the Retiring faculty.

3/2/23 Mock NAAC Visit

14/2/23 NAAC Visit.

15/2/23 2/3/23 Sports Day.

16/3/23 Book donation Event - Organised by English Dept.

20/3/23 Oral Health Day Celebration.

22/3/23 FN Valedictory function for Kudumbashree Camp

English & Tamil Tuition for V & Poduam Govt HS

22/3/23 AN Staff Day

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CHALAKUDY

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FACULTY DIARY

Academic Year: 2022-23

Name of the faculty: Binoy Jose
Designation: Assistant Professor
Department: English

BIO DATA

Name: Bindu Tom

Designation: Associate Professor

Educational Qualifications: M.A., M.Phil. English Literature

Date of birth: 25-9-1967 Year of joining: 25-10-1993

Address: Pyradath House, Karukutty P.O.,

Koonammavu, Ernakulam Dist.

Pin

Phone: (res) (mob) 9497459569

Email: bindutomy09@gmail.com

Mentor in charge:

Duties assigned in this academic year:

* Staff Secretary
* Member of Grievance Redressal Cell
* Academic Council member
* Charge of College P.T.W.A
* Head of the Dept. of English

Bindu Tom
Signature

2022-23

Individual Timetable for AY ~~2019-20~~ (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	II Hin	—	AD2 IA2	IV (M)	—
Tuesday	III (M)	—	II M	—	III (M)
Wednesday	III M	—	IC AO2	III (M)	II
Thursday		III (M)	II (M)	I (M)	III M
Friday	III M	II M	IC AO2	—	—

2022-23

Individual Timetable for AY ~~2019-20~~ (Even Semester)

Hours / Day	1	2	3	4	5
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Class	Paper Code	Portions to be taught
III BA	ENG5BO7	Appreciating Drama & Theatre – General introduction to Drama – History of English Drama – Shakespearean Drama
III BA	ENG5BO6	Indian Writing – General Introduction – Indo anglian poetry & fiction –Discussion on the major Indo-anglian Writers
II BA	ENG3BO3	Appreciating Prose – General Introduction – Evolution of Prose – Diffr Prose forms

Moth: July

Class	Paper Code	Portions to be taught
III BA	ENG5BO7	Basic Elements of Drama : Tragedy, Comedy, Trag comedy ; The Constituent Parts of Drama – Plot, Character, Thught, Song, Spectacle, Diction, Three Unities, Tragic Hero, Chorus, Simple Plot & Complex plot.
III BA	ENG5B10	Rabindranath Tagore : Two Verses - each from The Gitanjali and the Gardener
II BA	ENG3BO3	Sarojini Naidu : The Coloured Fishes. Francis Bacon : Of Studies Charles Lamb: Dream Children: A Reverie G.K. Chesterton : On Running After One's Hat Arundhathi Roy: Come September.

Moth: August

Class	Paper Code	Portions to be taught
III BA	$EN_{05}BO_7$	The basic structure of Tragedy, History of Drama, Greek Theatre and Its Influence, Miracle Play and Morality Play, Elizabethan Theatre, Shakespearean Theatre, Restoration Drama, Sentimental Comedy, Othello : Introduction, Act I & II
III BA	$EN_{05}B/D$	Kamala Das - Introduction, Poem Kolathai : Old Woman, Agha Shahid Ali : Country without a post card
II B.A	EN_3BO_3	Revision of Bacon, Lamb, G & Chesterton, Prescription : In Praise of the Humble Comma

Moth: September

Class	Paper Code	Portions to be taught
III B A	EN_5BO_7	Decadence, Problem Play, Realism & Beyond Shaw : Experiments of Epic Theatre, Anti Theatre, Absurd Theatre, Feminist Theatre, Street Theatre, Othello Completed.
III BA	EN_5B/D	B. R. Ambedkar : Speech at Mahad, Salma Rushdie : Imaginary Homelands Revision.
II BA	EN_3BO_3	Chinua Achebe : The Educating of a British Protected Child, Naomi Jones : The First Autumn, Usha Jayadevan : Justice vs Mercy completed ; Revision

Moth: October

Class	Paper Code	Portions to be taught
III BA	ENG 5 BD 7	Theatres (Revision)
III BA	ENG 5 BA	Prose (Revision) - Indian Writing (Rev)
II BA	ENG 3 BD 3	Prose completed - Revision.

Moth: November

Class	Paper Code	Portions to be taught
III BA	ENG 4 B 20	Introduction to Shakespeare - Julius Caesar - Introduction - Act I, Act II, Act IV completed.
III BA	ENG 4 B 15	Introduction to 'New Literatures in English' - Introduction to Alice Walker. 'Remember Me' completed.
I BA	Appreciation of Fiction ENG 4 BD 2	Introduction - Understanding Fiction - Plot - Character - Narrative techniques
I BA	ENG 2 BD 2 (All parts)	Sonnet: William Shakespeare - Ballads: John Keats 'La Belle Dame sans Merci'

Moth: December

Class	Paper Code	Portions to be taught
III BA	ENG$_6$ B 20	Julius Caesar Act IV, Act V. Revision.
IV BA	ENG$_4$ B 15	A.D. Hope Australia. Introduction to Derek Walcott.
II BA	ENG$_4$ B05	Points of view - Short Fiction - Long Fiction. - O. Henry - R. Carlos
II BA	ENG$_2$ BO$_2$ Appreciating Poetry	Ode - P.B. Shelley : Ode to the West Wind.

Moth: January

Class	Paper Code	Portions to be taught
III BA	ENG$_6$ B 20.	Merchant of Venice Act I, II, III, IV & V) - Completed.
III BA	ENG$_6$ B 15	'When Autumn came' - Li Yongbo : I Ask My Mother to Sing.
IV BA.	ENG$_4$ B05.	Nadine Gordimer - Her Loved James Joyce - Eveline
II BA.	ENG$_2$ BO$_2$	Elegy : W.H. Auden : 'In Memory of WB Yeats'

Moth: February

Class	Paper Code	Portions to be taught
II BD	ENG 4 B 04	The Tempest Acts I, II, III, IV + V completed.
II 60	ENG 4 B 05	Twelfth Night: Introduction: Play completed. Revision: Tanjim Tsunda: When it Rains in Dhaemsonka. David Dik: The Wife Man Killed my Father.
II BB	ENG 4 B 03	Ray Bradbury - Sound of Thunder. Sally Morgan. The Letter.
I BA	ENG 2 B 02	Villanelle: Dylan Thomas: Do not go gentle into that good Night. Robert Service - My Last Duchess.

Moth: March

Class	Paper Code	Portions to be taught

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	9	13	14	13	7
3. Total number of contact hour engaged	9	10	9	11	4
4. Total number of contact hours not engaged	—	3	5	2	3
5. Reason for not engaging	C-L on 10-6-22 ; 18.6.22, 20-6-22		; DL on	28-6-22	

Signature of faculty Signature of Head of Dept. Signature of Princ

Month : July	Week 1	Week 2	Week 3	Week 4	We
1. No. of teaching days in the week	1	5	5	5	5
2. Total number of hours as per time table	2	10	11	10	12
3. Total number of hour engaged	1	8	11	7	6
4. Total number of hours not engaged	1	2	—	3	4
5. Reason for not engaging	C-L - 1-7-22 (1/2 CL) 18-7-22, 25, 26, 27+29 - 7-22 (CL)				

Signature of faculty Signature of Head of Dept. Signature of Princ

Month : August	Week 1	Week 2	Week 3	Week 4	
1. No. of teaching days in the week	5	4	3	5	3
2. Total number of hours as per time table	9	9	4	9	4
3. Total number of hour engaged	9	8	4	7	3
4. Total number of hours not engaged	—	1	—	2	1
5. Reason for not engaging	D.L on 10-8-22 . CL 29-8-22 (1/2 CL)				

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Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	Onam -	5	4	5
2. Total number of contact hours as per time table	6		16		
3. Total number of contact hour engaged			16	11 Hrs	
4. Total number of contact hours not engaged	0		-	20.9.22 - 19 hrs	
5. Reason for not engaging		Onam Holidays	C.L on	14.9.22 16.9.22	

Signature of faculty Signature of Head of Dept Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week					
2. Total number of hours as per time table		(On leave)			
3. Total number of hour engaged					
4. Total number of hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week					
2. Total number of hours as per time table		(On leave)			
3. Total number of hour engaged					
4. Total number of hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	2	5	6	5
2. Total number of contact hours as per time table	6	16	19	16
3. Total number of contact hour engaged	–	–	–	
4. Total number of contact hours not engaged				
5. Reason for not engaging	On leave upto 19.12.24			

Signature of faculty Signature of Head of Dept. Signature of Pri

Month : January	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	5	5	5	5
2. Total number of hours as per time table	16	16	16	16
3. Total number of hour engaged	16	16	16	10
4. Total number of hours not engaged	–	–	–	6
5. Reason for not engaging	–	–	C.L on 25.1.23	26th Republic Day

Signature of faculty Signature of Head of Dept. Signature of Pri

Month : February	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	4	6	6	5
2. Total number of hours as per time table	12	20	20	16
3. Total number of hour engaged	12	20	20	16
4. Total number of hours not engaged	–	–	–	–
5. Reason for not engaging	–	–	–	–

Signature of faculty Signature of Head of Dept. Signature of Pri

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	5
2. Total number of hours as per time table	12	16	16	16	16
3. Total number of hour engaged	12	16	16	12	16
4. Total number of hours not engaged	-	—	-	4	—
5. Reason for not engaging				C.L on 22.3.23	

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Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
01/6/22	College level	Re opening of the academic year 2022-23 - General discussion of the action plan for the year.
13/6/22	College level	Discussion on the preparation of SSR for the NAAC Re accreditation process (4th level)
26/7/22	College level	Discussion on NAAC SSR preparation - special focus on the 7 Criteria and specially on the 2nd Criteria.
10/8/22	College level	SSR submission successfully completed : Discussion on the preparation to be made for the upcoming NAAC visit
22/8/22	College level	Discussion on the conduct of Onam Celebrations ; Malayalamanga competition & Athapookalam Contest
12/9/22	College level	Re opening of the College after Onam holidays. Preparations for the Autonomy : Mr. Shijo John taken charge as Coordinator.
13/9/22	College level	Meeting of the HODS - discussions on the preparations to be made for the upcoming NAAC visit & Preparations for autonomy
26-1-23.	PTWA committee meeting (Organising com)	Planning of the activities of PTWA in the Year 22-23 - Reviewed
9-1-2023.	College Level	New Year Wishes, NAAC preparation

Date	Nature of meeting	Purpose / Agenda
10-1-23	College Level	PTWA General Body ~~=~~ Executive meeting
16-1-23	HODS meeting	Planning College Day, Relinquishment of staff members meeting
23.1.23	HODS meeting	By uploading of internal marks mid mark work : Sports Complex

Meetings Attended (Department level)

Date	Purpose / Agenda
1/06/'22	College reopening, Discussion on the action plan for the current academic year.
13/6/2022, 26/7/22 10/8/22	Meetings related to NAAC – SSR submission.
22/8/22	Onam Celebration, discussions in the dept regarding the smooth conduct of the programmes, discussion on the suggestions made by the Principal
13/9/22	Discussion based on the HODs meeting with the Principal. Preparation for the NAAC peer team visit; duties assigned to the individual teachers.
15 – 10 – 22.	Discussions for the NAAC visit
18 – 11 – 22.	Discussion reg. the International Seminar
14 – 12 – 22	Work allotment for internal Examinations, NAAC criterion. Discussion.

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
10-6-22 14-6-22	H.P.L from 28.9.22 to Ag - 12.'22	28-6-22
20-6-22 28-6-22		10-8-22
1-7-22(1/2 CL) 8-7-22		
25-7-22 26-7-22	(CL)	
27-7-22	(CL)	
29-7-22	(CL)	
29-8-22	(1/2 CL)	
14-9-22 16-9-22		
	H.P.L from.	

Curricular / Co-curricular activities organised / attended by faculty (college level)

Date	Name of activity	Remarks
17-9-22.	Organised - Free Coaching to the students of V.R. Puram Govt school - Inauguration at V.R. Puram School	accompanied II year Dyes students.
20.9.22	Meet Kudumbashree members at Municipality reg communication skills programme.	Extension activity.
28.9.22	Organised Samanvaya -2022	
19.12.22.	Organised Visit to Kaleena Bhavan, Potter - Christmas celebrations.	
22.12.22.	Organised christmas celebration.	
23.12.22.	NSS camp. at Paramekkilly College, Kalakkadu accompanied Principal for the meeting.	
28.12.22	Valedictory session of the NSS camp	
20.1.23.	Hon'ble Edn Minister Dr. R. Bindu inaugurated Sports Complex, Open Gym etc.	
2/2/23	Send-off party by the Retiring faculty	
3/2/23	NAAC mock visit.	

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FACULTY DIARY
Academic Year: 2022 – 2023

Name of the faculty: Ms. Noble A. Paliath
Designation : Asst. Professor
Department : English

BIO DATA

Name: Mr. Noble A. Paliath

Designation: Assistant Professor

Educational Qualifications: M.A; M. Phil, NET

Date of birth: 14 Aug 1985 Year of joining: 2014

Address: Chirayath (H), Dawn Villa, Hospital Road, Chalakudy

Pin 680307

Phone: (res) — (mob) 9526148624

Email: thampynoble@gmail.com

Mentor in charge: II B.A. English

Duties assigned in this academic year:

Senior Assistant Superintendent of Examinations

NSS Programme Officer

Paliath

Signature

Individual Timetable for AY ~~2019-20~~ 2022-23 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	—	II M (Core)	—	II A	I B
Tuesday	I M	III M	—	I B	—
Wednesday	II M (Core)	—	III M (Open)	I B	—
Thursday	I M	II A	III M	—	I B
Friday	I M	III M	—	—	II A

Individual Timetable for AY ~~2019-20~~ 2022-23 (Even Semester)

Hours / Day	1	2	3	4	5
Monday	—	II BA	—	II A	I B
Tuesday	I BA	III BA	—	—	I B
Wednesday	II BA	—	III BA	I B	—
Thursday	I BA	II A	III BA	—	I B
Friday	I BA	II BA	—	—	II A

Signature of Head of the

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
IIM	JOU3C02	"Introduction to TV"
IIA	ENG3A05	"The Diary of a Young Girl"
IIIM	ENG5B09	"What is language?"
III O	ENG5D01	"Synonyms"

Moth: July

Class	Paper Code	Portions to be taught
IIM	JOU3C02	"Characteristics of TV"
IIA	ENG3A05	"The Diary of a Young Girl"
IIIM	ENG5B09	"Characteristic Properties of language"
III O	ENG5D01	"Antonyms"

Moth: August

Class	Paper Code	Portions to be taught
II M	JOU3C02	"Organisational Structure of Doordarshan"
II A	ENG3A05	"The Diary of a Young Girl"
III M	ENG5B09	"Differences between human language and Animal language"
III O	ENG5D01	"One-Word Substitutions"

Moth: September

Class	Paper Code	Portions to be taught
II M	JOU3C02	"Teleprompter"
II A	ENG3A05	"The Diary of a Young Girl"
III M	ENG5B09	"Differences between Spoken language and Written language"
III O	ENG5D01	"Articles

Moth: October

Class	Paper Code	Portions to be taught
IIM	JOU3C02	"SITE"
IIA	ENG3A05	"Letters from the Mothers of Nenjamparambu"
IIIM	ENG5B09	"Morphemes"
IIIO	ENG5D01	"Prepositions"
IM	ENG1A01	"The Sleeping Fool"
IM	ENG1A02	"Curriculum Vitae"

Moth: November

Class	Paper Code	Portions to be taught
IIM	JOU3C02	"TV on Web"
IIA	ENG3A05	"When I was Growing Up"
IIIM	ENG5B09	"Inflection and Derivation"
IIIO	ENG5D01	"Analogy"
IM	ENG1A01	"Debate"

Moth: December

Class	Paper Code	Portions to be taught
II M	JCU3C02	Revision
II A	ENG3A05	"I Stand with you" & The Disorder"
III M	ENG5B07	"Types of Morphology conditioning"
III O	ENG5D01	Revision
I B	ENG1A01	"To a Reason"
I B	ENG1A02	"Presentation Skills"

Moth: January

Class	Paper Code	Portions to be taught
II M	ENG6B04	Literary Criticism: An Introduction
II A	ENG3A05	"Turmeric"
III M	ENG6B05	Indian Theatre
I B	ENG1A01	Trifles by Susan Glas
I B	ENG1A02	Revision

Moth: February

Class	Paper Code	Portions to be taught
II M	ENG6B014	Longinus' "On the Sublime"
II A	ENG3A05	"Turmeric"
III M	ENG6B015	Greek Theatre
I B	ENG1A01	The Adventures of a Colourman
I B	ENG1A02	Revision

Moth: March

Class	Paper Code	Portions to be taught
II M	ENG6B014	Horace's "The Defense of Poesy"
II A	ENG3A05	"Divided Times"
III M	ENG6B015	Revision
I B	ENG1A01	Revision
I B	ENG1A02	Revision

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	10	16	16	16	13
3. Total number of contact hour engaged	6	7	7	7	3
4. Total number of contact hours not engaged	4	9	9	9	10
5. Reason for not engaging	Freshers yet to arrive	Freshers yet to arrive	Freshers yet to arrive C.L.	Freshers yet to arrive	Freshers yet to arrive

Signature of faculty | Signature of Head of Dept. | Signature of Principal

Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	5	5	5
2. Total number of hours as per time table	3	16	16	16	16
3. Total number of hour engaged	3	8	8	8	8
4. Total number of hours not engaged	—	8	8	8	8
5. Reason for not engaging	—	Int/Ext → Examinations	"	"	"

Signature of faculty | Signature of Head of Dept. | Signature of Principal

Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	4	3	5	3
2. Total number of hours as per time table	16	10	7	16	7
3. Total number of hour engaged	16	10	2	16	7
4. Total number of hours not engaged	—	—	5	—	—
5. Reason for not engaging	—	—	I years yet to take admission	—	—

C.L.

Signature of faculty | Signature of Head of Dept. | Signature of Principal

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	—	5	4	5
2. Total number of contact hours as per time table	4	—	16	16	16
3. Total number of contact hour engaged	—	—	6	13	16
4. Total number of contact hours not engaged	4	—	10	3	16
5. Reason for not engaging	Onam	Onam	C.L.	Harthal	—

Celebrations Vacations C.L.

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	4	1
2. Total number of hours as per time table	6	16	16	13	3
3. Total number of hour engaged	6	16	16	13	3
4. Total number of hours not engaged	—	—	—	—	—
5. Reason for not engaging	—	—	—	—	—

C.L. C.L. (Are compensated)

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	13	16	16	16	3
3. Total number of hour engaged	10	7	16	16	3
4. Total number of hours not engaged	3	9	—	—	—
5. Reason for not engaging	—	Valuation Camp		— C.L.	— (Are Compensated)

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	5	—
2. Total number of contact hours as per time table	7	16	16	16	—
3. Total number of contact hour engaged	7	16	16	16	—
4. Total number of contact hours not engaged	—	—	—	—	—
5. Reason for not engaging	—	—	—	—	X'mas holidays

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	2
2. Total number of hours as per time table	16	16	16	16	16
3. Total number of hour engaged	14	16	16	16	16
4. Total number of hours not engaged	2	—	—	—	—
5. Reason for not engaging	—	—	—	—	—

C.L.

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	9	16	16	16	7
3. Total number of hour engaged	9	16	10	16	7
4. Total number of hours not engaged	—	—	6	—	—
5. Reason for not engaging			C.L.		

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	9	16	16	16	16
3. Total number of hour engaged	9	3	16	16	16
4. Total number of hours not engaged	—	13	—	—	—
5. Reason for not engaging	—	V. Camp	—	—	—

Signature of faculty Signature of Head of Dept. Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper
12/11/22	JOU3C02/ Journalism		
11/12/22	ENG5A03/ Signatures		
12/11/22	ENG5B10/ Voices of Women		

Signature of Head of the Dept.

Record of Special classes

Date	Class	Subject	Duration
27/8/22	III B.A. English	Language & Linguistics	2 hrs; 9:00 to 11:00
27/8/22	II B.A. English	Introduction to TV & Cinema	2 hrs; 11:00 to 1:00

Signature of Head of the Dep

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1/6/22	Official	Action plans to be prepared for the academic year 2022-23
13/6/22	Official	Steps to successfully upload SSR (NAAC)
26/7/22	Official	Details related to first stage of SSR (NAAC) submission
10/8/22	Official	Successful submission of SSR
22/8/22	Official	Onam celebrations
19/9/22	Official	Service rules
26/9/22	Official	Principal's feast announcement, talents' fest
30/9/22	Official	Principals feast celebration
14/11/22	Official	III B.A parents' meeting

Date	Nature of meeting	Purpose / Agenda
4/11/22	Official	II B.A. parents' meeting
12/12/22	Official	X'mas celebration, Internal exam preparation
17/12/22	Official	Convocation 2022-23
23/12/22	Official	X'mas celebrations
9/1/23	Official	NAAC preparations
23/1/23	Official	Regarding uploading of internal marks, mock visit, sports complex
18/2/23	"	College day and farewell function
6/3/23	"	Send-off to third year degree students
24/3/23	"	Staff tour discussion / Official appointment of upcoming IQAC team

Meetings Attended (Department level)

Date	Purpose / Agenda
1/6/22	College reopening announcements, action plan
13/6/22, 26/7/22, 22/8/22	Extended meeting to discuss further the decisions taken in the official meeting
22/8/22	NAAC preparation, Onam celebration,
13/9/22	Follow-up of meeting with Principal
15/10/22	Discussions related to NAAC visit
18/11/22	Discussion regarding international seminar
14/12/22	Work allotment for internal seminar, NAAC criteria discussion
25/1/23	Dept. level exhibition for NAAC visit, NAAC work allotment, Alumni meet & PTA interaction arrangements

Refresher/Orientation/Short term Course / Seminar / Workshops / Professional Development Programmes attended (outside college)

Date	Title of event	Venue	Sponsoring agency
14/3/23	FDP/Workshop on SPARK & essential service rules	Clare Hall	IRAC

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
16/6/22		23/8/22 – 31/8/22; Valuation Camp at Sree Kerala Varma College, Thrissur
17/6/22		
20/6/22		
30/6/22		
1/7/22, 12/7/22		
8/8/22		
17/8/22		
20/8/22		
30/9/22		
10/10/22		
14/10/22 (½)		
21/10/22		
28/10/22		
23/11/22		

Valuation of answer scripts

University Examinations		College Level Examinations
Paper	No of papers valued	Paper
EN1B2ACH: Twigs — 145		Signatures
EN1B2AC3: Letters		Internal Mark
for Academic Letter — 7	(=2)	Communicative & Language in Human Life
EN1B1AD2:		
Way with Words		2 Hours
EN1B1AC1:		Theories of Meaning
Transactions		
AC6 - Spectrum		
Literature & Contemporality		
Skills	155	
U Sem Valuation		
Camp at		
Sree Kerala		
Varma		
College Thrissur	75	

Curricular / Co-curricular activities organised / attended by faculty (college level)

Date	Name of activity	Remarks
17/9/22	Free Tuition for Students of V.R. Puram Govt HSS, Chalakudy	
20/9/22	Kudumbashree Women of Chalakudy Municipality were offered Spoken English Classes	
30/9/22	Principals Feast Day	
4/11/22	Association Inauguration	
2/12/22	One Day International Seminar	
17/12/22	Convocation Ceremony	
23/12/22	Christmas Celebrations	
18/2/23	NAAC Peer Team Visit	

SACRED HEART COLLEGE
CHALAKUDY

Thrissur Dt.,Kerala,Pin 680307
Phone :0480-2701159
Affiliated to the University of Calicut
www.sacredheartcollege.ac.in

FACULTY DIARY

Academic Year: 2022-23

Name of the faculty: Sandra Juliet Jose
Designation : Assistant Professor
Department : ENGLISH

BIO DATA

Name: Sandra Juliet Jose

Designation: Assistant Professor

Educational Qualifications: MA English Literature

Date of birth: 05/06/1987 Year of joining: 07/06/2017

Address: Chakkath (H), Paduvapuram Post, Panthackal, Karukutty

Pin 683576

Phone: (res) (mob) 9496582727

Email: Jsandrajuliet@gmail.com

Mentor in charge:

Duties assigned in this academic year:

* Charge of Class teacher III BA English 2022-23

Signature

2022-23

Individual Timetable for AY ~~2019-20~~ (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	III BA	II B	I C		III B C
Tuesday		I C	III BA	II B A	IV B A
Wednesday		II B A	I C		III B A
Thursday			I C		II B
Friday		II B A		III B A	I B

2022-23

Individual Timetable for AY ~~2019-20~~ (Even Semester)

Hours / Day	1	2	3	4	5
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Signature of Head of th

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
III BA	ENG5B08	Literary Theory Introduction

Moth: July

Class	Paper Code	Portions to be taught
III BA	ENG5B07	Appreciating Drama & Theatre - Introdi
	ENG5B08	Literary Theory and Criticism - Module I Part I, II, III & IV
II BA		Introduction to TV & Cinema - Module III
II B		The Word - Public Needs.

Moth: August

Class	Paper Code	Portions to be taught
IIIBA	ENG5B08	Lit. theory and criticism - Part V, VI & Module IV - Feminism and Queer Studies
IIBA		Module III
IB		→ Annie Dillard
IC		→ Introduction

Moth: September

Class	Paper Code	Portions to be taught
IC	ENG1A01 Literosphere The World of Lit	
	ENG1A02 Functional Gr & Communication in English	
IIBA		Module III & IV
IIB		Annie Dillard.
IIIBA	ENG5B08	Module IV & V
	ENG5B07	

Moth: October

Class	Paper Code	Portions to be taught
III BA	ENG5B07	Appreciating Drama & Theatre - Module 3 & 4
	ENG5B08	Literary Theory & Criticism - Module 3 & 4
I BA	JOU (3) C02	Introduction to Television & Cinema - Module 3 & 4
I B	ENG1A05	Signatures – Module 3
I C	ENG1 A01	Litmosphere: The World of Literature Module 1, 2

Moth: November

Class	Paper Code	Portions to be taught
II BA	JOU(3) C02	Introduction to Television & Cinema - Module 4
II B	ENG3A05	Signatures - Module 3 Charlie Chaplin, Harold Pinter
I C	ENG1 A01	Litmosphere : The World of Literature module 4
	ENG1 A02	Functional Grammar & Communication in English Module 1 - Lesson 1, 2, 3

Moth: December

Class	Paper Code	Portions to be taught
II BA	ENG6B13	Film Studies - Module 1, 3, 4
II B	ENG04A06	Spectrum - Module 3, 4
I C	ENG1A02	Functional Grammar and Communication in English - Module 1, 2

Moth: January

Class	Paper Code	Portions to be taught
II BA	ENG6B13	Film Studies - Module 2
I B	ENG04A06	Spectrum - Module 3, 4
I C	ENG1A02	Functional Grammar & Communication in English - Module 1 & 2 Direct, Indirect Speech

Moth: February

Class	Paper Code	Portions to be taught
II B A	ENG6B13	Film Studies – Revision
II B	ENG4A06	Spectrum – Module 2 (Death Figure, Home, No Men are foreign)
I C	ENG1A02	Functional Grammar & Communication in English – Revision

Moth: March

Class	Paper Code	Portions to be taught
II B	ENG4A06	Spectrum – Module 1 & 2 (Jamaican Fragments, The Big Fish, Tattereic, Guided Tunes)
I C	ENG1A01 ENG1A02	– Revision –

Signature of Head of the Dept

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	3	4	4	4	4
3. Total number of contact hour engaged	3	2	4	3	0
4. Total number of contact hours not engaged	0	2	0	1	4
5. Reason for not engaging	-	IQAC	-	CL	IQAC

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	5	5	5
2. Total number of hours as per time table	2	9	9	9	9
3. Total number of hour engaged	0	4	2	0	7
4. Total number of hours not engaged	2	5	7	9	2
5. Reason for not engaging	IQAC	IQAC	IQAC	IQAC	IQAC

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	4	3	5	3
2. Total number of hours as per time table	9	9	4	9	4
3. Total number of hour engaged	7	7	4	5	4
4. Total number of hours not engaged	2	2	0	4	0
5. Reason for not engaging	CL	CL	Rain	CL	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	ONAM	5	4	5
2. Total number of contact hours as per time table	4	-	16		
3. Total number of contact hour engaged	0	-	13		
4. Total number of contact hours not engaged	4	-	3		
5. Reason for not engaging	Onam celebration	ONAM HOLIDAYS	CL		

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	4	
2. Total number of hours as per time table	5	16	16	16	4
3. Total number of hour engaged	5	13	16	7	0
4. Total number of hours not engaged	0	3	0	9	4
5. Reason for not engaging	-	CL	-	Retreat	CL

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	12	16	16	16	11
3. Total number of hour engaged	12	16	14	16	11
4. Total number of hours not engaged	0	0	2	0	0
5. Reason for not engaging	-	-	CL	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	6		
2. Total number of contact hours as per time table	5	16	19		
3. Total number of contact hour engaged	5	16	19		
4. Total number of contact hours not engaged	0	0	0		
5. Reason for not engaging	–	–	–		

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	2
2. Total number of hours as per time table	13	16	16	13	6
3. Total number of hour engaged	13	3	NIL	13	6
4. Total number of hours not engaged	–	13	16	–	–
5. Reason for not engaging	–	Valuation camp	valuation camp	Republic day	–

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	9	16	16	16	6
3. Total number of hour engaged	9	16	16	13	3
4. Total number of hours not engaged	NIL	NIL	NIL	3	3
5. Reason for not engaging	–	–	–	casual leave	casual leave

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	9	16	16	16	16
3. Total number of hour engaged	9	3	—	—	—
4. Total number of hours not engaged	NIL	13	16	16	16
5. Reason for not engaging	—	valuation camp	study holidays	study holidays	university exams

Signature of faculty Signature of Head of Dept. Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
01/06/22	College level	→ Reopening for the academic year 2022-23, Plans for the year
13/06/22	College level	→ About NAAC SSR preparation - Modus Operandi
26/07/22	College level	→ First attempt at the submission of SSR - areas identified to focus — other related details
10/08/22	College level	→ SSR submission successfully completed, future plans.
22/08/22	College level	→ Onam Celebrations.
12/09/22	College level	→ Reopening of college after Onam holidays: Autonomy preparations & Mr. Shijo Thu
12/12/22	College level	→ Convocation Day Programme and Christmas Celebrations. → Conduct of Internal Examinations.
22/12/22	College level	→ Christmas Celebrations
9/1/23	College level	→ New Year
16/2/23	College level	College day celebrations and Retirement function

Date	Nature of meeting	Purpose / Agenda
6/3/23	College level	Send off for third year students
29/3/23	College level	Staff Core discussion, official appointment of the new IQAC.

Meetings Attended (Department level)

Date	Purpose / Agenda
1/06/2022	College reopening, plan of action
13/06/2022, 26/07/22, 10/08/22.	Meetings after college level meeting – related to NAAC-SSR submission
22/08/22	Onam celebration discussions in the dept, HOD meeting with principal directions, NAAC preparations
13/09/22	Reopening – HOD's meeting with Principle
14/12/2022	→ Work allotment for Internal Examinations. → NAAC criterion division.
15/11/2022	→ Discussion regarding international seminar
25/1/23	→ Department level exhibition for NAAC visit → NAAC work allotment, Alumnae & PTWA interaction arrangements

Refresher/Orientation/Short term Course / Seminar / Workshops / Professional Development Programmes attended (outside college)

Date	Title of event	Venue	Sponsoring agency
16 June 2022 to 22 June 2022	Short Term Course on Academic Leadership and Management - UGC-HRDC,	Online : Conducted by CPDHE.	CPDHE, Delhi University
14/3/23	FDP - Workshop on SPARK and Essential Service Rules	College - Class Hall	Organized by IQAC.

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
13/10/2022 Thursday		
31/10/2022 Monday		
20/11/2023 Monday		

Valuation of answer scripts

University Examinations		College Level Examinations	
Paper	No of papers valued	Paper	No of papers valued
A06 – Sreekerala Varma College	155		
V^th Sem Valuation Camp	75		
1st Sem Valuation Camp	155		

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Thrissur Dt.,Kerala,Pin 680307
Phone :0480-2701159
Affiliated to the University of Calicut
www.sacredheartcollege.ac.in

FACULTY DIARY

Academic Year: 2022- 23.

Name of the faculty: Aruna T Panakkal
Designation : Guest Faculty
Department : English

BIO DATA

Name: Anusree J Panakkal

Designation: Guest Faculty

Educational Qualifications: M A NET

Date of birth: 06-10-1993 Year of joining: 2024

Address: Panakkal (H) Thoombakkara P.O

Ernakulam

Pin 683594

Phone: (res) 0484-2451239 (mob) 9567303909

Email: anusree916@gmail.com

Mentor in charge:

Duties assigned in this academic year:

Signature

Individual Timetable for AY 2022-23 ~~2019-20~~ (Odd Semester)

Hours / Day	1	2	3	4	5
Monday		I MA	II MA	II MA	
Tuesday	II MA			I MA	II MA
Wednesday	I MA	I MA			II MA
Thursday	II MA		I MA	II MA	
Friday	I MA	II MA		I MA	I MA

Individual Timetable for AY 2022-23 ~~2019-20~~ (Even Semester)

Hours / Day	1	2	3	4	5
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Signature of Head

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
I MA	ENGL2107	"The Emperor of Icecream" - Wallace Stevens "A Passage to India" - Walt Whitman The Sound and the Fury - William Faulkner
	ENG2106	An Apology for Poetry - Sir Philip Sydney
II MA	ENG4LA	"Ring Radio Station" - Rupam Ziphenieh "Detention" - Dean Wong

Moth: July

Class	Paper Code	Portions to be taught
I MA	ENGL207	"I too" - Langston Hughes "For the Union Dead" - Robert Lowell Self Reliance - Ralph Waldo Emerson
	ENG2106	An Apology for Poetry - Sir Philip Sydney On the Sublime - Longinus
II MA	ENG4LA	Chimerica - Lucy Kirkwood

Moth: August

Class	Paper Code	Portions to be taught
I MA	ENG2105	"The Waste Land" - T.S Eliot
	ENG2105	Modern Fiction - Virginia Woolf
	ENG2106	The Language of Paradox - Cleanth Brooks
	ENG2107	The Color Purple - Alice Walker
	ENG2108	"Journey to the interior" - Margaret Atwood
II MA	ENG4511	The Reluctant Fundamentalist - Mohsin Hamid

Moth: September

Class	Paper Code	Portions to be taught
I MA	ENG2105	"The Waste Land" - T.S Eliot
	ENG2108	"Australia" - A.D Hope Our Country's Good - Timberlake Wertenbaker A Poem for My Brother - V.S Naipaul
II MA	ENG5106	Waiting for Godot - Samuel Beckett

Moth: October

Class	Paper Code	Portions to be taught
4 MA	EN 4 3 106	Ecclesiastes & the Long Chronicle Romance Allen Cliche
1 MA	ENG 1101	The Conversation - John Donne The Perfume Lady - Mulk
	EN GA 102	

Moth: November

Class	Paper Code	Portions to be taught
4 MA	EN GA 3 10 6	"Town Hill" - Dylan Thomas "On the Moor" - Thom Gunn
	EN 03 602	Zuba, the Uncle - Kalanjakay
	EN 1A 3 10 4	Unit 1
1MA	EN MA 101	Hamlet - Shakespeare
	EN GA 103	section A -

Moth: December

Class	Paper Code	Portions to be taught
II MA	ENG3C10	Dystopian Literature - An Overview
I MA	ENG1C02	~~Poetry~~ The Tyger, The Lamb - William Blake
	EN G1C05	Section A
	ENG1C04	Vayati - Kunnunni

Moth: January

Class	Paper Code	Portions to be taught
II MA	ENG4E18	'Mist' - M T Vasudevan Nair 'From the Gallis' - Kamala Das
I MA	ENG1C02 ENG1C04	On Reading Old Books - William Hazlitt The Ambiguous Fate of Colonel Pakel - Gore Blue Lotus - Meena Alexander

Moth: February

Class	Paper Code	Portions to be taught
II MA	ENG4 C11	"Debo Nadim" – Ocean Vuong
	ENG4 E18	Ch. Sankara Kurup – "the Master carpenter"
		N. V Lovelina Vanigas "the Cats"
I MA	ENG1 C09	Reason and Identity – Aurobinga Sen
	ENG2 C05	the Wasteland – T S Eliot
	ENG2 C07	I Too – Langston Hughes

Moth: March

Class	Paper Code	Portions to be taught
II MA	ENG4 C11	Rong Radio Station – Benjamin Zephaniah
		Mohsin Hamid – the Reluctant Fundamentalist
	ENG4 E19	Thumpa Lahiri – the Namesake
	ENG2 C05	the Wasteland – T S Eliot
	ENG2 C07	Her Baby – Tony Morrison

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	4	5	5	5
2. Total number of contact hours as per time table	10	16	16	16
3. Total number of contact hour engaged	10	16	16	10
4. Total number of contact hours not engaged	0	4	0	6
5. Reason for not engaging	-	-	-	To Tour

Signature of faculty Signature of Head of Dept. Signature of

Month : July	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	1	5	5	5
2. Total number of hours as per time table	3	16	16	16
3. Total number of hour engaged	3	14	14	14
4. Total number of hours not engaged	0	2	2	2
5. Reason for not engaging	-	-	-	-

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Month : August	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	5	4	3	5
2. Total number of hours as per time table	16	13	9	16
3. Total number of hour engaged	12	13	9	14
4. Total number of hours not engaged	4	0	0	2
5. Reason for not engaging	-	-	-	-

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Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	[illegible]	5	4	5
2. Total number of contact hours as per time table	7		16	13	16
3. Total number of contact hours engaged	7		16	11	14
4. Total number of contact hours not engaged	0		0	2	0
5. Reason for not engaging				-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week		5	5	5	4
2. Total number of hours as per time table		7	16	16	13
3. Total number of hour engaged		6	5	9	12
4. Total number of hours not engaged		1	11	7	0
5. Reason for not engaging		-	Training classes		-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	4	5	5	3
2. Total number of hours as per time table	16	16	16	16	9
3. Total number of hour engaged	5	16	16	16	9
4. Total number of hours not engaged	11	0	0	0	0
5. Reason for not engaging			-	Online classes	

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	2	5	6	
2. Total number of contact hours as per time table	7	16	19	
3. Total number of contact hour engaged	7	16	19	
4. Total number of contact hours not engaged	0	0	0	
5. Reason for not engaging	-	-	-	

Signature of faculty Signature of Head of Dept. Signature of

Month : January	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	4	5	4	5
2. Total number of hours as per time table	15	15	12	15
3. Total number of hour engaged	10	11	9	9
4. Total number of hours not engaged	5	4	3	6
5. Reason for not engaging	Nbac Preparation.			

Signature of faculty Signature of Head of Dept. Signature of Pr

Month : February	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	4	5	6	5
2. Total number of hours as per time table	12	15	15	16
3. Total number of hour engaged	10	9	9	10
4. Total number of hours not engaged	10	6	6	5
5. Reason for not engaging	-	Nbac Preparation	Nbac	leave

Signature of faculty Signature of Head of Dept. Signature of

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	5	5	5	5
2. Total number of hours as per time table	15	15	15	15	15
3. Total number of hour engaged	15	15	12	15	15
4. Total number of hours not engaged	0	0	3	0	0
5. Reason for not engaging	-	-	Leave	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1/06/22	college level	Reopening for the academic year
22/08/22	College level	Onam celebration
12/09/22	college level	Reopening after Onam Holidays
12/12/22	College level	Christmas celebration, Convocation
9/1/23	College level	New year wishes
22/2/23	college level	NAAC Result.

Meetings Attended (Department level)

Date	Purpose / Agenda
1 | 06 | 22	College reopening Action plan for the year
19 | 06 | 22, 26 | 07 | 22, 11 | 08 | 22	Mock NAAC Preparations SSR Submission
25 | 08 | 22	Onam celebrations, NAAC Preparation NAAN
13 | 09 | 22	Reopening after Onam Celebrations
14 | 10 | 22	Work allotment for internal examinations NAAC Criterion - wise division

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
19/9/22 20/9/22		
17/10/22 - 21/10/22		
1/11/22 - 3/11/22 25/11/22 28/11/22		
30-1-23 - 2-2-23		
8-3-23 - 10-3-23		

SACRED HEART COLLEGE
CHALAKUDY

Thrissur Dt.,Kerala,Pin 680307
Phone :0480-2701159
Affiliated to the University of Calicut
www.sacredheartcollege.ac.in

FACULTY DIARY
Academic Year:

Name of the faculty: CRISTY ROSE TAILOR
Designation :
Department : ENGLISH

BIO DATA

Name: CRISTY ROSE JAISON

Designation: ASSISTANT PROFESSOR ON CONTRACT

Educational Qualifications: M.A., B.Ed

Date of birth: 10-10-1997 Year of joining: 2022

Address: EDATHIPARAMBIL (H)

PARIYARAM P.O.

CHALAKUDY Pin 680721

Phone: (res) (mob) 9995706398

Email: Cristyrose101097@gmail.com

Mentor in charge:

Duties assigned in this academic year:

Fine Arts

Signature

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday			I A	II C	I C
Tuesday		I A	I C		I A
Wednesday		III BA	I A	I C	II C
Thursday			I A	II C	I C
Friday			II C	I A	I C

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday			I A	II C	I C
Tuesday		I A	I C		I A
Wednesday		III BA	I A	I C	II C
Thursday			I A	II C	I C
Friday			II C	I A	I C

Signature of Head of the Dep

Moth: August

Class	Paper Code	Portions to be taught

Moth: September

Class	Paper Code	Portions to be taught
I A	ENGIA02	Functional Grammar & Communication Module - 3, in English
I C	ENGIA02	units:- 1, 2, 3
II C	ENG3A05	Signatures - module - 3
I B.Com Finance & Co-operation	ENGIA02	Function Grammar & Communication in Engl Module - 3, units :- 1, 2

Moth: October

Class	Paper Code	Portions to be taught
I A & I C	ENG1A02	Module - 3, units-4,5,6,7
II C	ENG3A05	Signatures - Module - 3
I BCom Finance & Co-operation	ENG1A02	Module - 3, Units - 3,4

Moth: November

Class	Paper Code	Portions to be taught
I A & I C	ENG1A02	Module - 3; Units - 8,9,10,11,12
II C	ENG3A05	Signatures - module 1
I BCom Finance & Co-operation	ENG1A02	Module - 3, units: 5,6

Moth: December

Class	Paper Code	Portions to be taught
I A & I C	ENGHAD2	Module 3 : Unit 1 & 2 Module 1 : Punctuation Module 2 : Articles & Prepositions
II C	ENGHAD6	Spectrum Module 4
I B Com Finance & Taxation	ENGHAD2	Module 3 : Unit 1, 2, 3 & 4

Moth: January

Class	Paper Code	Portions to be taught
I A & I C	ENGHAD1	Excerpts from An Autobiography Pearl The Sleeping Fool Triples About Tamil Literature The Adventure of the Retired Colourman
II C	ENGHAD6	Spectrum Module 3
I B Com Finance & Taxation	ENGHAD2	Module 3

Moth: February

Class	Paper Code	Portions to be taught
I A & I C	ENG1A03	Module 3
I C	ENG1A06	Ullab Work 1c
I B Com Finance & Co-operation	ENG1A03	Module 3

Moth: March

Class	Paper Code	Portions to be taught
I A & I C	ENG1A03	Module 4
I C	ENG1A06	Unended Times
I B Com Finance & Co-operation		Module 4

Signature of Head of the Dept

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week			5	4	5
2. Total number of contact hours as per time table			16	13	16
3. Total number of contact hour engaged			16	13	16
4. Total number of contact hours not engaged	0	0	0	0	0
5. Reason for not engaging	ONAM HOLIDAYS	ONAM HOLIDAYS	-	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	4	1
2. Total number of hours as per time table	6	16	16	13	3
3. Total number of hour engaged	6	16	16	13	3
4. Total number of hours not engaged	0	0	0	0	0
5. Reason for not engaging	-	-	-	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	5
2. Total number of hours as per time table	13	16	16	16	10
3. Total number of hour engaged	10	16	16	16	4
4. Total number of hours not engaged	3	-	0	0	6
5. Reason for not engaging	Kerala Flood	-	-	-	Personal Reasons

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	2	5	5	5
2. Total number of contact hours as per time table	6	16	16	16
3. Total number of contact hour engaged	6	16	16	16
4. Total number of contact hours not engaged	0	0	0	0
5. Reason for not engaging	–	–	–	–

Signature of faculty Signature of Head of Dept Signature of P

Month : January	Week 1	Week 2	Week 3	Week 4	
1. No. of teaching days in the week	4	5	5	5	2
2. Total number of hours as per time table	13	16	16	13	6
3. Total number of hour engaged	13	16	16	13	6
4. Total number of hours not engaged	0	0	0	0	0
5. Reason for not engaging	–	–	–	Republic Day	–

Signature of faculty Signature of Head of Dept Signature of Princ

Month : February	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	9	16	16	16	6
3. Total number of hour engaged	9	16	16	16	3
4. Total number of hours not engaged	0	0	0	0	3
5. Reason for not engaging					Leave

Signature of faculty Signature of Head of Dept Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	9	16	16	16	16
3. Total number of hour engaged	6	16	16	—	—
4. Total number of hours not engaged	3	0	0	16	16
5. Reason for not engaging	leave			Study university Holiday framinda	

Signature of faculty Signature of Head of Dept. Signature of Principal

Record of Special Coaching

Remedial Classes			Classes for gifted talented		
Date, Class& number of students	Subject	Paper	Date, Class & number of students	Subject	Paper

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1/6/22	college level	Reopening for the academic year
12/9/22	college level	Fine Arts Committee Meeting - NAAC visit, Cultural programs, Talent Day, Arts Day, D-Zone
16/09/22	college level	Fine Arts Committee Meeting → with Principal
22/12/22	college level	X'mas celebration
9/1/23	college level	New Year
16/2/23	college level	college day and Retirement function
6/3/23	college level	send off for third year students
23/3/23	college level	staff room discussion official appointment of key, IQAC

Meetings Attended (Department level)

Date	Purpose / Agenda
1/6/22	College reopening Action plans for the year
13/9/22	Reopening after Onam celebrations
14/12/22	common preparations for upcoming NAAC visit
25/1/23	Dept. level exhibitions for NAAC visit NAAC work allotment

Refresher/Orientation/Short term Course / Seminar / Workshops / Professional Development Programmes attended (outside college)

Date	Title of event	Venue	Sponsoring agency
14/3/23	FDP - Workshop on space and Gaunthal sunic rules	college class hall	Organized by Jose

Leave Account

...ual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
...2022	7/10/2022	
...2022		
...2022		
...2023		
...2023		
3/2023		
3/2023		

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FACULTY DIARY

Academic Year: 2022 - 23

Name of the faculty: Keerthana P.K
Designation : Assistant Professor On Contract
Department : English

BIO DATA

Name: Keerthana P.K

Designation: Assistant Professor On Contract

Educational Qualifications: MA NET

Date of birth: 04.08.1995 Year of joining: 2019

Address: Puthan Purayil House

Kadungallur 680664

Pin

Phone: (res) 7560813213 (mob)

Email: KeerthanaKannanPK@gmail.com

Mentor in charge:

Duties assigned in this academic year:

Fine Arts

Magazine

Charge of class teacher II MA English 2022-23

Signature

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	
Monday	I MA			I MA	I
Tuesday	I MA	I MA		I MA	
Wednesday	I MA		I MA	I MA	
Thursday	I MA	I MA		I MA	I M
Friday	I MA	I MA			I

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Signature of Head

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
I MA	ENG12C05	The Windhover.
	ENG12C06	Theory of Rasa.
II MA	ENG4C11	Disgraced
	"	A Vision
	ENG4E14	Coolie

Moth: July

Class	Paper Code	Portions to be taught
I MA	ENG12C05	A Strange Meeting
	"	Funeral Blues.
	ENG12C06	Tradition and Individual Talent
	ENG12C07	Home Burial.
II MA	ENG4C11	The Sympathizer
	ENG4E18	Akroon to Ambadi
	"	Maethanda Varma.

Moth: August

Class	Paper Code	Portions to be taught
I MA	ENG2105	Caesar and Cleopatra
	"	A portrait of an Artist as a Young Man.
	ENG2106	The Theory of Rasa
	ENG2107	The Raven
	"	To live in the Borderlands means you
	ENG2108	The Road
		The Kite Runner

Moth: September

Class	Paper Code	Portions to be taught
I MA	ENG2105	Murder in the Cathedral
	ENG2107	The Emperor Jones
	ENG2108	New York
	"	The Mystic Drum
	"	House and Land
	"	Arrival
	"	So what if I live in a House Made by Idiots

Moth: October

Class	Paper Code	Portions to be taught
I MA		The Blond Damozel Dream Children : A Reverie Wuthering Heights
II MA		Anna Karenina Madame Bovary.

Moth: November

Class	Paper Code	Portions to be taught
I MA		Coolie of Marriage and single Life.
II MA		Structuralism → Introduction. The birthday party.

Moth: December

Class	Paper Code	Portions to be taught
I MA		Our Casuarina Tree What is culture. River Oms, Hunger
II MA		Punishment View of a pig. Blindness

Moth: January

Class	Paper Code	Portions to be taught
I MA	ENGLISH	Macbeth's children.
	ENGLISH	Hamlet.
II MA	ENGLISH	Feminism - Theory Elaine showalter - towards a Feminist poetics.

Moth: February

Class	Paper Code	Portions to be taught
2nd	ENGLISH	Foreign influence on English French influence
2nd	ENGLISH	A vision Atlanta — A lost sonnet
	ENGLISH	Ecole
	ENGLISH	Capital Chairmen

Moth: March

Class	Paper Code	Portions to be taught
1st	ENGLISH	French influence on English Latin influence on English Expansion of vocabulary - Semantic change - pidgin and creole. Contributions of major writers in the growth of English vocabulary
2nd	ENGLISH	Engaged
	ENGLISH	Train to Pakistan
	ENGLISH	Music of Love

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	3	5	5	5
2. Total number of contact hours as per time table	30	16	16	16
3. Total number of contact hour engaged	10	16	16	10
4. Total number of contact hours not engaged	0	0	0	6
5. Reason for not engaging	-	-	-	Pre Term

Signature of faculty Signature of Head of Dept. Signature of

Month : July	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	1	5	5	5
2. Total number of hours as per time table	3	16	16	16
3. Total number of hour engaged	3	16	16	16
4. Total number of hours not engaged	0	0	0	0
5. Reason for not engaging	-	-	-	-

Signature of faculty Signature of Head of Dept. Signature of

Month : August	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	5	4	3	5
2. Total number of hours as per time table	16	13	9	16
3. Total number of hour engaged	16	13	9	16
4. Total number of hours not engaged	0	0	0	0
5. Reason for not engaging	-	-	-	-

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Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	ONAM	5	4	5
2. Total number of contact hours as per time table	7		16	13	16
3. Total number of contact hour engaged	4		16	6	16
4. Total number of contact hours not engaged	3		0	7	0
5. Reason for not engaging	Onam Celebration		—	Sept 20-22 University Exam Valuation Sept 21 - Hartal	—

Signature of faculty Signature of Head of Depts. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	—	2	5	5	4
2. Total number of hours as per time table		7	16	16	13
3. Total number of hour engaged		7	9	13	13
4. Total number of hours not engaged		0	7	3	0
5. Reason for not engaging			-Paper Valuation	Paper valuation	—

3 & 5 Paper holidays

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	5	5	5	3
2. Total number of hours as per time table	16	16	16	16	9
3. Total number of hour engaged	10	13	16	16	9
4. Total number of hours not engaged	6	3	0	0	0
5. Reason for not engaging	Nov 1 - Mpc day - Kerala Piravi	Assessment	—	—	—

Nov 2 present to Conducted Model man, Life Promotion etc

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	2	5	6	CHRISTMAS	
2. Total number of contact hours as per time table	7	16	19	HOLIDAYS	
3. Total number of contact hour engaged	7	13	19		
4. Total number of contact hours not engaged	-	3	0		
5. Reason for not engaging		Union Programme			

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	13	16	16	12	6
3. Total number of hour engaged	13	16	16	12	3
4. Total number of hours not engaged	0	0	0	0	3
5. Reason for not engaging				On duc Republic Day	Pg Exam Valuation

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	10	16	16	16	6
3. Total number of hour engaged	7	12	16	13	6
4. Total number of hours not engaged	3	4	0	3	0
5. Reason for not engaging	M.Phil Valuation	Leave		Leave	

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	10	16	16	4	16
3. Total number of hour engaged	10	16	16	13	
4. Total number of hours not engaged	0	0	0	3	
5. Reason for not engaging				On Leave	

Signature of faculty Signature of Head of Dept. Signature of Principal

Record of Special Coaching

Remedial Classes			Classes for gifted / talented		
Date, Class& number of students	Subject	Paper	Date, Class & number of students	Subject	Paper

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
01/06/22	College level	Reopening for the academic year
13/06/22	College level	NAAC SSR Preparation.
26/01/22	College level	Submission of SSR
10/02/22	College level	SSR Submission Completed
22/02/22	College level	Onam Celebrations
12/09/22	College level	Reopening after Onam Holidays.
13/09/22	College level	Fine Arts Committee Meeting - NAAC visit, Cultural Programs, Talents Day, Arts Day, Dzone.
16/09/22	College level	Fine Arts Committee Meeting → with Principal.

Date	Nature of meeting	Purpose / Agenda
12/12/22	college level	Convocation and Christmas celebration Internal Examination.
22/12/22	college level	Christmas celebration
9/1/23	college level	New Year wish.
18/2/23	College level	College Day and Retirement function.
21/2/23	college level	NAAC result announcement.
6/3/23	college level	Send off for III y students.
29/3/23	College level	Staff Town discussion official appointment of new IQAC.

Meetings Attended (Department level)

Date	Purpose / Agenda
1/06/22	College reopening Action Plan for the year.
13/06/22, 26/07/22, 10/05/22	NAAC Preparations, SSR submission.
22/08/22	Onam Celebration. NAAC Preparation.
13/09/22	Reopening after Onam celebration.
14/12/22	Work allotment for Internal examinations NAAC criterion - work division
25/10/22	Discussion for the naac visit
28/11/22	Discussion regarding the International Seminar
14/12/22	NAAC criteria wise allotment Criteria work distribution
15/10/22	discussion for the NAAC visit.

16/11/22	International seminar - planning.
4/12/22	NAAC criteria work allotment Internal examination work allotment.
25/1/23	Department level exhibition for NAAC visit NAAC work allotment - exhibition for NAAC visit - brochure Alumni meet - exhibition for school students - planning Arts and sports day planning - work allotment. Send off - planning.
22/2/23	

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Record of invigilation duty in Internal / University examinations

Internal			University			
Date	Date	Date	Date	Date	Date	Date

Refresher/Orientation/Short term Course / Seminar / Workshops / Professional Development Programmes attended (outside college)

Date	Title of event	Venue	Sponsoring agency
4/3/23	FDP- workshop on 'PARK and Essential Service Rules	College - Clock Hall	organised by college - IQAC

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
10 09.2022 09.2022		DL - paper valuation
13.10.2022 14.10.2022		DL - valuation
09.06.2023		
22.02.2025		
24.02.2025		

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FACULTY DIARY

Academic Year:

Name of the faculty :
Designation :
Department :

BIO DATA

Name: ATHIRA MENON

Designation: ASSISTANT PROFESSOR ON CONTRACT

Educational Qualifications: MA English, NET

Date of birth: 10.03.1998 Year of joining: 2022

Address: NELLIKKAYIL HOUSE, KATTIKKARA.KUNNU,

ASHTAMICHIRA P.O., MALA, THRISSUR

Pin: 680 731

Phone: (res) (mob) 7907578705

Email: cathiramenon@gmail.com

Mentor in charge: I.M.A English

Duties assigned in this academic year:

Literary Club in charge

Signature

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	
Monday	II MA	II MA	I MA		
Tuesday		II MA	II MA		
Wednesday		II MA	II MA	I MA	
Thursday		I MA	II MA		
Friday			I MA	II MA	

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Signature of

Moth: August

Class	Paper Code	Portions to be taught

Moth: September

Class	Paper Code	Portions to be taught
I MA	ENG, CO,	1 'Elegy Written in a Country churchyard' by Thomas Gray
		2 'Mac Flecknoe' by Dryden
	ENG, CO4	1. 'To the Country Cottage' by Nissim Ezekiel
	ENG, CO3	1. English as a Global language
II MA	ENG3 CO9	1. 'Church Going' by Philip Larkin
		2. 'In memory of Jane Fraser' by Geoffrey Hill.
	ENG3 C10	Post colonialism

Moth: October

Class	Paper Code	Portions to be taught
I MA	ENG, CO_1	'The Duchess of Malfi' by Webster
	ENG, CO_2	'Dover Beach' by Mathew Arnold Importance of Being Earnest by Wilde.
	ENG, CO_3	The rise of Englishes, Impact of Science and Technology.
II MA	ENG_3 CO_9	'The Last Call' by Andrew Motion
	ENG_3 CO_8	'Top Girls' by Caryl Churchill
	ENG_3 CO_4	Morphology
	ENG_3 CO_{10}	Post colonialism
	ENG_3 CO_2	'The Tin Drum' by Gunter Grass.

Moth: November

Class	Paper Code	Portions to be taught
I MA	ENG, CO_1	'The Rivals' by Sheridan.
	ENG, CO_2	English in the digital age. Dialects of English.
	ENG, CO_4	'Dead Woman Walking' by Kandasamy.
II MA	ENG_3 CO_9	Lucky Jim by Kingsley Amis
	ENG_3 C_{10}	"Jane Austen and Empire" by Edward Said
	ENG_3 CO_4	Semantics

Moth: December

Class	Paper Code	Portions to be taught
I MA	ENG$_1$CO$_1$	'Robinson Crusoe' by Defoe
	ENG$_1$CO$_2$	'Lines Composed a Few miles above Tintern Abbey' by Wordsworth
	ENG$_1$CO$_4$	'Obituary' by A.K. Ramanujan
	ENG$_1$CO$_3$	Tess of the D'Urbervilles by Thomas
II MA	ENG$_3$CO$_{10}$	Eco criticism
	ENG$_3$EO$_4$	Syntax, TG Grammar
	ENG$_3$EO$_2$	If on a winter's night a traveller

Moth: January

Class	Paper Code	Portions to be taught
I MA	ENG$_1$CO$_2$	"A musical instrument" by Elizabeth
	ENG$_1$CO$_1$	'Joseph Andrews' by Henry Fielding
	ENG$_1$CO$_3$	The discrepancy between spelling and pronunciation, Attempts to reform English spelling, standard English, Dialects
	ENG$_1$CO$_4$	'The Child' by Tagore
II MA	ENG$_3$CO$_{10}$	Cultural materialism / New Historicism
	ENG$_3$CO$_9$	Remains of the Day by Ishiguro
	ENG$_3$EO$_4$	Taxonomies, chomskyan revolution, Immediate Constituents

Moth: February

Class	Paper Code	Portions to be taught
I MA	ENG. CO4	"Tara" by Mahesh Dattani
		"The Hungry Tide" by Amitav Ghosh
	ENG. CO3	English in India
		English as Post-colonial world
II MA	ENG 4 C1	"Alokarnab: In Praise of Lord Ca" by Kalidasa Epanda
		"Rapid Thinking" by Chinmaya Mishra

Moth: March

Class	Paper Code	Portions to be taught
I MA	ENG 2 CO1	"Edge" by Sylvia Plath
	ENG 2 CO2	"Temperature" by Sarah Kane
	ENG 2 CO3	"The Second Coming" and "Journey of the Magi"
	ENG 2 CO4	"The Emperor of Ice Cream" by Wallace Stevens
II MA	ENG 4 E14	"The White Tiger" by Aravind Adiga
	ENG 4 E12	"Silence" by Jugantar Kumar
		"Blue Fur" by [illegible]
		"Behold the Lamb" by [illegible]

[illegible] Head of the Dept

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week			5	4	5
2. Total number of contact hours as per time table			16	16	16
3. Total number of contact hour engaged			16	16	16
4. Total number of contact hours not engaged			0	0	0
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	4	1
2. Total number of hours as per time table	8	16	16	16	4
3. Total number of hour engaged	8	16	16	6	4
4. Total number of hours not engaged	0	0	0	10	0
5. Reason for not engaging				Relief	

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Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	12	16	16	16	11
3. Total number of hour engaged	12	13	16	16	7
4. Total number of hours not engaged	0	3	0	0	4
5. Reason for not engaging					Leave

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	2	5	6		
2. Total number of contact hours as per time table	5	16	19		
3. Total number of contact hour engaged	5	16	19		
4. Total number of contact hours not engaged	0	0	0		
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	2
2. Total number of hours as per time table	13	16	16	13	7
3. Total number of hour engaged	9	12	16	13	7
4. Total number of hours not engaged	4	4	NIL	NIL	NIL
5. Reason for not engaging	Leave	Leave		Republic Day	

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	9	16	16	16	7
3. Total number of hour engaged	9	13	16	16	3
4. Total number of hours not engaged	NIL	3	NIL	NIL	4
5. Reason for not engaging		Leave			Leave

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	9	16	16	16	16
3. Total number of hour engaged	9	16	16	14	
4. Total number of hours not engaged	NIL	NIL	NIL	2	
5. Reason for not engaging				Leave	

Signature of faculty Signature of Head of Dept. Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
12/12/22	College level	→ Convocation and christmas celebration → Internal Examination
22/12/22	College Level	→ christmas celebration
9/1/23	College Level	→ New Year wish
18/2/23	College Level	→ College Day and Retirement function
21/2/23	College level	→ NAAC result announcement
6/3/23	College level	→ Send off for third year students
23/3/23	College level	→ Staff base discussion → official appointment of new IQAC

Meetings Attended (Department level)

Date	Purpose / Agenda
19/9/2022.	→ Internal Exam work allotment → Criteria work distribution
15/10/22	→ Discussion for the NAAC visit
18/11/22	→ International Seminar planning
14/12/22	→ NAAC Criteria work allotment → Internal Examination work allotment
25/1/23	→ Department level exhibition for NAAC visit → NAAC work allotment - exhibition, files, brochures. → Alumni and PTA interaction arrangements.
22/2/23	→ Exhibition for school students - planning → Arts and sports days planning and work allotment → Send off planning.

Refresher/Orientation/Short term Course / Seminar / Workshops / Professional Development Programmes attended (outside college)

Date	Title of event	Venue	Sponsoring agency
14/3/23	FDP - Workshop on SPARK and Essential Service Rules	College - class hall	Organized by college IQAC

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
29/9/22		
26/10/22		
8/11/22		
30/11/22		
27/2/23		
29/2/23		
24/3/23		

SACRED HEART COLLEGE
CHALAKUDY

Thrissur Dt.,Kerala,Pin 680307
Phone :0480-2701159
Affiliated to the University of Calicut
www.sacredheartcollege.ac.in

FACULTY DIARY
Academic Year: 2022-23

Name of the faculty: Darly Mariam
Designation : Asst. Professor
Department : English

BIO DATA

Name: Darly Mathew

Designation: Asst. Professor

Educational Qualifications: M.A; B.Ed

Date of birth: 12/08/'81 Year of joining: 2010

Address: Kaitha Kulam House
Near Railway Station, Chalakudy
Pin 680307

Phone: (res) 9495833760 (mob) 9495833760

Email: irenedeepak@gmail.com

Mentor in charge: Darly Mathew

Duties assigned in this academic year:

Signature

2022 - 23

Individual Timetable for AY ~~2019-20~~ (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	I BA		III BA (O)	II B A	I A
Tuesday	III BA	II B			II BA
Wednesday	I BA		II BA	I A	II BA
Thursday		III BA			I A
Friday			III BA (O)	II B	II BA

2022 - 23

Individual Timetable for AY ~~2019-20~~ (Even Semester)

Hours / Day	1	2	3	4	5
Monday	I BA		III BA Mam	II BA	I A
Tuesday	III BA	II B			II BA
Wednesday	I BA		II BA	I A	
Thursday		III BA			I A
Friday			IV BA Mam	II B	

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
III BA	ENG5 B08	Structuralism, Claude Levi Strauss, Barthes
I BA	ENG1B01	Classes not started
II BA	ENG3B04	Tag Questions, Active – Passive, Movement - Collocation
III BA	ENG5D01	Error identification, Phrases, articles,
I A	ENG1A01	classes not started
I A	ENG1A02	classes not started
II B	ENG3A05	I stand with you Against Disorder, When I was growing up

Moth: July

Class	Paper Code	Portions to be taught
III BA	ENG5 B08	Poststructuralism, Derrida, Logocentrism, Aporia –
I BA	ENG1B01	Classes not started
II BA	ENG3B04	Direct & indirect, Simple, Complex, Compound
III BA	ENG5D01	Structures, Common errors
II B	ENG3A05	Voices from Chernobyl

Moth: August

Class	Paper Code	Portions to be taught
III BA	ENG5B08	Psychoanalytic theory, Freud, Lacan
II BA	ENG3B04	Tenses, Lexical verbs & auxiliary verbs
III BA	ENG5D01	Tenses, Active- Passive
II B	ENG3A05	Voices from Chernobyl.
I BA	ENG1B01	Hunter in Arabia
I A	ENG1A01	To posterity
I A	ENG1A02	Types of Sentences,

Moth: September

Class	Paper Code	Portions to be taught
III BA	ENG5B08	Marxism, Culture industry, Gramsci, Althusser.
II BA	ENG3B04	Anomalous Finites, Subject-verb agreement
III BA	ENG5D01	Direct- indirect, Question tags.
II B	ENG3A05	Breaking Silence
I BA	ENG1B01	Hunter in Arabia, "Shakespeare in Bath"
I A	ENG1A01	The Rocking Horse Winner
I A	ENG1A02	Concord, Functions of Sentences, clauses, Affirmative and Negative sentences

Moth: October

Class	Paper Code	Portions to be taught
III BA	ENG5 B08	Cultural studies, Culturalism, New Left, Structure of Feeling, Stuart Hall,
II BA	ENG3 B04	Degrees of Comparison, jumbled sentence
III BA	ENG5 D01	Comprehension Passages
II B	ENG3 A05	Nenjampalamba letter
I BA	ENG1 B01	Rashomon, Good of small Things
I A	ENG1 A01	Memoirs of a Mad man, Poetry
I A	ENG1 A02	Word order and sentence patterns,

Moth: November

Class	Paper Code	Portions to be taught
III BA	ENG5 B05	Cultural Materialism, New Historicism, Foucault
II BA	ENG3 B04	Correcting sentences, Paragraph editing
III BA	ENG5 D01	Error identification, Re-ordering jumbled sentences
II B	ENG3 A05	Art, Truth and Politics
I BA	ENG1 B01	A Hanging, Adivasi will not Dance.
I A	ENG1 A01	Half a Day, To a Reason
I A	ENG1 A02	Tense forms, Active and Passive,

Moth: December

Class	Paper Code	Portions to be taught
IIBA	ENG6B04	New Literatures in English
IIBA	ENG3B04	Translation.
IIBA	ENG6B04	New Literatures in English
IIB	ENG3A05	Art, truth and Politics
IBA	ENG1B01	Power, Subjectivity, Hegemony, Subaltern
IA	ENG1A01	The Rocking Horse Winner.
IA	ENG1A02	Reported speech, functional elements in sentences.

Moth: January

Class	Paper Code	Portions to be taught
IM	ENG2B01	Appreciating Poetry.
IIB	ENG4A06	Spectrum: Literature and Contemporary Issues
IIM	ENG4B03	Literary Criticism
IIM	ENG6B04	New Literatures in English
IA	ENG1A03	Active and Passive Voice
IA	ENG1A01	The Rocking Horse Winner.

Moth: February

Class	Paper Code	Portions to be taught
I M	ENG2B01	Without Title, Childhood, Today I can write the saddest lines', 'I am your man'
II B	EN664A06	Love Across Salt Desert, Comale.
II M	EN664B03	Rasa, I.A. Richards, Raymond Williams.
III M	EN666B14	'Voices' 'Esteban',
I A	EN11A01	Direct and Indirect voice, structure of sentence.

Moth: March

Class	Paper Code	Portions to be taught
I M	ENG12B01	Stone masons, Layers, River.
II B	EN614A06	What work is', 'Cry of the Gull'
II M	EN04B03	Ethnic, Valmiki, Naturalism, Classicism, Romanticism

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	3	5	5	5
2. Total number of contact hours as per time table	9	16	16	16
3. Total number of contact hour engaged	9	16	15	16
4. Total number of contact hours not engaged	–	–	1	–
5. Reason for not engaging	–	–	Casual Leave	–

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Month : July	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	1	5	5	5
2. Total number of hours as per time table	3	16	16	16
3. Total number of hour engaged	3	13	16	16
4. Total number of hours not engaged	–	3	–	–
5. Reason for not engaging	–	Casual Leave	–	–

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Month : August	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	5	4	3	5
2. Total number of hours as per time table	16	13	10	16
3. Total number of hour engaged	16	13	10	16
4. Total number of hours not engaged	–	–	–	–
5. Reason for not engaging	–	–	–	–

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Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	—	4	5	5
2. Total number of contact hours as per time table	3	—	13	16	16
3. Total number of contact hour engaged	3	—	10	16	16
4. Total number of contact hours not engaged	—	—	3	16	16
5. Reason for not engaging	—	—	Casual Leave	—	—

Signature of faculty Signature of Head of Dept Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	—	2	5	5	4
2. Total number of hours as per time table	—	8	16	16	13
3. Total number of hour engaged	—	5	13	10	13
4. Total number of hours not engaged	—	3	3	6	—
5. Reason for not engaging	—	Casual Leave	Casual Leave	Casual Leave	—

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Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	12	16	16	16	12
3. Total number of hour engaged	12	16	14	12	12
4. Total number of hours not engaged	—	—	2	4	—
5. Reason for not engaging	—	—	Casual Leave	Casual Leave	—

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4
1. No. of teaching days in the week	2	5	5	5
2. Total number of contact hours as per time table	6	16	16	16
3. Total number of contact hour engaged	6	16	16	6
4. Total number of contact hours not engaged	—	—	—	Casual Leave
5. Reason for not engaging	—	—	—	10

Signature of faculty Signature of Head of Dept. Signature of Prin

Month : January	Week 1	Week 2	Week 3	Week 4	Wee
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	13	16	16	13	7
3. Total number of hour engaged	13	16	16	13	7
4. Total number of hours not engaged	—	—	—	—	—
5. Reason for not engaging	—	—	—	—	—

Signature of faculty Signature of Head of Dept Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	12	16	16	16	8
3. Total number of hour engaged	12	16	16	13	4
4. Total number of hours not engaged	—	—	—	3	4
5. Reason for not engaging	—	—	—	Casual Leave (½ Day)	Casual Leave (½ day)

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	12	16	16	16	5
3. Total number of hour engaged	12	16	–	13	16
4. Total number of hours not engaged	–	–	–	3	16
5. Reason for not engaging	–	–	–	Dec 3rd Odd Sem	–

Signature of faculty Signature of Head of Dept. Signature of Principal

Record of Special Coaching

Remedial Classes			Classes for gifted / talented	
Date, Class& number of students	Subject	Paper	Date, Class & number of students	Subject Paper

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1/6/22	College Level	Reopening for the academic year 2022-23, Plans for the year.
13/6/22	College Level.	About NAAC SSR preparation for the NAAC Accreditation Process (4th Level)
26/7/22	College Level.	Discussion on NAAC SSR preparation - Special focus on the criterion I & II
10/8/22	College Level	Discussion on the preparations to be made for the upcoming NAAC visit.
22/8/22	College Level.	Discussion on the conduct of Onam celebrations; Malayali Mankaa' competition and 'Atthapookkalam' contest
12/9/22	College Level.	Reopening of the college after Onam holidays. Preparations for the anniversary.
13/9/22	College Level.	Meeting of the HODs - Discussions on the preparations to be made for the upcoming NAAC visit.
26/9/22	College Level.	Regarding Principal's feast, Talents' Fest, DV Report.
30/9/22	College Level.	Principal's Feast Celebration.

Date	Nature of meeting	Purpose / Agenda
14/11/22	III BA Parents' Meeting.	To encourage and motivate the students
4/11/22	II BA Parents' Meeting	To encourage and motivate the students
12/12/22	College Level.	Convocation Programme & Christmas Celebration Conduct of Internal Examination — Discussion.
9/1/23	College Level.	New Year wishing, NAAC preparation.
10/1/23	College Level	PTHA General Body and Executive Meeting.
16/1/23	HoDs Meeting	Planning College Day, Cup & Core.
23/1/23	HoDs Meeting	uploading of internal Marks, Mark visit, Sports Complex
18/2/23	College Level	College Day & Retirement Function.
21/2/23	College Level.	NAAC Result Announcement

Date	Nature of meeting	Purpose / Agenda
01/06/22	College level	Reopening for the academic year 2022-23, Plans for the years.
13/06/22	College Level	About NAAC - SSR preparation + Modus operandi
26/07/22	College Level	First attempt at the submission of SSR – areas needed to focus – other related details.
10/08/22	College Level	SSR Submission successfully completed, Future Plans
22/08/22	College Level	Onam Celebrations
12/09/22	College Level	Reopening of College after Onam holidays. Autonomy preparations, Mr. Shijo John.
6/3/23	College Level.	Send off for Third Year Students.
23/3/23	College Level.	Staff Tour Discussion, Appointment of New IQAC Members.

Meetings Attended (Department level)

Date	Purpose / Agenda
1/04/2022	College reopening, Plan of action
13/04/22, 26/07/22, 10/08/22	Meetings After college level meeting - related to NAAC - SSR Submission
22/08/22	Onam Celebration, Discussion in the Dept, HOD's meeting with Principal, director, NAAC preparation
13/09/22	Reopening — HOD's meeting with Principal.
15/10/22	Discussion for NAAC visit preparation
18/11/22	Discussion regarding the internal exams.
14/12/22	Work allotment for internal examinations NAAC Criterion OBE system
25/1/23	Regarding Department level exhibition for NAAC visit NAAC work allotment - Exhibition, files, brochures
	Alumnae, PTHA

22/2/'23	Preparations for the exhibition for the school students' Arts & sports Day planning.

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Record of invigilation duty in Internal / University examinations

Internal			University			
Date	Date	Date	Date	Date	Date	Date

Valuation of answer scripts

University Examinations		College Level Examinations	
Paper	No of papers valued	Paper	No of papers valued
23/8/22 to 30/8/22	180	Signatures Abs	30
Readings on culture	75	Signatures/ English Grammar	30
9/11/22 to 14/11/22		Literary Theory	
		English for	
5/12/22 to 7/12/22	60 papers	competitive Exams	
ENG4 Pol - spectrum		Literary criticism	
at SKVC		A01	
		A02	
7/3/23 to	75 papers		
10/3/23			
V Sem Valuation			
Camp at SKVC			

Curricular / Co-curricular activities organised / attended by faculty (college level)

Date	Name of activity	Remarks
7/11/22	Association Inauguration.	
17/12/22	Convocation ceremony.	
20/9/22	Kudumbasree Meeting at municipality.	
28/9/22	Samanvaya.	
30/9/22	Principal's Feast Day Celebrations	
2/12/22	One day International Seminar.	
22/12/22	Christmas Celebration	
27/1/23	Sports Complex Inauguration	
2/2/23	Send off to retiring faculty	
3/2/23	Mock NAAC visit	
14/2/23	NAAC visit	

Notes

15/3/23 Sports Day.

20/3/23 Oral Health Celebration

22/3/23 Valedictory Session

22/3/23 Staff Day.

Department of Commerce

BIO DATA

Name: SREEJA N WARRIER

Designation: ASSISTANT PROFESSOR (ON CONTRACT)

Educational Qualifications : M COM

Date of birth: 21/09/2022 Year of joining: 15/06/2022

Address: SREENILAYAM CH) PARAPPUKKARA P O

THRISSUR DISTRICT, KERALA

Pin 680 - 310

Phone: (res) (mob) 8921092889

Email: Sreejawarrier.8@gmail.com

Mentor in charge:

Duties assigned in this academic year:

Excel English club Coordinator

Signature

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday			V th Semester Open Course	III B.Com Finance	I M.Com Finance
Tuesday		IV B.Com Computer Applications	III B.Com Finance	I M.Com Finance	
Wednesday	III B.Com Finance	I M.Com Finance			III B.Com Computer Applications
Thursday	I M.Com Finance	III B.Com Finance	III B.Com Computer Applications		
Friday	III B.Com Computer Applications		V th Semester Open Course		I M.Com Finance

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday		II B.Com Computer Applications		II B.Com Finance	I M.Com Finance
Tuesday		II B.Com Finance		II M.Com Finance	II B.Com Computer Applications
Wednesday		II B.Com Computer Applications	II M.Com Finance	II B.Com Finance	
Thursday	II M.Com Finance	IV B.Com Finance			IV B.Com Computer Applications
Friday			II B.Com Finance	II B.Com Computer Applications	II M.Com Finance

Signature of Head of the Dept.

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught

Moth: July

Class	Paper Code	Portions to be taught
III Bcom Finance	BCM5B10	Financial Market and Services Module 1. Financial System, Meaning and Significance, Functions of the Financial System, Financial Concepts, Financial crisis Business Research Methodology
III Bcom CA	BCM5B09	Module 1: ~~Financial System, Meaning and Significance, Functions of the Financial System, Financial Concepts, Financial crisis~~. Definition and Significance, Factors of Business Research

Moth: August

Class	Paper Code	Portions to be taught
III B.com Finance	BCMS B10	Financial Market and Services: Module I - Completed
III B.com CA	BCMS B08	Business Research Methodology ~~Financial Market and Services~~: Module I - Completed
III B.com Finance	BCMS B08	Business Research Methodology - Started ; Module III ; Research Design; Type of Research Design, Validity of findings

Moth: September

Class	Paper Code	Portions to be taught
III B.com Finance	BCMS B08	Business Research methodology - Module III - Completed, Module IV. Measurement and Scaling Started and completed, Module V. Data collection Started and completed.
III B.com CA	BCMS B08	Business Research Methodology - Module II - Phase of Business Research, Module III - Research design, Module IV - Measurement and Scaling, Module V - Data collection Started and completed.
III B.com Finance	BCMS EF01	Investment Management - Module I Investment Meaning & Concepts, objectives, classes Started

Moth: October

Class	Paper Code	Portions to be taught
III B.com Hons	BCM5B05	Business Research methodology : Module VI, Simply Plan, Module VII Data processing, Stated and completed.
III B.com CA	BCM5B05	Business Research Methodology : Module VI Simply Plan, Module VII, Data processing, Stated and Completed.
II Mcom Finance	MCM3EF01	Investment Management : Module II Bond Investment Analysis, Module III Equity Analysis - Stated and completed

Moth: November

Class	Paper Code	Portions to be taught
III B.com Hons	BCM5B05	Module VIII preparation of research report completed
III B.com CA	BCM5B05	Module VIII preparation of research report completed
II Mcom Finance	MCM3EF01	Investment Management : Module IV Portfolio Analysis and Selection ; Individual and Institutional risks, Risk tolerance and Asset Allocation - Completed

Moth: December

Class	Paper Code	Portions to be taught
II Mcom Finance	MCM3 EF01	Module V Portfolio Management. Active and Passive investment strategies, Value and Growth Investing Completed
II Bcom Finance	BCM4A13	Entrepreneurship Development-
II Bcom C A	BCM 4A14	Banking & Insurance

Moth: January

Class	Paper Code	Portions to be taught
I Mcom Finance	MCM3EF01	Revision
II Bcom Finance	BCM4A13	Module 1 Started Concepts of Entrepreneur and Entrepreneurship Definitions, characteristics
III Bcom C.A	BCM4A14	Module 1 Started - Banking characteristics, Definition, Types of Accounts.

Moth: February

Class	Paper Code	Portions to be taught
II Bcom Finance	BCM4A13	I Module Completed and Module 2 Started Concepts of Entrepreneurship and Entrepreneurship - Definitions characteristics Module II - Institutional Support and Incentives
II Bcom CA	BCM4A14	I Module Completed and Module 2 Started
I Mcom Finance	MCMC01	Module VII Started

Moth: March

Class	Paper Code	Portions to be taught
II Bcom Finance	BCM4A13	Module III Started, Module IV & V Started and Completed
II Bcom CA	BCM4A14	Module III, IV, V, VI, VII Started and Completed
I Mcom Finance	MCMC01	Module I, II, IV, VI (International Business) Started and Completed.

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	9	15	15	15	12
3. Total number of contact hour engaged	9	15	15	15	12
4. Total number of contact hours not engaged	0	0	0	0	0
5. Reason for not engaging	—	—	—	—	—

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	4	5	4
2. Total number of hours as per time table	3	15	12	15	12
3. Total number of hour engaged	3	15	12	15	12
4. Total number of hours not engaged	0	0	0	0	0
5. Reason for not engaging	—	—	—	—	—

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Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	4	3	5	3
2. Total number of hours as per time table	15	12	9	15	9
3. Total number of hour engaged	15	12	9	15	9
4. Total number of hours not engaged	0	0	0	0	0
5. Reason for not engaging	—	—	—	—	—

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Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week			5	4	5
2. Total number of contact hours as per time table			15	12	15
3. Total number of contact hour engaged			15	12	15
4. Total number of contact hours not engaged			0	0	0
5. Reason for not engaging			-	-	-

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Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week		3	5	5	4
2. Total number of hours as per time table		9	15	15	12
3. Total number of hour engaged		9	9	15	12
4. Total number of hours not engaged		0	6	0	0
5. Reason for not engaging		-	-	-	-

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Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	12	15	15	15	9
3. Total number of hour engaged	12	15	15	12	9
4. Total number of hours not engaged	0	0	0	3	0
5. Reason for not engaging	leave	-	-	-	leave

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Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	4	
2. Total number of contact hours as per time table	6	15	15	12	
3. Total number of contact hour engaged	6	12	15	12	
4. Total number of contact hours not engaged	0	3	0	0	
5. Reason for not engaging	-	Union Inauguration	-	leave	

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Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	12	15	15	12	6
3. Total number of hour engaged	12	15	12	12	6
4. Total number of hours not engaged	0	0	3	0	0
5. Reason for not engaging	leave 2 days	Mayuk fit	-	-	-

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Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	9	15	15	15	6
3. Total number of hour engaged	9	15	15	12	6
4. Total number of hours not engaged	0	0	0	3	0
5. Reason for not engaging	leave [illegible]	change [illegible]	-	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	
2. Total number of hours as per time table	9	15	15	15	
3. Total number of hour engaged	9	12	12	15	
4. Total number of hours not engaged	0	3	3	0	
5. Reason for not engaging	-	Farewell	-	leave 3 days	-

Signature of faculty Signature of Head of Dept Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

Signature of Head of the Dept.

1/2/2022	Merit Day
19/7/22	club Activities
16/8/22	General Meeting
30/8/22	First Sem Starting Date, In charge Discussion
7/11/22	General Meeting
9/12/22	Freshers Day
12/12/22	General Meeting

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
28|11|2022		
21|12|2022		
04|01|2023		
05|01|2023		
15|03|2023		
16|03|2023		
17|03|2023		

Valuation of answer scripts

University Examinations		College Level Examinations	
Paper	No of papers valued	Paper	No of papers valued
I Revn nov 2021 Bne (11, 12, 13, 16)	65		
III Revn BWL Paper nov 2021	39		

BIO DATA

Name: Nayana Sreedharan

Designation: Assistant Professor (on Contract)

Educational Qualifications: MCom., NET

Date of birth: 20/03/1996 Year of joining: 2021

Address: Kanavala (h), Karuhully P.O

Karuhully Ernakulam Dist

Kerala Pin 683576

Phone: (res) (mob) 8078475130

Email: nayanasree2016@sacredheartcollege.ac.in

Mentor in charge: I. MCom

Duties assigned in this academic year:

IQAC Coordinator

Attendance Committee Member

Internal Exam Coordinator

Alumni Association Committee Member

Signature

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	III SEM MCOM FINANCE	VSEM BCOM FINANCE			II SEM BCOM CA
Tuesday	I SEM BCOM FINANCE			V SEM BCOM FINANCE	III SEM MCOM FINANCE
Wednesday		V SEM BCOM FINANCE	III SEM MCOM FINANCE	III SEM BCOM CA	
Thursday	V SEM BCOM FINANCE	III SEM BCOM CA			III SEM MCOM FINANCE
Friday	III SEM BCOM CA	III SEM MCOM FINANCE		V SEM BCOM FINANCE	

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday	IV SEM MCOM FINANCE		VI SEM BCOM FINANCE		VI SEM BCOM FINANCE
Tuesday	VI SEM BCOM FINANCE			VI SEM BCOM FINANCE	IV SEM MCOM FINANCE
Wednesday	VI SEM BCOM FINANCE			IV MCOM FINANCE	VI SEM BCOM FINANCE
Thursday	VI SEM BCOM FINANCE	I SEM BCOM FINANCE	IV SEM MCOM FINANCE		
Friday		IV SEM MCOM FINANCE		VI SEM BCOM FINANCE	VI SEM BCOM FINANCE

Signature of Head of the Dept

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
I MCom	MCM2C09	International Business Module 1,2 Completed Meaning, Scope & Theories of International trade, Trade Barriers, BOP, Export Import Policy, Modes of entry, FDI-theories Recent trends.
II BCom CA	BCM4A14	Banking and Insurance Module 5 Completed Life Insurance-relating laws, General principles Assignment & Nomination, IRDA
II BCom Finance	BCM4A14	Banking and Insurance Module 5 Completed. Life Insurance – relating laws, General principles Assignment & Nomination, IRDA

Moth: July

Class	Paper Code	Portions to be taught
I MCom	MCM2C09	International Business Module 3 Completed Strategy development in International Business, Business entry strategy, firm as a value chain
II BCom Finance	BCM5B09	Income Tax Law and Accounts Module 1 Completed – Basic Concepts, Agricultural Income, Terms of Income tax, Residential Status.
II BCom CA	BCM3B03	Business Regulations Module 1 : Chapters 1,2,3 Completed Business laws, Indian Contract Act 1872, Basic elements of Contract, Classification.

Moth: August

Class	Paper Code	Portions to be taught
I MCom	MCM2C09	International Business Module 4 and 5 Completed International economic institutions, WTO, GATT, SAARC, Functional Strategies, SAARC, MNCs.
III BCom Finance	BCM5B09	Income Tax Law and Accounts Module 2 Completed - Computation of Income under the head Salary, Retirement benefits.
II BCom CA	BCM3B03	Business Regulations Module 1 Completed Offer and Acceptance, Consideration, Capacity to Contract, Free Consent, Undue Influence, Misrepresentation, Fraud, Quasi Contract, Breach of Contract.

Moth: September

Class	Paper Code	Portions to be taught
II MCom	MCM3C18	Research Methodology Module 1 Completed Research Basic Concepts - Meaning, Scope, Types, Process.
III BCom Finance	BCM5B09	Income Tax Law and Accounts Module 3 Completed - Income from HP, Deductions from annual value.
II BCom CA	BCM3B03	Business Regulations Module 2 Completed Special Contracts - Contract of Indemnity, Contract of Bailment
I BCom Finance	BCM1B01	Business Management Chapter 1 Started Basic Concepts of BM

Moth: October

Class	Paper Code	Portions to be taught
II MCom	MCM3C13	Research Methodology Module 2 Completed
III BCom Finance	BCM5B09	Income Tax Law and Accounts Module 4 Completed
II BCom CA	BCM3B03	Business Regulations Module 3 Completed
I BCom Finance	BCM1B01	Business Management Chapter 1 Completed

Moth: November

Class	Paper Code	Portions to be taught
II MCom	MCM3C13	Research Methodology Module 3 Completed
III BCom -Finance	BCM5B09	Income Tax Law and Accounts Module 5 Completed
II BCom CA	BCM3B03	Business Regulations Module 4 Completed
III BCom Finance	BCM6B12	Income Tax and GST : Module 1 Started
I BCom Finance	BCM1B01	Business Management Chapter 2 & 3 Completed

Moth: December

Class	Paper Code	Portions to be taught
II MCom	MCM3C13	Research Methodology Module 4 completed
III BCom Finance	BCM6B12	Income Tax and GST Chapter 1 completed
II BCom CA	BCM3B03	Business Regulations Module 5 completed
I BCom Finance	BCM1B01	Business Management chapter 4 completed.

Moth: January

Class	Paper Code	Portions to be taught
II MCom	MCM3C13	Research Methodology Module 5 completed
I BCom	BCM1B01	Business Management
III BCom Finance	BCM6B12	Income Tax and GST Chapter 2 Deductions, Chapter 3 Computation of TI, Chapter 4 Income Tax Authorities and their powers
II MCom	MCM3C15	INCOME TAX LAW PRACTICE AND TAX PLANNING Module 1: Assessment of Firms (LLP) Computation of Tax liability.
III BCom Finance	BCM6B16	Project and Viva Voce.

Moth: February

Class	Paper Code	Portions to be taught
II Mcom	MCMBC15	Income Tax - Law Practice and Tax Planning II Module I Assessment of Co-operative Societies Firms, AOP/BOI - Computation of taxable income & Tax liability, AMT Tax Planning
III BCom	BCM6B12	Income Tax and GST Chapter 5 Tax Collection and Payment, Chapter 6 Procedure for Assessment, Chapter 7 Goods and Services Tax, Chapter 8 Supply Under GST
III BCom	BCM6B16	Project & Viva Voce. Project Guidelines - Chapter 2 & 3

Moth: March

Class	Paper Code	Portions to be taught
II Mcom	MCM3C15	Income Tax : Law, Practice and Tax Planning II Module II Assessment of Co-operative Societies.
III BCom	BCM6B12	Income Tax and GST Chapter 9 Levy and Collection of Tax, Chapter 10 Registration, chapter 11 - Tax Invoice, Chapter 12 - Returns, Chapter 13 - Payment of Tax Chapter 14 - Miscellaneous
III BCom	BCM6B16	Project & Viva Voce Project Chapter 4 and 5

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	9	15	15	15	12
3. Total number of contact hour engaged	9	15	15	15	12
4. Total number of contact hours not engaged	0	0	0	0	0
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	4	5	4
2. Total number of hours as per time table	3	15	12	15	12
3. Total number of hour engaged	3	15	12	15	12
4. Total number of hours not engaged	0	0	0	0	0
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	4	3	5	3
2. Total number of hours as per time table	15	12	9	15	9
3. Total number of hour engaged	15	12	9	15	9
4. Total number of hours not engaged	0	0	0	0	0
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	-	-	5	4	5
2. Total number of contact hours as per time table	-	-	15	12	15
3. Total number of contact hour engaged			15	12	6
4. Total number of contact hours not engaged			0	0	9
5. Reason for not engaging					Leave

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	-	3	5	5	4
2. Total number of hours as per time table	-	9	15	15	12
3. Total number of hour engaged		9	15	15	12
4. Total number of hours not engaged		0	0	0	0
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	12	15	15	15	9
3. Total number of hour engaged	12	15	15	15	9
4. Total number of hours not engaged	0	0	0	0	0
5. Reason for not engaging			Valuation Camp.		

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	4	-
2. Total number of contact hours as per time table	6	15	15	10	-
3. Total number of contact hour engaged	6	15	15	10	
4. Total number of contact hours not engaged	0	0	0	0	
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	12	15	15	10	6
3. Total number of hour engaged	12	15	15		
4. Total number of hours not engaged	0	0			
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	9	15	15	15	6
3. Total number of hour engaged					
4. Total number of hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	
2. Total number of hours as per time table	9	15	15	15	
3. Total number of hour engaged					
4. Total number of hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

Signature of Head of the Dept.

Meetings Attended (Department level)

Date	Purpose / Agenda
01/06/2022	General Meeting - Action Plans
19/07/2022	Club in charges
16/08/2022	General meeting - Subject Allocation
30/08/2022	First year Incharge discussion, Onam Celebration, Merit day
07/11/2022	General Meeting - Subject Allocation
09/12/2022	Meeting regarding Teachers day
12/12/2022	General meeting
01/02/2023	Alumni meeting Preparation

BIO DATA

Name: Farsana P M

Designation: Assistant Professor on contract

Educational Qualifications: M.com, NET

Date of birth: 05/08/1996 Year of joining: 2019

Address: Pokkakkillath House

P.O. Pady, Kodaly

Pin 680699

Phone: (res) (mob) 9645250215

Email: farsanapm1@gmail.com

Mentor in charge: I Bcom Finance

Duties assigned in this academic year:

Fine Arts Committee Member

Send off committee Member

Signature

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	I Bcom Finance	II Bcom CA		II Bcom Finance	
Tuesday	II Bcom CA				
Wednesday	I Bcom Finance	II Bcom Finance	II Bcom CA		
Thursday	I Bcom Finance	I Bcom Finance	II Bcom Finance	II Bcom CA	
Friday	I Bcom Finance		II Bcom CA	II Bcom Finance	

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday	I Bcom Finance		II Bcom CA		II Bcom Finance
Tuesday	II Bcom CA		II Bcom Finance		II Bcom CA
Wednesday	I Bcom Finance	II Bcom Finance	II Bcom CA		
Thursday	I Bcom	I Bcom		II Bcom	II Bcom

Moth: June

Class	Paper Code	Portions to be taught
II Bcom Finance	BCM4C04	Quantitative Techniques for Business Module V completed :- Linear programming, Mathematical formulation.
II Bcom CA	BCM4C04	Quantitative Techniques for Business :- Types and steps in decision making, Decision tree analysis, Different types of models.
I Bcom CA	BCM2B02	Financial Accounting :- Module V completed :- Ind AS/IFRS Complied financial statements of Companies Preparation of final accounts.

Moth: July

Class	Paper Code	Portions to be taught
II Bcom Finance	BCM3A11	Basic Numerical Methods :- Equations, Simple linear and simultaneous equations, elimination and substitution method
II Bcom CA	BCM3A11	Basic Numerical Methods :- Quadratic equations, Factorisation Method.
III Bcom Finance	BCM5B08	Business Research Methods :- chapter 1 :- Business Research, definition and Significance, Features of business research

Moth: August

Class	Paper Code	Portions to be taught
II Bcom Hrs	BCM3A11	Basic Numerical Methods Problems on business application, Sequence and series
II Bcom CA	BCM3A11	Basic Numerical Methods Problems on business application, Sequence and series
III Bcom Hrs	BCM5B08	Basic research Methods: Types of research, phases of business research

Moth: September

Class	Paper Code	Portions to be taught
II Bcom Hrs	BCM3A11	Progressions, - Concept of Arithmetic Progression, Geometric progression, Harmonic progression
II Bcom CA	"	Progressions: Concept of Arithmetic Progression, n terms, Sum of n terms
I Bcom Hrs	BC1C01	Managerial Economics: Definition, Objective characteristics, Decision making and forward planning

Moth: August

Class	Paper Code	Portions to be taught
II Bcom Hons	BCM3A11	Basic Numerical Methods Problems on business applications, Sequence and series
II Bcom CA	BCM3A11	Basic Numerical Methods. Problems on business applications, Sequence and series
III Bcom Hons	BCM5B08	Basics on research Methods: Types of research, phases of business research.

Moth: September

Class	Paper Code	Portions to be taught
II Bcom Hons	BCM3A11	Progressions :- Concept of Arithmetic Progression, Geometric progression, Harmonic progression
II Bcom CA	"	Progressions: Concept of Arithmetic Progression, n terms, Sum of n terms
I Bcom Hons	BC1C01	Managerial Economics: Definition, Objectives characteristics, Decision making and forward planning

Moth: October

Class	Paper Code	Portions to be taught
II Bcom Finance	BCM3A11	Basic Numerical Methods:. Interest and Time value, concept of interest, Simple and Compound, Nominal, real, & effective interest
II Bcom CA	BCM3A11	Basic Numerical Methods:- Interest and Time value, concept of interest, Simple and Compound, Nominal, real & effective interest
I Bcom Finance	BC$^{M}_{A}$1C01	Managerial Economics: Theory of consumer behaviour, cardinal analysis, Consumer equilibrium, Demand curve for normal behaviour and Giffen goods.

Moth: November

Class	Paper Code	Portions to be taught
II Bcom Finance	BCM3A11	Basic Numerical Methods:- Descriptive statistics, Measures of central tendency, Measures of dispersion, Mean deviation
II Bcom CA	BCM3A11	Basic Numerical Methods:- Standard deviation, coefficient of variation, Measures of skewness & curtosis.
I Bcom Finance	BC$^{M}_{A}$1C01	Market structure, Perfect competition, Monopoly, Monopolistic competition, Oligopoly.

Moth: December

Class	Paper Code	Portions to be taught
II Bcom CA	BCM4C04	Quantitative Techniques for business - Introduction, meaning and definition, classification of QT, & other disciplines
II Bcom Piranwe	BCM4C04	Quantitative Techniques for Business
I Bcom Piranwe	BCM1C01	Managerial Economics:- An overview of Indian Economy, Indian Economy Since 1991, Indian Economy under WTO regime, Issues in Indian Economy

Moth: January

Class	Paper Code	Portions to be taught
II Bcom CA		
II Bcom Piranwe		
I Bcom Piranwe	BCM1C01	Managerial Economics:- Structure and direction of India's trade regulation & Promotion, Exchange rate policy

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	We
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	9	15	15	15	12
3. Total number of contact hour engaged	9	15	15	15	12
4. Total number of contact hours not engaged	-	-	-	-	-
5. Reason for not engaging	-	-	-	-	-

Signature of faculty Signature of Head of Dept. Signature of Princ

Month : July	Week 1	Week 2	Week 3	Week 4	We
1. No. of teaching days in the week	1	5	4	5	4
2. Total number of hours as per time table	3	15	12	15	12
3. Total number of hour engaged	3	15	12	15	12
4. Total number of hours not engaged	-	-	-	-	-
5. Reason for not engaging	-	-	-	-	-

Signature of faculty Signature of Head of Dept. Signature of Princ

Month : August	Week 1	Week 2	Week 3	Week 4	We
1. No. of teaching days in the week	5	4	3	5	3
2. Total number of hours as per time table	15	12	9	15	9
3. Total number of hour engaged	15	12	9	15	9
4. Total number of hours not engaged	-	-	-	-	-
5. Reason for not engaging	-	-	-	-	-

Signature of Princ

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week			5	4	5
2. Total number of contact hours as per time table			15	12	15
3. Total number of contact hour engaged			15	12	15
4. Total number of contact hours not engaged			-	-	-
5. Reason for not engaging			-	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week		3	5	5	4
2. Total number of hours as per time table		9	15	15	12
3. Total number of hour engaged		9	15	15	9
4. Total number of hours not engaged		-	-	-	3
5. Reason for not engaging		-	-	-	leave

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	3
2. Total number of hours as per time table	12	15	15	15	15
3. Total number of hour engaged	9	15	15	12	15
4. Total number of hours not engaged	3	-	-	3	-
5. Reason for not engaging	Kerala Pro.	-	-	leave	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	2	5	5		
2. Total number of contact hours as per time table	6	15	15		
3. Total number of contact hour engaged	6	15	15		
4. Total number of contact hours not engaged	-	-	-		
5. Reason for not engaging	-	-	-		

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	12	15	15	12	6
3. Total number of hour engaged	12	15	12	12	6
4. Total number of hours not engaged	-	-	3	-	-
5. Reason for not engaging	-	-	leave	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	9	15	15	15	6
3. Total number of hour engaged	9	15	15	12	3
4. Total number of hours not engaged	-	-	-	3	3
5. Reason for not engaging	-	-	-	leave	leave

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	
2. Total number of hours as per time table	9	15	15	15	
3. Total number of hour engaged	6	15	15	15	
4. Total number of hours not engaged	3	-	-	-	
5. Reason for not engaging	-	-	-	-	

Signature of faculty Signature of Head of Dept. Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1/6/22	General	
12/9/22	General	
12/12/22	General	

tings Attended (Department level)

Date	Purpose / Agenda
16/2022	General Meeting - Action plan
1/2/2022	Staff meeting for merit day preparation, Alumnae meeting
19/7/2022	club in charges
16/8/2022	General meeting
30/8/2022	Ist years in charge discussion, onam celebrations
7/9/22	General Meeting
9/12/22	Meetings regarding freshers day.
12/12/2022	General meeting

Record of invigilation duty in Internal / University examinations

Internal			University			
Date	Date	Date	Date	Date	Date	Date
			13/10/2022			
			10/1/2023			
			20/3/2023			

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
20/10/2022		
7/11/2022 21/11/2022		
17/1/2023 23/2/2023		
27/2/2023 8/3/2023		

Valuation of answer scripts

University Examinations		College Level Examinations	
Paper	No of papers valued	Paper	No of papers valued
IV th Sem - Banking & Insurance	106	III Sem Bcom CA Basic Numerical Methods	24
V th Sem. Research Methodology		III Sem Bcom Finance BNM	46
		I Sem B.com Finance Managerial Economics	41
		IV Sem Bcom CA QT	24
		IV Bcom Finance QT	46

BIO DATA

Name: Divya Rajan

Designation: Assistant Professor on Contract

Educational Qualifications: M.Com NET

Date of birth: 01/05/1988 Year of joining: 2020

Address: Maridical House

Paliseery

P.O Ammanoor Pin 680741

Phone: (res) (mob) 9645751837

Email: divyarani245@gmail.com

Mentor in charge: III B Com CA

Duties assigned in this academic year:

IIC President

ED club Members

Class in Charge III B.Com Computer Applications

Value Education

Signature

Individual Timetable for AY ~~2019-20~~ (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	III B Com CA			I B Com CA	II B Com Finance
Tuesday		I B Com CA	II B Com Finance	III B Com CA	
Wednesday		I B Com CA		II B Com Finance	
Thursday		II B Com Finance	I B Com CA	II B Com Finance	III B Com CA
Friday	II B Com Finance	III B Com CA			I B Com CA

2022-23

Individual Timetable for AY ~~2019-20~~ (Even Semester)

Hours / Day	1	2	3	4	5
Monday	III B Com CA	I B Com Finance			I B Com Finance
Tuesday	I B Com Finance		III B Com CA	II B Com Finance	
Wednesday	II B Com Finance	III B Com Finance		I B Com Finance	
Thursday	I B Com Finance			III B Com CA	II B Com Finance
Friday	III B Com CA		II B Com Finance	I B Com Finance	

Signature of Head of the Dep

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
I Mcom	MCM 2C05	Module 4 : Accounting for Revenue and Lease.
II Bcom F	BCM3B04	Module I — Corporate Accounting Redemption of debentures. Redemption of Preference shares
III Bcom CA	BCM5B10	Computer Applications in Business module 2 - Computer Systems

Moth: July

Class	Paper Code	Portions to be taught
I Mcom	MCM2C06	Module 5 Modern Concepts in Accounting Revision.
II Bcom F	BCM3B04	module 2 - Bonus shares, Buy back of shares - Right issue
III Bcom CA	BCM5B10	Module II — Business on website

Moth: August

Class	Paper Code	Portions to be taught
I MCom	MCM2C06	Revision.
III BCom CA	BCM5B10	Module III - Elements of HRM
II BCom F	BCM3BD4	Module II - Banking Companies

Moth: September

Class	Paper Code	Portions to be taught
III BCom CA	BCM5B10	Module IV - E Commerce & Digital payments.
II BCom F	BCM3BD4	Module III - Life Insurance Companies

Moth: November

Class	Paper Code	Portions to be taught
IV BCom CA	BCMGB14	Module 2 - MS word. Word Basics, Starting word, Creating New Document
II BCom	BCM23B04	Module IV - Accounting Standards Revision - Module 2
2 BCom CP	BCM1B01	Module II - Functions of Management-

Moth: December

Class	Paper Code	Portions to be taught
III BCom CA	BCM6B14	Module 2 - Formating Text and Documents. Auto format, line Spacing
II BCom F	BCM3B04	Revision - Module III, IV
I BCom Co-op	B C01B01	Module - II Functions of Management

Moth: January

Class	Paper Code	Portions to be taught
III BCom CA	BCM6B14	Module. IV - MS Excel.
II BCom F	BC4B06.	module I - formation of Companies
I BCom Co-op	BCM1B01	Modules III - Business Ethics

Moth: February

Class	Paper Code	Portions to be taught
IIIBCom CA	BCM6B14	Module III – Powerpoint
IIBCom F	BC4B06	Module I - formation of Companies
IBCom Co-op	BCM1B01	Module IV - CSR

Moth: March

Class	Paper Code	Portions to be taught
IIIBCom CA	BCM6B14	Module IV & V - Basic Concept of Internet & Internet Protocol Suite.
IIBCom F	BC4B06	module III - Share Capital.
IBCom Co-op	BCM1B01	Module V - Emerging Concepts.

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	9	15	15	15	12
3. Total number of contact hour engaged	9	15	15	15	12
4. Total number of contact hours not engaged	0	0	0	0	0
5. Reason for not engaging	–	–	–	–	–

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	4	5	4
2. Total number of hours as per time table	3	15	12	15	12
3. Total number of hour engaged	3	15	12	15	12
4. Total number of hours not engaged	0	0	0	0	0
5. Reason for not engaging	–	–	–	–	–

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	4	3	5	3
2. Total number of hours as per time table	15	12	9	15	3
3. Total number of hour engaged	15	12	9	15	9
4. Total number of hours not engaged	0	0	0	0	0
5. Reason for not engaging	–	–	–	–	–

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week			5	4	5
2. Total number of contact hours as per time table			15	12	15
3. Total number of contact hour engaged			15	12	15
4. Total number of contact hours not engaged			0	0	0
5. Reason for not engaging			-	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week		3	5	5	4
2. Total number of hours as per time table		9	15	15	12
3. Total number of hour engaged		9	15	15	12
4. Total number of hours not engaged		0	0	0	0
5. Reason for not engaging		-	-	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	12	15	15	15	9
3. Total number of hour engaged	9	15	15	15	9
4. Total number of hours not engaged	3	0	0	0	0
5. Reason for not engaging	Kerala Pinaicalatha Lion	-	-	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	4	
2. Total number of contact hours as per time table	6	15	15	12	
3. Total number of contact hour engaged	6	12	12	12	
4. Total number of contact hours not engaged	0	3	3	0	
5. Reason for not engaging	–	Union inauguration	Leave	–	

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	12	15	15	12	6
3. Total number of hour engaged	12	15	15	12	6
4. Total number of hours not engaged	0	0	0	0	0
5. Reason for not engaging	–	–	–	–	–

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	9	15	15	15	6
3. Total number of hour engaged	9	15	12	15	6
4. Total number of hours not engaged	0	0	3	0	0
5. Reason for not engaging	–	–	leave	–	–

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	
2. Total number of hours as per time table	9	15	15	15	
3. Total number of hour engaged	6	12	15	12	
4. Total number of hours not engaged	3	3	0	3	
5. Reason for not engaging	leave.	farewell.	-	leave.	

Signature of faculty Signature of Head of Dept. Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper
22/11/22	Corporate Accounting		
23/11/22	Corporate Accounting.		
6/01/23	Business Management		
18/01/23	"		

Signature of Head of the Dept.

Record of Special classes

Date	Class	Subject	Duration
15/11/22	II B.Com finance	Corporate accounting	9-12
05/11/22	II	II	9-12

Signature of Head of the

Meetings Attended (Department level)

Date	Purpose / Agenda
01/06/22	General Meeting - Action plan.
01/02/202	Merit Day.
19/07/22	Club Activities.
16/08/22	General Meeting
30/08/22.	In - Charge Discussion.
7/11/22	General meeting
9/12/22	Freshers Day.
12/12/22	General meeting

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Record of invigilation duty in Internal / University examinations

Internal			University			
Date	Date	Date	Date	Date	Date	Date
			17/03/2023 AN	09/01/2023 - AN		
			20/03/2023 AN			

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
14/12/22		
13/02/23		
03/03/23		
23/03/23		

Valuation of answer scripts

University Examinations		College Level Examinations	
Paper	No of papers valued	Paper	No of papers valued
Fest Sem Nov 2021 BCM 1B01 - BM (9,12,U1)	65		
V Sem Nov 2022 BCM5B08 - BRM (7,8,9,10,13)	94		
IV Sem April 2021	106		
III Sem B Voc Degree Nov 2021	39		
IV Sem B Voc Degree Apr 2022	46		
VI Sem March 2021	72		
VI Sem BCm/BBA SDE March 2021	45		

BIO DATA

Name: Revathy M.S

Designation: Assistant Professor (On contract)

Educational Qualifications : M.Com., N.E.T.

Date of birth: 08/08/1993 Year of joining: 2018

Address: Pullaikkal House, Chembuchira P.O.,
Kanhangad

Pin 680684

Phone: (res) (mob) 8139088648

Email: revathymoothambadan@sacredheart.college.ac.in

Mentor in charge: I B.Com Co-operation

Duties assigned in this academic year:

IQAC Coordinator of Department

Attendance Committee

Send off and Convocation Committee

Signature

2022-23

Individual Timetable for AY ~~2019-20~~ (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	I BCom Co-operation		II BCom Finance	II MCom	
Tuesday		II BCom Finance	II MCom	I BCom Cooperation	
Wednesday	II MCom		II BCom Finance		I BCom Co-operation
Thursday	I BCom Co-operation	II BCom Finance		II MCom	
Friday	I BCom Co-operation		II MCom		II BCom Finance

2022-23

Individual Timetable for AY ~~2019-20~~ (Even Semester)

Hours / Day	1	2	3	4	5
Monday	I BCom Co-operation	III BCom Finance		II MCom	
Tuesday			II MCom	I BCom Co-operation	III BCom Finance
Wednesday	II MCom	III BCom Finance		II MCom	
Thursday	I BCom Co-operation		III BCom Finance	II MCom	
Friday	I BCom Co-operation	III BCom Finance	II MCom		

Signature of Head of the D

Moth: June

Class	Paper Code	Portions to be taught
II Sem B.Com Finance	BCM2B02 Financial Accounting	Module III - Accounting for issue of Debentures Module IV - Convergence to International Financial Reporting Standards Module V - Preparation of final accounts under new format (SOPL, SOCE & SOFP)
4th sem M.Com	MCM4C15 Income Tax: Law, Practice & Tax Planning II	Module 5 Tax Planning under various circumstances; Tax planning while setting up of a business - with reference to location, nature, and form of organisation

Moth: July

Class	Paper Code	Portions to be taught
II Sem B.Com Finance	BCM3A12 Professional Business Skills	Module I - Professionalism Meaning - Definition - characteristics - Traits and Qualities of a good professional - Professionalism in Business.
IV th sem M.Com	MCM4C15 Income Tax: Law, Practice & Tax Planning II	Tax Planning related to special Economic Zones (SEZ), Export Processing Zones Export oriented Units (EOUs) - Infrastructure Sector & back ground areas - Tax incentives for Exporters

Moth: October

Class	Paper Code	Portions to be taught
III Sem BCom Finance	BCM3 A12 Professional Business Skills	Module III Business Data Analysis - Data Analyst and its types - Data quality and its importance - Social Network Analysis. Role of Big Data & Artificial Intelligence
I BCom Co-operation	BCM 1C01 Managerial Economics	Module 2. Theory of consumer behaviour Law of diminishing marginal utility Hicksian decomposition
III Sem MCom	MCM3C12 Income Tax: Law Practice & Tax Planning	Income from Business / Profession - Capital Gains - other Sources - Tax Planning relating to different heads of Income

Moth: November

Class	Paper Code	Portions to be taught
III Sem BCom Finance	BCM 3 A12 Professional Business Skills	Module III continues: Big Data Analysis - Role of Data Scientist in Business & Society - Intelligent Agents in e - Business - Ethical & Legal considerations in Business Analytics.
I BCom Co-operation	BCM 1 C01 Managerial Economics	Module III - Market structures - Perfect Competition - Monopoly, Monopolistic Competition and Oligopoly.
III Sem MCom	MCM3C12 Income Tax: Law, Practice & Tax Planning	Module 3 - Assessment - clubbing and Aggregation of Income - Set off and carry forward Deductions - Rebate & Reliefs - Agricultural Income Assessment of Individuals - Tax Planning related to clubbing & aggregation of Income.

Moth: December

Class	Paper Code	Portions to be taught
III Sem BCom Finance	BCM3A12 Professional Business Skills	Module IV Socio - Cyber Informatics - IT3 Society - Digital Divide - Cyber space - Cyber ethics, Cyber crime - Types - Cyber Laws - Cyber Addictions - Information Overload - Health Issues - Green Computing
I BCom Co-opab	BCM1C01 Managerial Economics	Module IV - An Overview of Indian Economy - Basic characteristics of Indian Economy - Indian Economy & under WTO - Unemployment Poverty - Inflation - The role of Parallel Economy.
III Sem MCom	MCM 3C12 Income Tax : Law Practice and Tax Planning I	Module 4 - Income Tax Authorities - Powers and functions - Provision of Advance Payment of Income Tax Module 5 - Procedure of Assessment of Income Tax : Return of Income Tax

Tax completed

Moth: January

Class	Paper Code	Portions to be taught
sem II BCom Co-opab	Financial Accounting	

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	9	15	15	15	12
3. Total number of contact hour engaged	9	15	12	15	9
4. Total number of contact hours not engaged	0	0	3	0	3
5. Reason for not engaging	–	–	Leave		Leave

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	4	5	4
2. Total number of hours as per time table	3	15	12	15	12
3. Total number of hour engaged	3	15	12	15	12
4. Total number of hours not engaged	–	–	–	–	–
5. Reason for not engaging	–		–	–	–

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	4	3	5	3
2. Total number of hours as per time table	15	12	9	15	9
3. Total number of hour engaged	15	9	9	15	9
4. Total number of hours not engaged	–	3	0	–	–
5. Reason for not engaging	–	Leave		–	–

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	–	–	5	4	5
2. Total number of contact hours as per time table	-	-	15	12	15
3. Total number of contact hour engaged			15	12	6
4. Total number of contact hours not engaged			0	0	0
5. Reason for not engaging	-	-	-	-	

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	–	3	5	5	4
2. Total number of hours as per time table	-	9	15	15	12
3. Total number of hour engaged	–	9	15	-	–
4. Total number of hours not engaged	-	-	-	–	–
5. Reason for not engaging	-	-	–	-	–

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	12	15	15	15	9
3. Total number of hour engaged	12	15	12	15	9
4. Total number of hours not engaged	–	–	3	–	–
5. Reason for not engaging	–	-	Leave	–	–

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	4	-
2. Total number of contact hours as per time table	6	15	15	12	-
3. Total number of contact hour engaged	6	12	15	12	-
4. Total number of contact hours not engaged	-	3	-	-	-
5. Reason for not engaging	-	Leave	-	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	12	15	15	12	6
3. Total number of hour engaged	9	15	15	12	6
4. Total number of hours not engaged	3	-	-	-	-
5. Reason for not engaging	Leave	-	-	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	9	15	15	15	6
3. Total number of hour engaged	9	15	15	15	6
4. Total number of hours not engaged	-	-	-	-	
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	—
2. Total number of hours as per time table	9	15	15	15	—
3. Total number of hour engaged	9	12	15	15	
4. Total number of hours not engaged	-	3	-	—	
5. Reason for not engaging	-	Leave	-	-	

Signature of faculty Signature of Head of Dept. Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
01/06/2022	General Staff Meeting	College reOpened. Discussed about new academic year Plans.
"	Departmental Meeting	Discussed Action Plan
23/06/2022	IQAC Meeting	NAAC Review Meeting
29/06/2022	IQAC Meeting	
01/07/2022	Departmental Meeting	Discussed about Merit Day and Alumni
19/07/2022	Departmental Meeting	Discussed the activities of different clubs of department during zero hours.
30/08/2022	Departmental Meeting	
21/10/2022	IQAC Meeting	Discussion about AQAR Submission
28/10/2022	IQAC Meeting	Review of ~~Dept~~ ~~IQAC~~ AQAR assignments submitted and discussion on new assignments to be submitted.

Nature of meeting	Purpose / Agenda
1. IAC Meeting	[illegible]
2. IAC Meeting	* Review Meeting
3. IAC Meeting	* Review on documents submitted
4. IAC Meeting	* Review of recommendations of IAAC Peer Team visit

Meetings Attended (Department level)

Date	Purpose / Agenda
01/06/2022	Grencral Meeting - Action Plan discussion
19/07/2022	Club in Charges selection
16/08/ 2022	Grencral Meeting on subject allocation
30/08 /2022	First year incharge discussion, Onam Celebration, Merit day
07/01/ 2022	Grencral Meeting on subject allocation
09/12/2022	Meeting regarding Foushes's day
12/12/2022	Grencral Meeting
01/2/2023	Alumni Meeting — Disussion

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
17/06/2022		
29/06/2022		
11/08/2022		
16/11/2022) Half 28/12/2022) day		
9/12/2022		
3/01/2023 31/01/2023 - Holiday		
10/03/2023 29/03		

BIO DATA

Name: AATHIRA. S. NAIR

Designation: Assistant Professor (On Contract)

Educational Qualifications: M.Com, M.Phil

Date of birth: 29-05-1993 Year of joining: 12/10/2022

Address: 'Sreyas' - House No: 2, Mathew Nagar, Ambalanada, West Chalakudy

Pin 680307

Phone: (res) (mob) 9995649614

Email: aathiras@sacredheartcollege.ac.in

Mentor in charge:

Duties assigned in this academic year:

Signature

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5	
Monday		I B.com Finance			I B.com Finance	
Tuesday					I M.com Finance	
Wednesday	I B.com Finance		I M.com Finance	I B.com finance.		
Thursday	I B.com Finance				I M.com Finance	
Friday				I B.com finance	I M.com Finance	

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5	
Monday		I B.com Finance	III B.com CA		I B.com Finance	
Tuesday	I B.com Finance	III B.com CA		I M.com Finance		
Wednesday		III B.com CA	I M.com Finance	I B.com Finance		
Thursday	I M.com Finance	III B.com CA			I M.com Finance	
Friday	I M.com Finance		III B.com CA	I B.com Finance		

Signature of Head of the Dep

Moth: October

Class	Paper Code	Portions to be taught
I Bcom Finance	BCM1BOL	Business Management: Module II Motivation - Concept and Theories of Motivation, Leadership.
I Mcom Finance	MCM1C02	Corporate Governance and Business Ethics:- Module - 1, Corporate Governance, Evolution, Major stakeholders. Communication mechanism.

Moth: November

Class	Paper Code	Portions to be taught
I Bcom Finance	BCM1BOL	Business Management: Module II Communication - Process & barriers, control - concepts and steps.
III B.com CA	BCM6B15	Computerised Accounting with Tally: Module: Introduction to Accounting
I Mcom Finance	MCM1C02	Corporate Governance and Business Ethics: Module: I objectives and Principles of corporate Governance. Module II: Theories and Models of CG conceptual Framework and Legal Frame works of Corporate Governance.

Moth: December

Class	Paper Code	Portions to be taught
I Bcom Finance	BCM1BOL	Business Management – Module 2 Direction, Supervision and Coordination
III Bcom CA	BCM6B1S	Computerised Accounting with Tally: Module 1 Tally Interface, F11, F12 Features. company Creation, Accounting ledgers, Vouchers
I Mcom Finance	MCM1C02	Corporate Governance & Business Ethics Module II: Clause 49, Insider Trading, gen Governance, activism, Rating agencies Module III: comparison of CG & IFRS

Moth: January

Class	Paper Code	Portions to be taught
I Bcom Finance	BCM1BOL	Business Management - Module-3 Business Ethics, Theories, Types, Objectives of Business ethics, Factors, Ethical issues in global business
III Bcom CA	BCM6B1S	Computerised Accounting with Tally: Module: 2 Inventory Management, Stock Group, Category, Voucher entry, Module: 3 GST, Computation, composit Tax invoice, Returns, Transfer
I Mcom Finance	MCM1C02	Corporate Governance & Business Ethics: Module II: Elements of Corporate Governance Types of directors, Board meeting, Whistle blowing, Types, Developments in India

Moth: February

Class	Paper Code	Portions to be taught
I B.Com Finance	BCM1B0L	Business Management · Module 4 Corporate Social Responsibility, concept, Stakeholders of CSR, steps, CSR initiatives in India Module 5 : Emerging concepts in management Kaizen, TQM, MIS, ISO, Stress management, Logistics
III B.Com CA	BCM6B15	Module 4: Inventory Reports, Trading, Profit and loss AC, Balance sheet, cost centre, Budgeting System Module 5 : Technology advantage of Tally Tally audit, Vault, ODBC interface, Export & Import data, online support of software.
I. M.Com Finance	MCM1C02	Corporate Governance & Business Ethics Module 5 : Role of Ethics, Ethics & values. New management philosophy, HRM, Management of quality, Corporate Excellence. Building corporate image.

Moth: March

Class	Paper Code	Portions to be taught
I.B.com CA	BE2C02	Marketing Management - Module 1: Value of Marketing, concepts, New marketing realities, Philosophy, Marketing Management task,
I. M.Com Finance	MCM2C08	Advanced cost Accounting. Module 1: 1 Process costing, Normal loss, abnormal loss, Abnormal gain, Equivalent production, FIFO, Average method, Inter process Profit

Signature of Head of the Dept.

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week					
2. Total number of contact hours as per time table					
3. Total number of contact hour engaged					
4. Total number of contact hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week		3	5	4	1
2. Total number of hours as per time table		7	10	8	2
3. Total number of hour engaged		9	12	9	2
4. Total number of hours not engaged		-	-	-	-
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	8	10	10	15	9
3. Total number of hour engaged	6	-	13	16	9
4. Total number of hours not engaged	2	10	-	-	-
5. Reason for not engaging	leave	leave			

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	5	
2. Total number of contact hours as per time table	6	15	15	15	
3. Total number of contact hour engaged	6	15	15	12	
4. Total number of contact hours not engaged	-	-	-	-	
5. Reason for not engaging				Christmas celebration	

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	12	15	15	12	6
3. Total number of hour engaged	12	15	15	12	6
4. Total number of hours not engaged	-	-	-	-	-
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	4	2
2. Total number of hours as per time table	9	15	15	12	6
3. Total number of hour engaged	9	15	15	9	0
4. Total number of hours not engaged				3	6
5. Reason for not engaging				leave	leave

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	
2. Total number of hours as per time table	9	15	15	15	
3. Total number of hour engaged	9	12	9	15	
4. Total number of hours not engaged	-	3	6	-	
5. Reason for not engaging		Seminar	leave		

Signature of faculty Signature of Head of Dept. Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

Signature of Head of the Dept.

Record of Special classes

Date	Class	Subject	Duration
5/1/2023	I. M. com	Corporate Governance	3.15 - 4.00
10/1/2023	I. M.com	Corporate Governance	3.15. 4.00
22/2/2023	I. B.com (Fresh)	Business Management	3.15 - 4.00
23/2/2023	I. B.com (Fresh)	Business Management	3.15 - 4.00
21/2/2023	III B.com CA	Tally	3.15 - 4.00

Signature of Head of the Dept.

Date	Purpose / Agenda
07/11/2022	General Meeting - Subject Allocation
09/12/2022	Meeting Regarding Fresher's day
12/12/2022	General Meeting
01/02/2023	

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
3/11/2022 to 11/11/2022 — 7 days		
24/2/2023 to 26/2/2023 — 3 days		
16/5/2023, 17/5/2023 — 2 days		

Valuation of answer scripts

University Examinations		College Level Examinations	
Paper	No of papers valued	Paper	No of papers valued
		I. M.com (Corporate Governance & Business Ethics)	18
		I Bcom Finance (Business management)	41
		II Bcom CA (Tally)	34

BIO DATA

Name: Sruthy P.K

Designation: Assistant Professor on contract

Educational Qualifications: Msc., Mphil

Date of birth: 25-11-1992 Year of joining: 2017, Rejoined in 2022

Address: Perambrath House, V.R. Puram P.O.,

Chalakudy

Pin 680722

Phone: (res) 9746290210 (mob)

Email: 25112ruthypk@gmail.com, 25112ruthypk@sacredheart.college.ac.in

Mentor in charge: II B.Com. Computer Application

Duties assigned in this academic year:

Alumnae Association committee member

Signature

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday		III Sem Micro E	V Sem Biom E	III Sem Biom CA	
Tuesday	III Sem Micro E	V Sem Biom E			III Sem Biom CA
Wednesday		III Sem Biom CA	V Sem Opto Elec	V Sem Biom E	III Sem Micro E
Thursday	V Sem Biom E	III Sem Micro E			III Sem Biom CA
Friday	V Sem Biom E	III Sem Biom CA		III Sem Biom E	

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday	IV Sem Biom CA	IV Sem Micro		VI Sem Biom E	
Tuesday	IV Sem Micro E	IV Sem Biom CA	VI Sem Biom E		
Wednesday	IV Sem Biom CA	VI Sem Biom E			IV Sem Micro E
Thursday	IV Sem Biom CA	IV Sem Micro E	IV Sem Biom CA	VI Sem Biom E	
Friday	VI Sem Biom E	IV Sem Biom CA		IV Sem Micro E	

Signature of Head of the De

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
II Bcom CA	BCM3C03 HRM	Module I : Introduction to HRM
II Bcom	Microchemical finance BCM4EF03	Module IV : Matrices and matrix & Exchange rate

Moth: July

Class	Paper Code	Portions to be taught
II Bcom CA	BCM3C03 HRM	Module II : HR Planning
II Bcom	IF BCM4EF03	Module V : Short term asset and Liabilities Management
III Bcom finance	Financial Management	Module I : foundation of finance

Moth: August

Class	Paper Code	Portions to be taught
B Sem CA	HRM	Module 3: Selection and Placement
III Sem finance	Financial Management	Module 2: Sources & long term finance cost & capital

Moth: September

Class	Paper Code	Portions to be taught
B Sem CA	HRM	Module 4: Performance Appraisal
III Sem finance	FM	Module 3: cost & capital
II Sem	Financial Management	Module 1: foundations of finance

Moth: October

Class	Paper Code	Portions to be taught
B Com CA	HRM	Module 5 : Employee Retention Management
B Com Finance	FM	Module 4 : Capital Structure
B Com	FM	Module 2 : Cost of capital

Moth: November

Class	Paper Code	Portions to be taught
B Com CA	HRM	Module 6: Employee Appraisal
B Com	FM	Module 3 : working capital management, capital Structure
B Com Finance	FM	Module 8 : Dividend Theories
	Financial Derivatives	Module 1 : Introduction

Moth: December

Class	Paper Code	Portions to be taught
B Com CA	HRM	Revision
"	Cost Accounting	Module 1 : Introduction
B Mom	Financial Management	Module IV, V : leverage, Dividend
BJ Bom Forma	Financial Derivatives	Introduction to Financial Derivatives

Moth: January

Class	Paper Code	Portions to be taught
B Bo m CA	Cost Accounting	module 1 : introduction to cost Accounting
BJ Bom Forma rt	Financial Derivatives	Module 8 : forward contracts
B Mom	Financial Management	Revision of all modules

Moth: February

Class	Paper Code	Portions to be taught
II Sem CA	Cost Accounting	Module II Unit costing and Job costing
II Sem Finance	Financial Derivatives	Module III : future contracts.
II Mcom	Strategic financial management	Module I : introduction

Moth: March

Class	Paper Code	Portions to be taught
II Sem CA	Cost Accounting	Contract costing Process costing Standard costing Service costing
II Sem Finance	Financial Derivatives.	Module IV : option contracts swap
II Mcom	Strategic financial management	Module II : financial strategy for capital structure - leasing

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	9	15	15	15	12
3. Total number of contact hour engaged	9	15	15	15	12
4. Total number of contact hours not engaged	-	-	-	-	-
5. Reason for not engaging	-	-	-	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	4	5	4
2. Total number of hours as per time table	3	15	12	15	12
3. Total number of hour engaged	3	15	12	15	12
4. Total number of hours not engaged	-	-	-	-	-
5. Reason for not engaging	-	-	-	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	4	3	5	3
2. Total number of hours as per time table	15	12	9	15	9
3. Total number of hour engaged	15	12	9	15	9
4. Total number of hours not engaged	-	-	-	-	-
5. Reason for not engaging	-	-	-	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : September					
1. No. of teaching days in the week			5	4	5
2. Total number of contact hours as per time table			15	12	15
3. Total number of contact hour engaged			15	12	15
4. Total number of contact hours not engaged			-	-	-
5. Reason for not engaging			-	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week		3	5	5	4
2. Total number of hours as per time table		9	15	15	12
3. Total number of hour engaged		9	15	15	12
4. Total number of hours not engaged		-	-	-	-
5. Reason for not engaging		-	-	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	12	15	15	15	15
3. Total number of hour engaged	15	15	15	15	15
4. Total number of hours not engaged	3	-	-	-	-
5. Reason for not engaging	Kerala Piravi	-	-	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5		
2. Total number of contact hours as per time table	6	15	15		
3. Total number of contact hour engaged	6	12	9		
4. Total number of contact hours not engaged	-	3	-		
5. Reason for not engaging		Model Exam part I			

Signature of faculty Signature of the H of Dept Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	12	15	15	12	6
3. Total number of hour engaged	12	15	15	10	5
4. Total number of hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of the H of Dept Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	3
2. Total number of hours as per time table	9	15	15	15	6
3. Total number of hour engaged	9	15	12	15	6
4. Total number of hours not engaged	-	-	3	-	-
5. Reason for not engaging			Leave	-	-

Signature of faculty Signature of the H of Dept Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	
2. Total number of hours as per time table	9	15	15	15	
3. Total number of hour engaged	9	12	15	12	
4. Total number of hours not engaged	-	3	-	3	
5. Reason for not engaging		Farewell	-	leave	

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Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

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Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1/12/22	Camera	
12/09/22	Camera	
12/12/22	Camera/ meeting	

Meetings Attended (Department level)

Date	Purpose / Agenda
11/06/2022	General Meeting – Action Plan
1/9/2022	Staff meeting for Alumni day Preparation, Alumnae meeting
19/7/22	class in charges
16/8/22	General meeting
30/8/22	1st term in charge discussion, exam schedule
3/11/22	General meeting
9/12/22	Meeting Regarding teachers day
12/12/22	General meeting

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Record of invigilation duty in Internal / University examinations

Internal			University			
Date	Date	Date	Date	Date	Date	Date
			7/1/2023	7/3/2023		

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
30/1/2023		
17/2/2023, 24		
20/3/2023		

Valuation of answer scripts

University Examinations		College Level Examinations	
Paper	No of papers valued	Paper	No of papers valued
V Sem Bcom Research Methodology		III Sem Bcom CA HRM	29
IV Sem Bcom QT		II Mcom International Business II	29
III Sem Bcom Banking and Insurance		III Bcom financial management	52
		IV Sem Bcom Costing	24
		II Mcom Strategic Mgt	20
		VI Sem Bcom Financial Accounting	52
		II Mcom AMS	23
		II Mcom FM	20

Department of Mathematics

BIO DATA

Name: Nidhin T J

Designation: Assistant Professor

Educational Qualifications : Ph.D

Date of birth: 27-03-1987 Year of joining: 2017

Address:

Pin

Phone: (res) (mob) 7017044663

Email:

Mentor in charge:

Duties assigned in this academic year:

IQAC joint co-ordinator, Quiz Club (Faculty-in-charge),

Internal Exam Cell (member),

Signature

2022 2023

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	C1 (Phy + Che)		S3		S1
Tuesday	S3		C1 (Phy + Che)	S1	
Wednesday		S1		S3	
Thursday		S3			S1
Friday	S1			S3	

22-23

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday	C2 (Phy+Che)		S2		S4
Tuesday	S2		C2 (Phy+Che)		S4
Wednesday	C4 (Phy+Che)		S4		S2
Thursday	S2		S4		
Friday	C4		S4		S2

Signature of Head of the Dep

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
II MSc Maths	MTH4E09	Module III : Chapters 14 & 15.
I MSc Maths	MTH2C07	Module I — Chapter 1 & Chapter 2: Sections 2.1, 2.2 & 2.3

Moth: July

Class	Paper Code	Portions to be taught
I MSc Maths	MTH2C07	Module I – Chapter 2: Sections 2.4, 2.5, 2.6 & 2.7 Chapter 3: Sections 3.1, 3.2 & 3.3

Moth: August

Class	Paper Code	Portions to be taught
II MSc Maths	MTH2C07	Module II : Chapter 4 Sections 4.1 & 4.2 Chapter 5 : Sections 5.1 & 5.2

Moth: September

Class	Paper Code	Portions to be taught
II Semester MSc Maths	MTH2C07	Module III : Chapter 6 & Chapter 7
I Sem. MSc Maths	MTH1C01	Module I : Section II
I Sem BSc Physics	MTS1C01	Module I : Sections 1.1, 1.2

Moth: October

Class	Paper Code	Portions to be taught
I Sem MSc Maths	MTH1C01	Module I : Sections 14 & 15 Module II : Section 22 (Seminar)
III Sem MSc Maths	MTH3C11	Module II : Chapter 1
I Sem BSc Phy & Che	MTS1C01	Module I : sections 1.3 & 1.4

Moth: November

Class	Paper Code	Portions to be taught
I Sem MSc Maths	MTH1C01	Module I : Sections 16, 17 & 12 Module III ; Sections 23 & 24 (Seminar)
III Sem MSc Maths	MTH3C11	Module II : Chapter 2 & Chapter 4 Module III : Chapter 5
I Sem BSc Phy & Ch	MTS1C01	Module I : Sections 1.5 & 1.6

Moth: December

Class	Paper Code	Portions to be taught
I Sem. I MSc Maths	MTH1C01	Module II : Sections 34, 35 & 36 Module III : Section 26
II Sem. MSc Maths	MTH3C11	Module III : Chapters 6, 7 and 8.
I Sem. BSc Phy & Ele	MTS1C01	Module III : Sections 3.1 & 3.2.

Moth: January

Class	Paper Code	Portions to be taught
III Sem. MSc Maths	MTH3C11	Module I : Chapter 9.
I Sem. MSc Maths	MTH1C01	Module III : Sections 22, 23
I Sem. BSc Phy Che	MTS1C01	Module II Sections 3.3 & 3.4

Moth: February

Class	Paper Code	Portions to be taught
I Sem MSc Maths	MTH1C01	Module IV : Sections 2.6 & 4.0
IV Sem MSc Maths	MTH4E09	Module I : Chapters 1, 2, & 3
I Sem BSc Phy & Che.	MTS1C01	Module III : Sections 3.5 & 3.6

Moth: March

Class	Paper Code	Portions to be taught
IV Sem MSc Maths	MTH4E09	Module I : Chapters 4, 5 & 6 Module II : Chapters 7, 8, & 9.
II Sem MSc Maths	MTH2C07	Module I : Sections 2.1, 2.2, 2.3 2.4, 2.5, 2.6 & 2.7.
IV Sem BSc Phy & BSc Chem	MTS4C04	Module IV : Sections 12.1, 12.2, 12.3
I Sem BSc Phy & BSc Che	MTS1C01	Module III : Section 3.6 (Remaining).

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	3	5	5	5	
2. Total number of contact hours as per time table	7	12	12	12	
3. Total number of contact hour engaged	7	13	12	9	
4. Total number of contact hours not engaged	-	-	-	3	
5. Reason for not engaging	-	-	-	Casual leave	

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Month : July	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	1	5	5	5	
2. Total number of hours as per time table	3	12	12	12	
3. Total number of hour engaged	3	12	12	12	
4. Total number of hours not engaged	-	-	-	-	
5. Reason for not engaging	-	-	-	-	Casual leave

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Month : August	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	1	4	3	5	
2. Total number of hours as per time table	2	10	7	12	
3. Total number of hour engaged	0	0	7	0	
4. Total number of hours not engaged	2	10	0	12	
5. Reason for not engaging	Committed leave				

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Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	0	5	4	5
2. Total number of contact hours as per time table	3	0	12	9	12
3. Total number of contact hour engaged	0	0	12	9	12
4. Total number of contact hours not engaged	Onam celebration	0	0	0	0
5. Reason for not engaging	–	Onam vacation	–	–	–

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Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	2	5	5	4
2. Total number of hours as per time table	2	4	12	12	9
3. Total number of hour engaged	2	4	5	12	9
4. Total number of hours not engaged	0	0	7	0	0
5. Reason for not engaging	–	–	CV Camp	–	

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Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	9	12	12	5	5
3. Total number of hour engaged	9	5	12	10	8
4. Total number of hours not engaged	0	7	0	0	0
5. Reason for not engaging	–	CV Camp	–	–	–

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	5	3
2. Total number of contact hours as per time table	5	12	12	12	6
3. Total number of contact hour engaged	5	7	12	7	
4. Total number of contact hours not engaged	—	5	0	5	
5. Reason for not engaging		CV camp	—	Christmas celebration & NMD	Christmas Vacation

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	9	12	12	9	5
3. Total number of hour engaged	9	7	6	4	2
4. Total number of hours not engaged	—	5	6	5	3
5. Reason for not engaging	—	CV camp	III sem PG study leave	II PG study leave	II PG Examination
			I PG Internal Exam	I PG Internal Exam	CV camp

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	9	12	12	12	6
3. Total number of hour engaged	4	6	8	11	6
4. Total number of hours not engaged	4	6	4	1	—
5. Reason for not engaging	III PG Internal CV camp	III PG Exam, CV camp	NAAC VISIT	General Meeting	—

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Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	8	14	14	14	14
3. Total number of hour engaged	6	8	9	8	
4. Total number of hours not engaged	2	6	5	6	
5. Reason for not engaging	Sports Day	CV camp · Merit Day	Friday FDP	III sem UG Internal	IV sem UG internal

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Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

Signature of Head of the Dept.

Record of Special classes

Date	Class	Subject	Duration
25-02-2023	I Sem. BSc Physics & BSc Chemistry	MTS1C01	2½ Hours

Signature of Head of the Dept

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1-6-22	General Staff meeting	Preparation of NAAC Submission.
6-6-22	General meeting	Regarding NAAC files submission
19-12-22	IQAC meeting	AQAR 21-22 work allocation
4-1-23	IQAC Meeting	Submission of AQAR 21-22
9-1-23	General Meeting	NAAC Peer Team Visit Preparations.
21-02-23	General Meeting	NAAC Result Analysis.
23-02-23	General Meeting	Review of Staff Day Celebrations, Special Classes in Vacation

Meetings Attended (Department level)

Date	Purpose / Agenda
1-6-22	Action Plan, Work allotment, Time Table
2-11-22	Association Inauguration
4-1-23	NAAC VISIT Preparations
23-1-23	Dept. PPT for NAAC VISIT & Exhibition
10-02-23	Finalizing department PPT for NAAC Visit
03-03-23	Pi-day celebrations planning
27-03-23	Vacation class time table

BIO DATA

Name: VIJITHA MUKUNDAN

Designation: Assistant Professor

Educational Qualifications : Ph:D

Date of birth: 10/04/1983 Year of joining: 2017

Address: VRINDAVAN, ADIYARA

P.O R.V PURAM, THRISSUR

Pin 680631

Phone: (res) (mob) 9744503525

Email: vijithamukundan29@gmail.com

Mentor in charge: II. MSc.

Duties assigned in this academic year:

NSS Program Officer

Red Ribbon Cell Coordinator

Signature

Individual Timetable for AY 20~~19-20~~ 22-25 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday		S1 (PG)		S3 (PG)	
Tuesday	S1 (PG)		S3 (PG)		
Wednesday	C1 (UG)	S3 (PG)		S1 (PG)	
Thursday	S3 (PG)			S1 (PG)	
Friday	C1 (UG)		S3 (PG)		S1 (PG)

Individual Timetable for AY 20~~19-20~~ 22-25 (Even Semester)

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
I MSc	MTH 2 C10 ODE & CV	MODULE I
II MSc	MTH 4 E06 Algebraic Number Theory	MODULE IV
II Sem UG	MTS2C02 MATHEMATICS	MODULE IV

Moth: July

Class	Paper Code	Portions to be taught
I MSc	MTH 2 C10 ODE & CV	MODULE II
II Sem UG	MTS2C02 MATHEMATICS	MODULE - IV

Moth: August

Class	Paper Code	Portions to be taught
I MSc	MTH2C1D ONE A CV	MODULE III

Moth: September

Class	Paper Code	Portions to be taught
I MSc	MTH1C05 REAL ANALYSIS-I	MODULE I - chapter 2 - Basic Topology
II MSc	MTH3C14 PDE & Integral Eq.	MODULE I - PDE
I DC Physics Chemistry	MATHEMATICS	MODULE II - Differentiation

Moth: October

Class	Paper Code	Portions to be taught
IMSc	MTH1C03 REAL ANALYSIS I	MODULE I - chapter 2 - Basic Topology
II M.Sc	MTH3C14 PDE & Integral Equations	MODULE I - PDE
I DC Physics, Chemistry	MAT1C01 MATHEMATICS	MODULE II - Differentiation & Integration

Moth: November

Class	Paper Code	Portions to be taught
IMSc	MTH1C03 - REAL ANALYSIS I	MODULE I (chapter 4 - continuity)
II M.Sc	MTH3C14 - PDE & Integral Eq-	Module II - PDE
I DC	MAT1C01 MATICS	MODULE II - Differentiation & Integration

Class	Paper Code	Portions to be taught
I M.Sc	MTHIC03 Real Analysis - I	Module II (Differentiation)
II M.Sc	MTH3C14 PDE & Integral Eq.	MODULE II - PDE (Remaining portions) Module III - Integral Equations
I DC Physics, Chemistry	MATSIC01 MATHEMATICS	MODULE IV

Moth: January

Class	Paper Code	Portions to be taught
I M.Sc	MTHIC03 Real Analysis I	Module III (Riemann Int + Sequence and series)
II M.Sc	MTH3C14 PDE & Integral Eq.	MODULE - III (Integral Eq. — Remaining portions)
IDC physics chem	MTSIC01 MATHEMATICS	MODULE IV (Integration)

Moth: December

Class	Paper Code	Portions to be taught
I M.Sc	MTHIC03 Real Analysis-I	Module II (Differentiation)
II M.Sc	MTH3 C14 PDE & Integral Eq.	MODULE II - PDE (Remaining Portion) Module III - Integral Equations
IDC Physics, Chemistry	MATIC01 MATHEMATICS	MODULE IV

Moth: January

Class	Paper Code	Portions to be taught
I M.Sc	MTHIC03 Real Analysis I	Module III (Riemann Int + Stieltjes

Moth: February

Class	Paper Code	Portions to be taught
I M.Sc	MTH 2 C09 ODE & CV	ODE & CV (Module I) - Power series solution
II M.Sc	MTH 4 E06 Algebraic Number theory	Module I - Number field - Algebraic Number, Algebraic Integers
I Sem Physics chem	MTS 2 C01 Mathematics	Module I - Trigonometric functions

Moth: March

Class	Paper Code	Portions to be taught
I MSc	MTH 2 C09 ODE & CV	Module I (Frobenius series solution of Hypergeometric eq.)
II MSc	MTH4E06 Algebraic Number theory	Module I (Quadratic field, Cyclotomic field)
I DC (Physics Chemistry)	MTS2C01 Mathematics	MODULE I - Trigonometric functions, inverse of functions hyperbolic functions

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of contact hours as per time table	6	10	10	7	7
3. Total number of contact hour engaged	6	10	10	7	4
4. Total number of contact hours not engaged	0	0	0	0	3
5. Reason for not engaging					CV camp

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	5	5	5
2. Total number of hours as per time table	2	12	12	12	12
3. Total number of hour engaged	2	10	12	12	12
4. Total number of hours not engaged	-	2	-	-	-
5. Reason for not engaging		Forwarded to Principal			

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Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	4	5	3
2. Total number of hours as per time table	10	12	10	12	8
3. Total number of hour engaged	0	12	8	12	8
4. Total number of hours not engaged	10	-	2	-	3
5. Reason for not engaging	Heavy rain - class suspended		CV camp		Onam holiday

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Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	0	5	5	4	1
2. Total number of hours as per time table	0	12	12	10	2
3. Total number of hour engaged	0	4	5	10	2
4. Total number of hours not engaged	0	8	7	0	0
5. Reason for not engaging	–	CV Camp	Retreat		

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Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	4
2. Total number of hours as per time table	10	13	13	13	8
3. Total number of hour engaged	7	5	13	13	8
4. Total number of hours not engaged	3	8	–	–	–
5. Reason for not engaging	Kerala piravi	CV Camp			

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Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	5	0
2. Total number of contact hours as per time table	5	13	13	13	
3. Total number of contact hour engaged	5	5	13	8/1	
4. Total number of contact hours not engaged	0	9	–	–	
5. Reason for not engaging	CV Camp	CV Camp			

Signature of faculty

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Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	10	13	13	10	4
3. Total number of hour engaged	10	6	13	5	2
4. Total number of hours not engaged	–	7	0	5	2
5. Reason for not engaging	-	CV Camp	-	II PG Univ. exam	II PG Univ. Exam

Signature of faculty

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Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	3
2. Total number of hours as per time table	6	10	12	12	7
3. Total number of hour engaged	3	6	12	12	4
4. Total number of hours not engaged	3	4	0	0	3
5. Reason for not engaging	II PG Univ. exam CV Camp	CV Camp II PG exam	-	-	Mon. Assembly

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	8	10	10	10	10
3. Total number of hour engaged	6	6	8	8	
4. Total number of hours not engaged	2	4	2	2	
5. Reason for not engaging	Sports day	Conducting Valuation camp	IT class, counselling, PRP for 2nd batch	Answering exam class	

Signature of faculty Signature of Head of Dept. Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

Signature of Head of the Dept.

Record of Special classes

Date	Class	Subject	Duration
10/12/2022	I M.Sc Maths I Sem UG	Real Analysis Mathematics	1 hour 30 Minutes 1 hour 30 Minutes
7/01/2023	I M.Sc Maths I Sem UG	Real Analysis Mathematics I	1 hour 30 minutes 1 hour 30 Minutes
22/02/2023	II M.Sc Maths	Algebraic Number Theory	30 minutes
17/03/2023	II M.Sc Maths	Algebraic Number Theory	30 minutes
29/03/2023	II M.Sc Maths	Algebraic Number Theory	1 hour

Signature of Head of the Dept

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1-6-22	General staff Meeting	Preparation for NAAC submission introduction of newly joined staffs.
6-6-2022	General Meeting	Discussion regarding NAAC plan submission
2-8-2022	General Meeting	
19-12-22	NSS Meeting	Discussion about Nss seven day camp
19-12-22	General Meeting	Discussion about Christmas Celebration, Surveying system of Univ. E
2-02-23	General Meeting	Send off to retiring staffs
14-02-23	General Meeting	NAAC - Faculty Interaction
15-02-23	"	NAAC - Exit Meeting
6/03/23	"	Merit Day Celebration

Date	Nature of meeting	Purpose / Agenda
14/03/2023	Doctoral Committee meeting	Doctoral committe meeting for approving the coursework for research two students.
14/03/2023	FDP	Workshop on "Spark & Essential coding Rules".
23/03/2023	General meeting	Staff tour, Feedback of Staff day celebration, Vacation Dates
24/03/2023	Specific meeting	Sargam Meet - Volunteer duty allocation
~~24/03/2023~~		

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Date	Nature of meeting	Purpose Agenda
4/03/2023	Doctoral committee meeting	Doctoral committee meeting to update the students on [illegible] and students.
9/03/2023	PDP	checking in space of [illegible]
23/03/2023	General meeting	[illegible]
24/03/2023	Speight meeting	[illegible]
[illegible]		

BIO DATA

Name: Anjana Rajan

Designation: Guest Lecturer

Educational Qualifications: M.Sc Mathematics

Date of birth: 22/12/1997 Year of joining: 2020

Address: Thaggil (H)

Chengaloor P.O

Thrissur Pin: 680 312

Phone: (res): (mob): 8606742373

Email: thaggilanjana@gmail.com

Mentor in charge:

Duties assigned in this academic year:

Signature

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	Sem 5 Bsc maths		Sem 1 Msc maths		
Tuesday	Sem 5 Bsc maths		Sem 1 M Semaths	Sem 5 Bsc maths	
Wednesday			Sem 1 MSc maths		Sem 5 Bsc maths
Thursday	Sem 1 MScmaths		Sem 5 Bsc maths		
Friday		Sem 1 MScmaths		Sem 5 Bsc maths	

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Signature of Head of the Dept

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
2nd DC phy & chem	MTS2C02	Module III Sec 31, 32, 33
2nd PG maths	MTH4C11	Module III cha 7, 8, 9, 10
2nd sem MSc maths	MTH2C06	Module I cha 27, 29,

Moth: July

Class	Paper Code	Portions to be taught
2nd DC Phy & chem	MTS2C02	Module III Sec 34, 35, 36, 112.
2nd sem MSc maths	MTH2C06	Module I cha 32, 31 module II cha 33, 48,
Sem 5 BSc maths	MTS5B09	Module I sec 1.1.1, 1.1.3

Moth: October

Class	Paper Code	Portions to be taught
2nd pg msc maths	MTH3C12	Module I sec 6 & chap 1
Sem 5 Bsc maths	MTS5B09	Module I 2.2, 2.3
I st PG msc maths	MTH1C02	Module I chap 2 sec 4.3

Moth: November

Class	Paper Code	Portions to be taught
[illegible]	[illegible]	[illegible]

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	6	11	11	11	9
3. Total number of contact hour engaged	6	11	9	9	9
4. Total number of contact hours not engaged	–	–	2	2	–
5. Reason for not engaging			casual leave	feast day celebration	

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	5	5	4
2. Total number of hours as per time table	2	11	11	11	9
3. Total number of hour engaged	2	9	11	10	7
4. Total number of hours not engaged	–	2	–	1	2
5. Reason for not engaging		farewell to 2nd pg		half day leave	casual leave

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	4	3	5	3
2. Total number of hours as per time table	2	9	6	11	7
3. Total number of hour engaged	2	9	6	11	5
4. Total number of hours not engaged	–	–	–	–	2
5. Reason for not engaging	–	–	–	–	onam celebration

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	0	5	4	5
2. Total number of contact hours as per time table	2		11	9	11
3. Total number of contact hour engaged	—		11	7	9
4. Total number of contact hours not engaged	2		—	2	2
5. Reason for not engaging	onam celebration	onam vacation		casual leave	Principal day celebration

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	4	1
2. Total number of hours as per time table	4	11	11	9	2
3. Total number of hour engaged	4	11	2	9	2
4. Total number of hours not engaged	—	—	9	—	—
5. Reason for not engaging			casual leave/ sick leave		

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week					
2. Total number of hours as per time table					
3. Total number of hour engaged					
4. Total number of hours not engaged					
5. Reason for not engaging					

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-2022	"	Introduction to Geometry	Duration
22-10-22	"	"	1 hour
29-10-2022	"	"	"
		"	"
			"

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1/6/2022	General meeting	Preperation for NAAC submission, introduction of new faculty member
6/6/2022	General meeting	Discussion Regarding NAAC files submission
22/8/2022	General meeting	

Meetings Attended (Department level)

Date	Purpose / Agenda
1/6/2022	Discussion about action plan, work allotment, timetable.
10/8/2022	Discussed about conducting quiz competition related to "Azadi ka Amrit Mahotsav"

BIO DATA

Name: Jesma Jaya

Designation: Guest Lecturer

Educational Qualifications: M.Sc Mathematics

Date of birth: 15/5/1999 Year of joining: 2022

Address: Cheruvathoor (H), P.O Potta

Potta, Chalakudy

Thrissur Pin 680722

Phone: (res) (mob) 7736037833

Email: jesmajaya1999@gmail.com

Mentor in charge:

Duties assigned in this academic year:

Signature

Hours / Day	1	2	3	4	5
Monday		Msc maths S_3	Msc maths S_1		
Tuesday			Msc maths S_1		Msc maths S_3
Wednesday	Msc maths S_3		Msc maths S_1		
Thursday	Msc maths S_1		Msc maths S_3		
Friday		Msc maths S_1			Msc maths S_3

Individual Timetable for AY ~~2019-20~~ 2022-23 (Even Semester)

Hours / Day	1	2	3	4	5
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Signature of Head of the Dept.

Moth: October

Class	Paper Code	Portions to be taught

Moth: November

Class	Paper Code	Portions to be taught
I st Msc maths	MTH IC 02 Linear Algebra	Module I cha 3 sec 1, 2, 3
II nd Msc Maths	MTH 3 C 12 complex Analysis	Module I

Moth: December

Class	Paper Code	Portions to be taught
I St MSc Maths	MTH1C02 Linear Algebra	Module II Sec 6.4, 6.5, 6.6, 6.7, 6.8 Module III Sect 8.1, 8.2
II nd MSc maths	MTH3C12 complex Analysis	Module II Module III

Moth: January

Class	Paper Code	Portions to be taught
I St MSc maths	MTH1C02 Linear Algebra	Module II 6.1, 6.2, 6.3, 6.4, 6.6, 6.7 Module III 6.6, 6.7
II nd MSc maths	MTH3C12 complex Analysis	Revision for university exam

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teachang days in the week					
2. Total number of contact hours as per time table					
3. Total number of contact hour engaged					
4. Total number of contact hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week					
2. Total number of hours as per time table					
3. Total number of hour engaged					
4. Total number of hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week			5	5	3
2. Total number of hours as per time table			10	10	6
3. Total number of hour engaged			4	10	2
4. Total number of hours not engaged			6	-	4
5. Reason for not engaging			Joined on 16/11/22, Association inauguration		Study tour MGR visit

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	5	0
2. Total number of contact hours as per time table	4	10	10	10	
3. Total number of contact hour engaged	0	4	10	8	
4. Total number of contact hours not engaged	4	6	0	2	
5. Reason for not engaging	Study Tour	Casual leave. union inauguration Valuation camp	-	Christmas celebration	Christmas holiday

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	8	10	10	8	4
3. Total number of hour engaged	8	10	10	4	2
4. Total number of hours not engaged	0	0	0	4	2
5. Reason for not engaging	-	-	-	Study leave	Study leave

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week					
2. Total number of hours as per time table					
3. Total number of hour engaged					
4. Total number of hours not engaged					
5. Reason for not engaging					

Signature of Principal

Record of Special classes

Date	Class	Subject	Duration
25/11/22	II nd Msc Maths	Complex Analysis	3 30 pm - 4 00 pm
28/11/22	"	"	3 30 pm - 4 00 pm
6/12/22	"	"	Full day
7/12/22	"	"	3 30 pm - 4 00 pm
8/12/22	"	"	"
9/12/22	"	"	"
13/12/22	"	"	"
11/1/23	I st Msc maths	Linear Algebra	Full day
12/1/23.	"	"	"

Signature of

etings Attended

Date	Nature of meeting	Purpose / Agenda
2/12/22	Staff meeting	Discussion about internals
9/12/22	Staff meeting	Discussion about students bringing mobiles, chairman celebration and a class on barcoding system of upcoming exams.

Date	
4/1/2023	Discussion about exhibiting mathematical models during NAAC visit
23/1/2023	Discussed about dept. ppt related to NAAC and brochure for NAAC and preparation for NAAC mock visit

Meetings Attended (Department level)

Date	Purpose / Agenda
4/11/2023	Discussion about exhibiting mathematical models during NAAC visit
23/11/2023	Discussed about dept. ppt related to NAAC and brochure for NAAC and Preparation for NAAC mock visit

Record of invigilation duty in Internal / University examinations

Internal			University			
Date	Date	Date	Date	Date	Date	Date
19/1/2023			16/1/2023			
9/1/2023			18/1/2023			

BIO DATA

Name: Nima Maria

Designation: Assistant Professor (On contract)

Educational Qualifications: Msc Mathematics

Date of birth: 16/07/1995 Year of joining: 2020

Address: Koply (H), P O Pody, Kadambode

Pin. 680699

Phone: (res) (mob) 9946244408

Email: nimamaria184@gmail.com

Mentor in charge:

Duties assigned in this academic year:

Catechisms and Value education.

Mercy home visit - coordinator

Signature

2022-23

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	S5 BSc Maths		S5 Open course		
Tuesday			S5 BSc Maths	S5 BSc Maths	
Wednesday	S5 BSc Maths		S5 Open course		
Thursday			S5 BSc Maths	S5 BSc Maths	
Friday	S5 BSc Maths		S5 Open course		

2022-23

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday	Sem VI BSc Maths		Sem VI BSc Maths		Sem VI BSc Maths
Tuesday		Sem VI BSc Maths		Sem VI BSc Maths	
Wednesday	Sem VI BSc Maths		Sem VI BSc Maths		
Thursday		Sem VI BSc Maths		Sem VI BSc Maths	
Friday	Sem VI BSc Maths		Sem VI BSc Maths		

Signature of Head of the Dept

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
Sem 4 BSc Maths	MTS4B04	Revision
Sem 5 BSc Maths	MTS5B06	Module 1 – 1.3
Sem 2 MA Economics	ECO2C08	Module 1 – first half

Moth: July

Class	Paper Code	Portions to be taught
Sem 5 BSc Maths	MTS5B06	Section 2.1, 2.2
"	MTS5B07	Module 1 – 3.1
Sem 2 MA Economics	ECO2C08	Module 1 – Second half

Moth: August

Class	Paper Code	Portions to be taught
S5 BSc Maths	MTS5B06	Section - 2.3, 2.4, 2.5, 3.1
"	MTS5B07	Sections 3.2, 3.3
S5 Opencourse	MTS5DC3	Chapter 1, Chapter 2 - 2.1, 2.2, 2.3

Moth: September

Class	Paper Code	Portions to be taught
S5 BSc Maths	MTS5B06	Section - 3.2, 3.3, 3.4, 3.5
"	MTS5B07	Module - II
S5 Opencourse	MTS5DC3	Chapter 2 - 2.4, 2.5, 2.6, Chapter 3

Moth: October

Class	Paper Code	Portions to be taught
S5 BSc Maths	MTS5B06	Section 3.6, 11.1, 2.1, 2.2, 2.3, 2.4
"	MTS5BC1	Module III
S5 Physics	MTS5D03	Chapter 4

Moth: November

Class	Paper Code	Portions to be taught
Sem 6 BSc Maths	MTS6B10	Module 1 - Section 5.1, 5.3

Moth: December

Class	Paper Code	Portions to be taught
Sem 6 BSc Math	MTS6B10	Section 5.4, Module II - 7.1, 7.2
"	MTS6B13	Module II -
"	MTS6B14 (CEO)	Module I

Moth: January

Class	Paper Code	Portions to be taught
Sem 6 BSc Math	MTS6B10	Module II - 7.3 Module III - 8.1, 8.2, 9.4
"	MTS6B13	Module IV - 10.1, 10.2, 10.3
"	MTS6B14 CEO	Module I - 2.1, 2.2, 2.3, 2.6

Moth: February

Class	Paper Code	Portions to be taught
Sem 6 BSc Maths	MT6BBIO	Module - IV - Sections 1 & 2
"	MT6BB13	Module IV - Sections 10.4, 10.5, 10.8
"	MT6BB14 (E01)	Module III - 3.1, 3.3, 5.1, 5.2.

Moth: March

Class	Paper Code	Portions to be taught

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	6	10	10	10	8
3. Total number of contact hour engaged	6	10	10	10	6
4. Total number of contact hours not engaged	0	0	0	0	2
5. Reason for not engaging	–	–	–	–	Study leave.

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	5	5	4
2. Total number of hours as per time table	2	10	10	10	8
3. Total number of hour engaged	0	0	0	8	0
4. Total number of hours not engaged	2	10	10	2	8
5. Reason for not engaging	Sh. H				

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	0	5	4	5
2. Total number of contact hours as per time table	2	0	10	8	10
3. Total number of contact hour engaged	2	0	10	8	10
4. Total number of contact hours not engaged	0	0	0	0	0
5. Reason for not engaging	–	Exam vacation	–	–	–

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	4	1
2. Total number of hours as per time table	4	10	10	8	2
3. Total number of hour engaged	4	10	8	0	0
4. Total number of hours not engaged	0	0	2	8	2
5. Reason for not engaging	–	–	Internal exam	Internal exam	Internal exam

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	8	11	11	11	7
3. Total number of hour engaged	8	11	0	0	2
4. Total number of hours not engaged	0	0	11	11	5
5. Reason for not engaging	–	–	Study leave	University exam.	University exam

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	5	0
2. Total number of contact hours as per time table	4	11	11	11	0
3. Total number of contact hour engaged	0	9.	11	8	0
4. Total number of contact hours not engaged	4	2	0	3	0
5. Reason for not engaging	All students were absent	Union inauguration day	—	Christmas celebration & Mercy home visit	Christmas Vacation

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	8	11	11	8	4
3. Total number of hour engaged	8	11	11	8	4
4. Total number of hours not engaged	0	0	0	0	0
			—		—

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week					
2. Total number of hours as per time table					
3. Total number of hour engaged					
4. Total number of hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept. Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper
01-06-2022 III DC 2 Maths	Linear Algebra (4th Sem)		
02-06-2022 III DC 2 Maths	Linear Algebra (4th Sem)		
07-11-2022 III DC 2 Maths	Basic Analysis		
10-11-2023 III DC 2 Maths	Numerical Analysis		

Signature of Head of the Dept

Record of Special classes

Date	Class	Subject	Duration
17-9-2022	TIJ DC Maths	Basic Analysis	2 hours.
8-10-2022	"	Numerical Analysis	2 hours.
21-10-2022	"	Basic Analysis	1 hour
29-10-2022	"	Basic Analysis	2 hours.
10-1-2023	"	Real Analysis	1 hour.
16-1-2023	"	Differential Equation	1 hour
18-1-2023	"	Graph Theory	1 hour.

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1-6-2022	General Meeting	Preparation for NAAC submission, Introduction of new faculty members.
22-8-2022	General Meeting	NAAC preparation.
13-12-2022	Staff Meeting	Discussion regarding Semester ending, Christmas celebration, N-List, AQAR 21-22.
19-12-2022	IQAC Meeting	Duration of criteria and allotment of duties to complete AQAR 2021-22.
19-12-2022	General Meeting	Discussion about students using mobiles, Christmas celebration and a Class on Barcoding system of upcoming exams.
9-1-2023	General Meeting	NAAC peer team visit preparation department wise. Attendence system to implement, AQAR 2022-23 discussion
23-1-2023	General Meeting	Orientation on N-List, DISPACE & ORIGINAL.

Meetings Attended (Department level)

Date	Purpose / Agenda
1-6-2022	Discussion about action plan, work allotment, time table.
10-8-2022	Conducting quiz competition related to 'Azadi ka Amrit Mahotsav'
2-11-2022	Conduction of association inauguration 'MERAKI', decided to invite Dr. Haresh kumar for the same.
4-1-2023	Exhibition during NAAC peer team visit.
23-1-2023	PPT, Brochure and other preparation for NAAC mock met. & peer team visit.

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Record of invigilation duty in Internal / University examinations

Internal			University			
Date	Date	Date	Date	Date	Date	Date
16.06.2022			10.06.2022	18.11.2022		
06.07.2022			30.06.2022	16.01.2023		
26.10.2022			19.07.2022			
28.10.2022			27.07.2022			
16.01.2023			17.10.2022			

BIO DATA

Name: Athira V

Designation: Assistant professor (on contract)

Educational Qualifications: Msc Mathematics

Date of birth: 22-05-1998 Year of joining: 2020

Address: Aswathy (H),
Golden Nagar, South chalakudy, chalakudy P.O,
Thrissur Pin 680307

Phone: (res) 0480-2703460 (mob) 9188073440

Email: athiravijayakumar732@gmail.com

Mentor in charge: III Dc Mathematics

Duties assigned in this academic year:

Women cell

Signature

2022-2023

Individual Timetable for AY ~~2019-20~~ (Odd Semester)

Hours / Day	1	2	3	4	5
Monday		S5 Bsc Maths		S5 Bsc Maths	S5 Bsc Maths
Tuesday	S5 Bsc Maths				S5 Bsc Maths
Wednesday		S5 Bsc Maths		S5 Bsc Maths	
Thursday	S5 Bsc Maths	S5 Bsc Maths			
Friday		S5 Bsc Maths		S5 Bsc Maths	

2022-23

Individual Timetable for AY ~~2019-20~~ (Even Semester)

Hours / Day	1	2	3	4	5
Monday		Sem VI Bsc Maths		Sem VI Bsc Maths	
Tuesday	Sem VI Bsc Maths		Sem VI Bsc Maths		Sem VI Bsc Maths
Wednesday		Sem VI Bsc Maths		Sem VI Bsc Maths	
Thursday	Sem VI Bsc Maths		Sem VI Bsc Maths		Sem VI Bsc Maths
Friday		Sem VI Bsc Maths		Sem VI Bsc Maths	

Signature of Head of the Dept

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
Sem 4 BSc Maths	3TA4C04	Revision
Sem 5 BSc Maths	MTS5B09	Module II - chapter II
Sem 2 MA Economics	E02C08	Module III - first half

Moth: July

Class	Paper Code	Portions to be taught
Sem 5 BSc Maths	MTS5B05	Module I
	MTS5B07	Module I - Section 2.1, 2.2
	MTS6B08	Module I - chapters 1
	MTS5B09	Module II - Chapter 3 Section 3.1, 3.2
Sem 2 MA Economics	E02C08	Module III - second half

Moth: August

Class	Paper Code	Portions to be taught
sem 5 BSc Maths	MTS5B05	Module II
	MTS5B07	Module I - section 2.3, 2.4.
	MTS5B08	Module I - chapter 2.
	MTS5B09	Module II - chapter 3 section 3.3, 3.4, 3.5, chapter 4.

Moth: September

Class	Paper Code	Portions to be taught
sem5 BSc maths	MTS5B05	Module III
	MTS5B08	Module II
	MTS5B09	Module II - chapter 5.

Moth: October

Class	Paper Code	Portions to be taught
sem 5 BSc Maths	MTS5B05	Module IV
	MTS5B06	Module IV - section 1.1, 1.2, 1.3, 1.4, 1.5
	MTS5B08	Module III
	MTS5B09	Module III - chapter 6.

Moth: November

Class	Paper Code	Portions to be taught
VI BSc Maths	MTSCB11	Module I - section 3.1

Moth: December

Class	Paper Code	Portions to be taught
VI sem Bsc Maths	MT5G B11	Module 1, Module 3
	MT5G B12	Module 1, Module 2
	MT5G B13	Module 1 – section – 1·3, 2·1, 2·2, 2·4, 2·6, 2·8

Moth: January

Class	Paper Code	Portions to be taught
VI sem Bsc Maths	MT5G B11	Module 2 – section - 5·1, 5·2, 5·3, 5·4,
	MT5G B12	module 3 – Section – 14·1, 14·2, 14·3, 14·4, 14·5, 14·6, 14·7, 14·8
	MT5G B13	Module 3 – section – 6·1, 6·2, 6·3, 6·5, 6·6

Moth: February

Class	Paper Code	Portions to be taught
VI sem BSc Maths	MTSGB12	Module 4 – Section - 15.1, 15.2, 15.3, 15.4, 15.5, 15.6, 15.7, 15.8, 15.9
	MTSGB11	Module 4 – section 6.4, 6.5, 6.6.1
	MTSGB13	module 1 – section 1.1, 1.2, 2.3

Moth: March

Class	Paper Code	Portions to be taught
VI sem BSc Maths	MTSCB11 MTSGB12 MTSGB13	Revision

Signature of Head of the Dept

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	6	11	11	11	9
3. Total number of contact hour engaged	6	11	5	4	5
4. Total number of contact hours not engaged	0	0	6	7	4
5. Reason for not engaging	-	-	Internal Exam	Internal Exam	Study Leave

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	5	5	4
2. Total number of hours as per time table	2	11	11	11	9
3. Total number of hour engaged	0	0	0	8	7
4. Total number of hours not engaged	2	11	11	3	2
5. Reason for not engaging	Study leave	Study Leave	University Exam	University Exam	Study Leave

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	4	3	5	3
2. Total number of hours as per time table	3	9	6	11	7
3. Total number of hour engaged	3	7	6	11	7
4. Total number of hours not engaged	0	2	0	0	0
5. Reason for not engaging	-	University Exam	-	-	-

Signature of faculty Signature of Head of Dept.

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	0	5	4	5
2. Total number of contact hours as per time table	2	0	11	9	11
3. Total number of contact hour engaged	2	0	11	9	11
4. Total number of contact hours not engaged	0	0	0	0	0
5. Reason for not engaging	–	exam vacation	–	–	–

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	4	1
2. Total number of hours as per time table	4	11	11	8	3
3. Total number of hour engaged	4	11	9	0	0
4. Total number of hours not engaged	0	0	2	8	3
5. Reason for not engaging	–	–	Internal Exam.	Internal Exam	Internal Exam

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	10	12	12	12	7
3. Total number of hour engaged	10	12	0	0	0
4. Total number of hours not engaged	0	0	12	12	7
5. Reason for not engaging	–	–	Study Leave	University Exam	University Exam, Tour

Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	10	12	12	9	5
3. Total number of hour engaged	10	12	12	9	5
4. Total number of hours not engaged	0	0	0	0	0
5. Reason for not engaging	-	-	-	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	7	12	12	12	5
3. Total number of hour engaged	7	12	12	12	5
4. Total number of hours not engaged	0	0	0	0	0
5. Reason for not engaging	—	—	—	—	—

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	1	0	0	3
2. Total number of hours as per time table	7	2	0	0	7
3. Total number of hour engaged	7	2	0	0	7
4. Total number of hours not engaged	0	0	0	0	0
5. Reason for not engaging	–	Study Leave	University Exams	University Exams	–

Signature of faculty Signature of Head of Dept. Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper
03 – 06 – 22 III DC maths, 2	Statistical inference and quality control (Sem 4)		
06 – 06 – 22 III DC maths, 2	〃		
08 – 11 – 22 III DC maths, 2	Linear programming Theory of Equations		
11 – 11 – 22 III DC maths, 2	Algebra.		

Signature of Head of the Dept.

Record of Special classes

Date	Class	Subject	Duration
17-09-22	III DC Maths	Linear programming, Theory of Equations	2 hrs
08-10-22	III DC Maths	Theory of Equations	2 hrs
22-10-22	III DC Maths	Algebra	2 hrs
28-10-22	III DC Maths	Theory of Equations	1 hr
29-10-22	III DC Maths	Algebra	2 hrs
9-01-23	III DC Maths	Complex Analysis	1 hr
11-01-23	III DC Maths	Calculus of multivariable	1 hr
17-01-23	III DC Maths	Calculus of multivariable	1 hr

Signature of the Faculty

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1-6-2022	General meeting	Preperation for NAAC Submission, Introduction of new faculty members.
6-6-2022	General meeting	Discussion regarding NAAC files submission
20-8-2022	General meeting	Discussion regarding NAAC.
12-12-2022	Staff meeting	Discussion regarding semester ending, Christmas celebration, N list, AQAR 2021-22.
19-12-2022	IQAC meeting	Division of criteria and allotment of duties to complete AQAR 2021-22.
19-12-2022	General meeting	Discussion about students bringing mobiles, Christmas celebration and a class on Barcoding system of upcoming exams.
9-01-2023	General meeting	NAAC Peer team visit preparation department wise, Attendance system to implement, AQAR: 2022-23 discussion.
23-01-2023	General meeting	Orientation on N List, D Space and Oururiginal.
21-02-2023	General meeting	Analysation of NAAC Result, discussed about conducting Sixth sem internal Exam.

Meetings Attended (Department level)

Date	Purpose / Agenda
1-6-2022	Discussion about action plan, work allotment, timetable.
10-8-2022	Discussed about conducting quiz competition related to "Azadi ka Amrit Mahotsav".
2-11-2022	Discussed about conducting association inauguration MERAKI and it was decided to invite Dr. Hareesh kumar for the same
4-1-2023	Discussion related to exhibiting models during NAAC peer team visit
23-1-2023	Discussed about dept. ppt related to NAAC and brochure for NAAC and preparation for NAAC. TRACK visit.

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Record of invigilation duty in Internal / University examinations

Internal			University			
Date	Date	Date	Date	Date	Date	Date
21-06-2022	22-02-2023		09-06-2022	17-03-2023		
09-09-2022	23-03-2023		01-08-2022	30-05-2023		
26-10-2022	24-02-2023		18-10-2022	28-03-2023		
31-10-2022			01-12-2022			
17-01-2023			07-01-2023			

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
27-6-2022 1 day		07-03-2023 to 10-03-2023 Fifth semester Uni CV camp
14-7-2022 1 day		
29-7-2022 1 day		
16-9-2022 1 day		
21-10-2022 1day		
15-11-2022 1 day		
5-12-2022 1day		
13-01-2023 1 day		
19-01-2023 1 day		
24-02-2023 ½ day		

Curricular / Co-curricular activities organised / attended by faculty (college level)

Date	Name of activity	Remarks
21-12-22	Sudoku and Roll the Dice Competition (NMD 2022)	

BIO DATA

Name: Sindha Davis

Designation: Assistant Professor

Educational Qualifications: M.Sc., M.Phil

Date of birth: 24/05/1985 Year of joining: 2017

Address: Koodathil (H)., Green Valley Road.,

Pullur P.O.,

Kanjirapalahinda Pin 680683.

Phone: (res) (mob) 8156977780

Email: nandhadavisjnj@gmail.com, sindhadavis@sacredheart college.ac.in.

Mentor in charge:

Duties assigned in this academic year:

Fine Arts Indinator, Assembly Committee (Convenor)

Catholic activities (member), IIC Vice President

NSS

Signature

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	S1				S3
Tuesday		S3			S1
Wednesday	S3 (Phy+Chem)		S3		S1
Thursday		S1		S3	
Friday	S3 (Phy+Chem)	S3		S1	

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Signature of Head

Moth: June

Class	Paper Code
I M.Sc Maths	MTH2C09

Moth: July

Class	Paper Code
I M.Sc Maths	MTH2C09

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
I M Sc Maths	MTH2C09	Topology - Module I

Moth: July

Class	Paper Code	Portions to be taught
I M Sc Maths	MTH2C09	Topology - Module I completed

I MSc Maths	MTH1C05	Number Theory – Module I Completed
III Sem MSc Maths	MTH3E01	Coding Theory - Module I Started
III Sem B Sc Complementary	MTS3C03	Module 3 – Completed.

Moth: November

Class	Paper Code	Portions to be taught
I Sem MSc Maths	MTH1C05	Number Theory – Module II
III Sem MSc Maths	MTH3E01	Coding Theory - Module I Completed
III Sem B Sc Complementary	MTS3C03	Module 4.

Moth: December

Class	Paper Code	Portions to be taught
I MSc Mathematics	MTH1C05	Number Theory - Module IV Completed.
II M.Sc Mathematics	MTH3E01	Coding Theory - Module II Completed
III Sem B.Sc Computer Science	MTS3C03	Module 4 - Completed Revision.

Moth: January

Class	Paper Code	Portions to be taught
I MSc Mathematics	MTH1C05	Number Theory - Module III Completed.
II MSc Mathematics	MTH3E01	Coding Theory - Module III Completed.
IV Sem BSc Physics	MTS3C03	Module II - Started
V BSc Chemistry	MT3C03	Module I - Started

Moth: February

Class	Paper Code	Portions to be taught
I M.Sc Mathematics	MTH2C05	Topology I - Module I
	MTH2C01	Algebra II - Module I
II M.Sc Mathematics	MTH4EO11	Graph Theory - Module I.
IV Sem BSC Phy	MTS4C04	Module II -
IV Sem BSC Chem	MTS4C04	Module II.

Moth: March

Class	Paper Code	Portions to be taught
I M.Sc Mathematics	MTH2C05	Topology I - Module I.
	MTH2C01	Algebra II - Module I
II M.Sc Mathematics	MTH4EO11	Graph Theory - Module I
IV Sem BSC Phy	MTS4C04	Module II
IV Sem BSC Chem	MTS4C04	Module II

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	8	13	13	13	11
3. Total number of contact hour engaged	–	13	13	9	3
4. Total number of contact hours not engaged	–	–	–	4	8
5. Reason for not engaging	–	–	–	Casual leave Festival	Valuation External examiner

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	5	5	4
2. Total number of hours as per time table	2	13	13	13	11
3. Total number of hour engaged	2	10	9	9	11
4. Total number of hours not engaged	–	3	–	–	2
5. Reason for not engaging	–	Farewell to 2 PG students	Casual Leave	Casual Leave	Public Holiday

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	4	3	5	3
2. Total number of hours as per time table	3	11	7	13	8
3. Total number of hour engaged	0	9	2	5	5
4. Total number of hours not engaged	3	2	5	8	3
5. Reason for not engaging	Cadre disc due to heavy rain & Casual leave	Casualty Nurses	Independence Day, Vinayaka Chaturthi Public holiday	Valuation Camp	Onam Holiday

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	0	5	4	5
2. Total number of contact hours as per time table	3		13	10	13
3. Total number of contact hour engaged	0		13	3	11
4. Total number of contact hours not engaged	3		0	7	2
5. Reason for not engaging	Onam celebration		—	Sree Narayana Guru Samadhi Valuation Camp	Principal's day celebration

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	0	5	5	4	1
2. Total number of hours as per time table	—	13	13	10	3
3. Total number of hour engaged	—	25	5	5	3
4. Total number of hours not engaged	—	8	8		—
5. Reason for not engaging	—	CV Camp	Retreat	Deepavali	—

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Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	10	13	13	13	8
3. Total number of hour engaged	7	5	13	13	7
4. Total number of hours not engaged	3	8	—	—	1
5. Reason for not engaging	Kerala Piravi	CV Camp	—	—	NAAC visit

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	5	0
2. Total number of contact hours as per time table	5	13	13	13	
3. Total number of contact hour engaged	5	5	13	8	
4. Total number of contact hours not engaged	—	8	13	5	
5. Reason for not engaging	—	CVCamp	—	— Christmas celebrations	Christmas holiday

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	10	13	13	10	5
3. Total number of hour engaged	10	6	8	5	3
4. Total number of hours not engaged	—	7	5	5	2
5. Reason for not engaging	—	CV Camp Study leave for II UG	Attending Internal exam I PG II UG	Univ exam II PG & II UG	Univ exam II PG & II UG CV Camp

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	16	16	16	16	5
3. Total number of hour engaged	10	8	9	12	5
4. Total number of hours not engaged	6	8	67	4	—
5. Reason for not engaging	II PG Study CV Camp	II PG Univ CV Camp	Model Viva Prep. for Calicut Univ	College day	—

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Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	16	16	16	16	13
3. Total number of hour engaged	13	8	10	12	
4. Total number of hours not engaged	3	8	6	4	
5. Reason for not engaging	1 Duty Leave	Meeting & Exam	Casual Leave & Holiday	IDL / Internal IC Obs	

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1-6-2022	General Staff Meeting	Preparation for NAAC Submission, Introduction of new faculty members.
6-6-2022	General meeting	Discussion regarding NAAC file Submission
22-8-2022	General meeting	Celebrations.
19-12-2022	General ~~IQAC~~ meeting	Discussion about students bringing mobiles, Christmas celebrations and a class on barcoding system of uploading exams.
9-1-2023	General meeting	NAAC peer team visit preparation department wise, attendance System to implement AQAR 2021-22 discussion.
21-02-2023	General meeting	NAAC result analysis, Reading of NAAC report and discussion of measures to be taken for improvement.
28-03-2023	General meeting	Review of staff day celebrations, discussion of staff tour and special class during April

Meetings Attended (Department level)

Date	Purpose / Agenda
1 - 6 - 2022.	Discussion about Action plan, work allotment, timetable
10 - 8 - 2022.	Discussed about conducting quiz competition related to "Azadi ka Amrit Mahotsav".
2 - 11 - 2022	Discussed about Conducting association inauguration "MERAAJ" and it was decided to Invite Dr. Hamesh Kher for the same.
4 - 1 - 2023	Discussions related to exhibiting models during NAAC peer team visit
25 - 1 - 2023	Discussed about dept. PPT related to NAAC and lecture for NAAC visit & preparation for MOCK visit.
10 - 2 - 2023	Discussions for finalisation of files and PPT for NAAC
8 - 3 - 2023	Discussion for celebration of Pi-day.
27 - 3 - 2023	Preparation for vacation Class timetable.

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Record of invigilation duty in Internal / University examinations

Internal			University			
Date	Date	Date	Date	Date	Date	Date
6-1-2023				29-3-2023		
18-1-2023						
28-3-2023						

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
22/6/22 1 day		28, 29, 30 June 2022 Valuation (OD)
7, 11, 12, 13, 14, 15, 18, 19, 20, 21 July (10 days)		23-8-2022, 24-8-2022, 25-8-2022. II Sem UG Valuation camp
22/9/22. ½ day.		20 12, 13, 14 - 10 - 2022 I Sem M.Sc Valuation (camp)
25/11/2022 (1 day)		8/11/2022 - Kerala Revenue Shabdhathsavam Meet 9/10/11-11-2022 - III Sem UG Valuation
13, 14/3/2023 (2 days)		5, 6, 7-12-2022 IV Sem UG Degree Examination 11, 12-1-2023. I Sem UG Degree Examination 31-1-2023, 1-2-2023. II Sem PG Degree Examination ~~7, 8, 9~~ 22-2-2023, 02-03-2023 20-03-2023; MOOC Course regarding SHRC, 01 day.

Valuation of answer scripts

University Examinations		College Level Examinations	
Paper	No of papers valued	Paper	No of papers valued
MTS 2C02 - Mathematics		MTS 3C03 - Mathematics I Internals	15
MTMI C05 - Number Theory		MTN2C08 - Topology I Internals	17
MTS3C03 - Mathematics		MTH2C08 - Topology II Internals	17
MTS4C04 - Mathematics		MTH3E01 - Coding Theory I Internals	17
		MTH3E08 - Coding Theory II Internals	17
		MTH1C05 - Number Theory I Internal	9
		MTH1C05 - Number Theory II Internal	9.

Curricular / Co-curricular activities organised / attended by faculty (college level)

Date	Name of activity	Remarks
17-11-2022	Association Inauguration.	
20-12-2023	Film Screening - "Man Who knew ∞" - NHD - 2022	
23-12-2023	Talk by Prof. Edwin Thomas.	

BIO DATA

Name: Amala Mary George

Designation: Assistant Professor

Educational Qualifications : M.Sc , M.Phil , NET

Date of birth: 14-11-1991 Year of joining: 2017

Address: Alood (H), Thinuchira (Rd), Thrissur, Thrissur

Pin 680581

Phone: (res) (mob) 9567430812

Email: amalageorge1411@gmail.com

Mentor in charge: I PG Mathematics

Duties assigned in this academic year:

Women Cell

Magazine Committee

Signature

2022-23

Individual Timetable for AY ~~2019-20~~ (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	II PG Mathematics	II DC Physics & Chemistry		I MSc. Mathematics	
Tuesday		I MSc. Mathematics		II MSc Mathematics	
Wednesday	I MSc Mathematics		II B.Sc. Physics & Chemistry		II MSc. Mathematics
Thursday	II B.Sc Physics & Chemistry		I MSc. Mathematics		II Msc Mathematics
Friday	II MSc. Mathematics		I MSc Mathematics.		

2022 - 23

Individual Timetable for AY ~~2019-20~~ (Even Semester)

Hours / Day	1	2	3	4	5
Monday		II BSc. Phy & Chem	II MSc. Mathematics		I Msc Mathematics
Tuesday		I MSc. Mathematics		I Msc Mathematics	
Wednesday	II Msc Mathematics		II BSc. Phy & Chem	I Msc. Mathematics	
Thursday	I BSc. Phy & Chem		I Msc. Mathematics		II Msc Mathematics
Friday	II Msc. Mathematics			I MSc. Mathematics	

Signature of Head of the D

Monthly Acad...

Moth: June

Class	Paper Code	Portions to be taught
II MSc Maths	MTH2C10	Module I : Sections 2.11 to 2.12 Sections 3.1 to 3.15, 3.17

Moth: July

Class	Paper Code	Portions to be taught
II MSc Maths	MTH2C10	Module II : Sections 3.18 to 3.20, 3.22 Sections 4.1 to 4.11, 4.13

Moth: August

Class	Paper Code	Portions to be taught
II MSc Maths	MTH2C10	Module III : Sections 6.1 to 6.9, 7.1 to 7.10 Section 5.1 to 5.4 Section : 12.1 to 12.7

Moth: September

Class	Paper Code	Portions to be taught
II MSc Maths	MTH3C13	Module I : Sation 1.1 to 1.5.
I MSc Maths	MTH1C05	Module I : Seminar portions given to student
II BSc Phy & Chem.	MT3C08	Sections. 9.1, 9.2, 9.3.

Moth: October

Class	Paper Code	Portions to be taught
II MSc Maths.	MTH 3C13	Module II : Section 2.1 to 2.2.
I MSc Maths	MTH1C05	Module II : chapter 1.
II B Sc Phy & chem	MT3C03	Sections 9.4, 9.5, 9.6.

Moth: November

Class	Paper Code	Portions to be taught
II MSc Maths	MTH3C13	Module II : Section 2.3, 3.1, 3.2
I MSc Maths	MTH1C05	Module II : chapter 2 and 3
II B Sc	MT3C03	Sections 9.7, 9.8, 9.9, 9.10, 9.11

Moth: December

Class	Paper Code	Portions to be taught
II Msc. Maths	MTH3C13	Module III : Chapter 4
I Msc. Maths	MTH1C05	Module II : chapter 4, 6 & 8
II BSc. Phy & Chem.	MT3C03	Sections 9.12, 9.13, 9.14, 9.15, 9.16, 9.17

Moth: January

Class	Paper Code	Portions to be taught
		Chapter 4 & Revision for university

Moth: February

Class	Paper Code	Portions to be taught
II MSc. MATHS	MTH4C15	Advanced functional Analysis Module I.
I MSc MATHS	MTH1C05	Module III : Section 2
	MTH2C10	Module I : Convex functions
II BSc PHY & CHEM	MTS4C04	Module I : Section 2

Moth: March

Class	Paper Code	Portions to be taught
II MSc MATHS	MTH4C15	Module I : Section 6.2 Module II : Section 6.3, 6.4, 7.1, 7.2.
I MSc MATHS	MTH2C10	Module I : Simplex Method
II BSc PHY & CHEM	MTS4C04	Module III : Section 4.

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	8	13	13	13	11
3. Total number of contact hour engaged	8	13	10	11	11
4. Total number of contact hours not engaged	-	-	3	2	-
5. Reason for not engaging	-	-	Casual leave	First Day celebration	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	5	5	5	4
2. Total number of hours as per time table	2	13	13	13	11
3. Total number of hour engaged	2	10	13	13	11
4. Total number of hours not engaged	-	3	-	-	2
5. Reason for not engaging	-	Farewell to II PG Students	-	-	Public Holiday

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	4	3	5	3
2. Total number of hours as per time table	3	11	7	13	8
3. Total number of hour engaged	0	8	2	5	5
4. Total number of hours not engaged	13	5	5	8	3
5. Reason for not engaging	Cloudiness due to heavy rain and Casual leave	Casual leave Muharram	Independence Day & Sree Krishna Jayanthi Valuation camp	Valuation Camp.	Onam Celebration

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	0	5	4	5
2. Total number of contact hours as per time table	3		13	10	13
3. Total number of contact hour engaged	0		12	3	11
4. Total number of contact hours not engaged	3		1	7	2
5. Reason for not engaging	Onam celebration		casual leave	Sree Narayana Guru Samadhi Valuation camp	Principal Day celebration

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week		5	5	4	1
2. Total number of hours as per time table		13	13	10	3
3. Total number of hour engaged		2	5	5	3
4. Total number of hours not engaged	—	11	8	5	—
5. Reason for not engaging	—	casual leave & CV camp	casual leave & Retreat	Deepavali	—

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	10	13	13	13	8
3. Total number of hour engaged	7	5	11	13	7
4. Total number of hours not engaged	3	8	2	—	1
5. Reason for not engaging	Kerala Piravi Casual leave	CV camp	casual leave	—	NAAC mock visit

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	5	0
2. Total number of contact hours as per time table	5	13	13	13	
3. Total number of contact hour engaged	5	5	5	5	
4. Total number of contact hours not engaged	–	8	8	8	
5. Reason for not engaging	–	CV camp	Casual leave	Casual leave Christmas celebration	Christmas Holidays

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	10	13	13	10	5
3. Total number of hour engaged	10	6	5	5	3
4. Total number of hours not engaged	–	7	8	5	2
5. Reason for not engaging	–	CV camp. Study league for II UG	Casual leave Adoration Internal Examination I & II PG Unit exam II & III BSc.	Unit exam II M.Sc Maths & II BSc.	Unit exam II M.Sc. Maths CV camp.

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	6	10	13	13	5
3. Total number of hour engaged	6	6	6	10	5
4. Total number of hours not engaged	–	4	7	3	–
5. Reason for not engaging	II PG unit. exam CV camp	CV camp II PG unit exam	NAAC visit preparation for NAAC College Day.	College Day.	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	8	12	12	12	12
3. Total number of hour engaged	5	3	9	9	11
4. Total number of hours not engaged	3	10	4	4	2
5. Reason for not engaging	Sports Day.	Mail Day CV camp.	Women Day talk. Pi Day FDP by IQAC	Oral health Day celeb talk Internal exam II UG	Staff tour. Internal exam UG

Signature of faculty Signature of Head of Dept. Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper
~~26-8-2022 II DC PHYSICS & CHEMISTRY, 30~~	~~MTS3C03 MATHEMATICS~~		

Signature of Head of the Dept.

Record of Special classes

Date	Class	Subject	Duration
20-8-2022	II DC PHYSICS & CHEMISTRY	MTS3C03 - MATHEMATICS	3 HOURS
5-1-2023	I MSc MATHEMATICS	MTH1C05 - DISCRETE MATHEMATICS	1 HOUR

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1-6-2022	General Staff Meeting	Prepention for NAAC submission, Introduction of new faculty members
6-6-2022	General Meeting	Discussion regarding NAAC files submission
22-8-2022	General Meeting	
19-12-2022	IQAC Meeting	Division of Criteria and allotment of duties to complete AQAR: 2021-22
29-12-2022	General Meeting	Discussion about students bringing mobiles, christmas celebration and a class on Barcoding system of upcoming exams.
4-1-2023	IQAC Meeting	Review & Submission of AQAR: 2021-22.
9-1-2023	General Meeting	NAAC peer team visit preparation department wise, Attendance system to implement, AQAR: 2022-23 discussion.
21-02-2023	General Meeting	NAAC - 3.28 A+ result analysis, reading of NAAC report and discussion of measures to be taken for improvement.
23-03-2023	General Meeting	Review of Staff day celebrations, discussion of staff tour & speial classes during April.

Meetings Attended (Department level)

Date	Purpose / Agenda
1 - 6 - 2022	Discussion about action plan, work allotment, time table.
10 - 8 - 2022	Discussed about conducting quiz competition related to "Azadi ka Amrit Mahotsav"
2 - 11 - 2022	Discussed about conducting association inauguration "MERAKI" and it was decided to invite Dr. Haresh Kumar for the same
4 - 1 - 2023	Discussion related to exhibiting models during NAAC peer team visit.
23 - 1 - 2023	Discussed about dept. ppt related to NAAC and brochure for NAAC and preperation for NAAC mock visit.
10 - 2 - 2023	Discussion for finalisation of files and PPT for NAAC
3 - 3 - 2023	Discussion for celebration of Pi - Day
27 - 3 - 2023	Preperation for vacation class. time table

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Record of invigilation duty in Internal / University examinations

Internal			University			
Date	Date	Date	Date	Date	Date	Date
5-1-2023			7-7-2022	10-1-2023		
19-1-2023			27-7-2022	4-4-2023		
24-1-2023			1-8-2022	5-4-2023		
			1-11-2022			

Refresher/Orientation/Short term Course / Seminar / Workshops / Professional Development Programmes attended (outside college)

Date	Title of event	Venue	Sponsoring agency
26-9-2022 TO 10-10-2022	Refresher Course In Mathematical Science	Online Mode	Ramanujan College, New Delhi

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
15-6-2022 1 DAY		IVth SEM PG VIVA 16-8-2022, 17-08-2022
1-8-2022 1 DAY		IInd SEM DEGREE EXAM 23-8-2022, 24-8-2022, 25-8-22
8-8-2022 1 DAY		IV SEM MSc DEGREE EXAM 20, 22, 23 - 9 - 2022
12-9-2022 ½ DAY		Ist SEM MSc DEGREE EXAM 12, 13, 14 - 10 - 2022
10-10-2022 1 DAY		IIIrd SEM DEGREE EXAM 9, 10, 11 - 11 - 2022
20-10-2022 1 DAY		IVth SEM UG DEGREE EXAM 5, 6, 7 - 12 - 2022
3-11-2022 ½ DAY		Ist SEM UG DEGREE EXAM 11, 12 - 1 - 2023
18-11-2022 1 DAY		II SEM PG DEGREE EXAM 31-1-2023, 1-2-2023
12, 13, 14-12-22 3 DAYS.		V SEM UG DEGREE EXAM 7, 8, 9 - 3 - 2023
21-12-22 22-12-22 2 DAYS		
16-1-23 1 DAY.		

Valuation of answer scripts

University Examinations		College Level Examinations	
Paper	No of papers valued	Paper	No of papers valued
MTS2C02 - MATHEMATICS		MTS3C03 - MATHEMATICS Ist INTERNALS	15
MTHAC15 - ADVANCED FUNCTIONAL		MTH2C10 - OR Ist INTERNALS	17
MTHIC04 - DISCRETE MATHEMATICS		MTH2C10 - ~~FUNCTIONAL~~ OR II INTERNALS	17
MTS3C03 - MATHEMATICS		MTH3C15 - FUNCTIONAL Ist INTERNALS	17
MTS4C04 - MATHEMATICS		MTHIC04 - DISCRETE Ist INTERNALS	9
		MTS3C03 - MATHEMATICS IInd INTERNALS	15

...ed / attended by faculty (college level)

Curricular / Co-curricular activities organised / attended by faculty (college level)

Date	Name of activity
7-11-2022	Association Inauguration
2-12-2023	Film screening - "Man who knew ∞" on NMD-2022
13-12-2023	Talk by Prof. Edwin Thomson ~~on NA~~

Department of Computer Science

SACRED HEART COLLEGE
CHALAKUDY

Thrissur Dt.,Kerala,Pin 680307
Phone :0480-2701159
Affiliated to the University of Calicut
www.sacredheartcollege.ac.in

FACULTY DIARY

Academic Year: 2021-2023

Name of the faculty: DEEPA. M

Designation : Assistant Professor

Department : Computer Science

BIO DATA

Name: Deepa M

Designation: Assistant Professor

Educational Qualifications: M.Sc. Computer Science, NET

Date of birth: 28-04-1987 Year of joining: 2019

Address: 'Panakkaran' House

Near Kala Club,

Koodapuzha Pin 680307

Phone: (res) 8289.891590 (mob)

Email: dm.deepam87@gmail.com

Mentor in charge: -

Duties assigned in this academic year:

Media publicity and photos

Signature

22-23

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday		I st M.Sc	II nd M.Sc.	I st M.Sc	I st M.Sc.
Tuesday	II nd M.Sc.	I st M.Sc.	II nd M.Sc.	II nd M.Sc.	II nd M.Sc.
Wednesday		II nd M.Sc.	II nd M.Sc.		
Thursday	I st M.Sc.	II nd M.Sc.	II nd M.Sc.		II nd M.Sc.
Friday	II nd M.Sc.			I st M.Sc	

2022-23

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday	I st M.Sc	II nd M.Sc.	II nd M.Sc.		II nd M.Sc.
Tuesday	II nd M.Sc.	I st M.Sc.	II nd M.Sc.		
Wednesday	II nd M.Sc (Project)				
Thursday	I st M.Sc.			II nd M.Sc.	II nd M.Sc.
Friday		II nd M.Sc. (Project)		I st M.Sc.	

Signature of Head of the Dept

Monthly Academic Planner

Month: June

Class	Paper Code	Portions to be taught
3rd BS(IT)	[illegible]	Transport layer services, introduction, relationship between transport and n/w layer, udp, reliable data transfer, tcp, congestion control, network layer services, routing.

Month: July

Class	Paper Code	Portions to be taught
3rd BS(IT)	[illegible]	link layer services, error detection and correction, multiple access protocols, LAN address, ARP, Ethernet, hubs, bridges, switches, wireless links, PPP, ATM

Moth: August

Class	Paper Code	Portions to be taught
IInd M.Sc.	CSS2C08	Security in Networks, Principles of Cryptography, Authentication, Integrity, key distribution and certification.

Moth: September

Class	Paper Code	Portions to be taught
IInd M.Sc.	CSS2C08	Firewalls, attacks and countermeasures. IP-routing in Internet, router, IPV6, multicast routing, mobility.
I^st M.Sc.	CSS1C05	Number Systems and Conversions, Boolean Algebra, Truth tables, Logic gates and map simplification.

Moth: October

Class	Paper Code	Portions to be taught
I st M.Sc.	CSS1C05	Flip-flops - design of combinational and sequential circuits - example of digital circuits - adders, multiplexers, decoders, counters, shift registers, register transfer language and micro operations.
II M.Sc.	CSS3C13	Introduction to compiling, defenition of compiler, translator, phases of compiler, compiler construction tools.
II nd M.Sc.	CSS3E02f	Data warehouse, definition, operational data base systems vs data warehouses.
II nd M.Sc.	CSS3C12	Introduction to OOPs, basic principle of OOPs, JVM, Control Structures.

Moth: November

Class	Paper Code	Portions to be taught
I st M.Sc.	CSS1C05	Machine Instructions, Addressing modes, instruction cycle, Control unit - hardwired control, micro programmed control, micro-instruction - types.
II nd M.Sc.	CSS3C13	Lexical analysis, role of lexical analyser, input buffering, specification of tokens, NFA, DFA.
II nd M.Sc.	CSS3E02f	Data cubes, schemas for multidimensional model, OLAP operations, concept hierarchies.
II nd M.Sc.	CSS3C12	Class fundamentals, declaring objects, new operator - methods.

Moth: December

Class	Paper Code	Portions to be taught
IMSc	CS51C05	Arithmetic & Logic unit – Addition / subtraction, multiplication, division.
IIM.Sc	CS53C13	Syntax Analysis, Context free grammar, Parse tree, ambiguity.
IIMSc	CS53E02f	Association rule mining, concept hierarchy, classification and prediction.
IIM.Sc	CS53C12	Constructors, overloading methods and constructors, dynamic method dispatch.

Moth: January

Class	Paper Code	Portions to be taught
IMSc	CS51C05	Main memory, memory hierarchy, Storage organization, Ilo organization, Interrupts, Interrupt processing, DMA.
IMSc	CS53C13	Intermediate code generation, Data, type expressions, run time environments- activation trees and records.
IIMSc	CS53E02f	Cluster Analysis, Clustering methods, Graph mining, Spatial data mining, Web mining
IIM.Sc	CS53C12	Exceptions, Threads & IO in Java – Basic of Java exception handling, hierarchy.

Moth: February

Class	Paper Code	Portions to be taught
I M.Sc	CSS1C05	Microprocessor, Introduction to 8085, Architecture, pin out diagram
I M.Sc	CSS4E02	Notion of different types of security- Information security - computer security

Moth: March

Class	Paper Code	Portions to be taught
I M.Sc	CSS208	Introduction to Computer Networks, Topology, Different types of n/ws, Network edge, network
II nd M.Sc	CSS4E03c	System security, Types of security, Confidentiality - Integrity - Availability, Notions of security - Vulnerability, Types of Threats, Attacks

Signature of Head of the Dept

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Wee
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	2	6	6	6	5
3. Total number of contact hour engaged	2	6	5	3	5
4. Total number of contact hours not engaged	-	-	1	3	-
5. Reason for not engaging	-	-	Leave	Leave	-

Signature of faculty Signature of Head of Dept. Signature of Princip

Month : July	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	1	5	5	6	5
2. Total number of hours as per time table	1	6	6	6	6
3. Total number of hour engaged	1	6	6	6	6
4. Total number of hours not engaged	-	-	-	-	1
5. Reason for not engaging	-	-	-	-	Leave

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Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	4	3	5	3
2. Total number of hours as per time table	3	3	2	6	4
3. Total number of hour engaged	-	3	1	6	4
4. Total number of hours not engaged	3	-	1	-	-
5. Reason for not engaging	Leave	-	Leave	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : September
1. No. of teaching days i week
2. Total number of cont hours as per time table
3. Total number of con hour engaged
4. Total number of con hours not engaged
5. Reason for not eng

Signature of faculty

Month : October
1. No. of teaching week
2. Total number of per time table
3. Total number o engaged
4. Total number engaged
5. Reason for no

Signature of fac

Month : Nove
1. No. of teach week
2. Total numb time table
3. Total numb engaged
4. Total numb engaged
5. Reason fo

Signature o

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	–	5	4	5
2. Total number of contact hours as per time table	2	–	16	14	16
3. Total number of contact hour engaged	2	–	6	14	16
4. Total number of contact hours not engaged	–	–	10	–	–
5. Reason for not engaging	–	Onam Holidays	Leave	–	–

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	4	1
2. Total number of hours as per time table	6	16	16	12	4
3. Total number of hour engaged	6	12	15	12	4
4. Total number of hours not engaged	–	4	1	–	–
5. Reason for not engaging	–	Leave	Half day Leave	–	–

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Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	12	16	16	16	10
3. Total number of hour engaged	12	16	12	16	10
4. Total number of hours not engaged	–	–	4	–	–
5. Reason for not engaging	–	–	Leave	–	–

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	5	
2. Total number of contact hours as per time table	6	16	16	16	
3. Total number of contact hour engaged	6	12	12	–	
4. Total number of contact hours not engaged	–	4	4	–	
5. Reason for not engaging	–	Leave	Leave	–	X mas Holiday

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Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	12	16	16	12	8
3. Total number of hour engaged	6	16	16	12	8
4. Total number of hours not engaged	6	–	–	–	–
5. Reason for not engaging	Leave	–	–	–	–

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Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	16	16	16	16	9
3. Total number of hour engaged	3	6	16	16	9
4. Total number of hours not engaged	13	10	–	–	–
5. Reason for not engaging	Study leave for Students	Study leave for Students	–	–	–

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Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	7	13	13	13	13
3. Total number of hour engaged	5	13	5	13	13
4. Total number of hours not engaged	2	-	7	-	-
5. Reason for not engaging	Leave	-	Leave	-	-

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Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

Signature of Head of the Dept

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1/6/2022	General	• Academic year opening meeting at college auditorium. • NAAC activities.
22/8/2022	General	• Attendence Management System. • Uniform Regulations etc.
12/9/2022	General	• Career opportunities. • SSR report reg. etc.
14/10/22	General	Arrangements for MLA's programme.

Date	Nature of meeting	Purpose / Agenda
29/11/22	General	NAAC Mock visit preparation by Dr. Selvam.
19/12/22	General	To discuss about common academic matters.
9/1/23	General	New year greetings, AQR submission, Next week to NAAC visit, MOC visit.
22/2/23	General	Regarding NAAC result.
23/3/23	General	Regarding Staff tour, Declaring New IQAC coordinator etc.

Meetings Attended (Department level)

Date	Purpose / Agenda
7-6-22	Action plan for Academic year 2022-2023
10-08-22	Formation of Department Association & Activities planned for 2022-2023
16-11-22	PG Internal Examination, Programmes in connection with World Computer Literacy Day
16-01-23	Discuss about NAAC MOC visit, college day, adoration.
23-01-23	Discuss about uploading of internal marks in college website, mac visit.
22-02-23	Open Day, Union Celebrations, College Day, Department Send off, Meant day - Discussions.
6-03-2023	To Congratulate rank holders.
28-03-2023	About vacation classes and portions. May will be classes working for pg Students.

Record of invigilation duty in Internal / University examinations

Internal			University			
Date	Date	Date	Date	Date	Date	Date
04-10-22			07-10-22			
			28-03-2023			

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
3-6-2022 (3day) 14-6-2022 20-6-2022		
27-7-2022 (Half day) 29-7-2022		
01-08-2022 16-08-2022		
12-09-2022 13-09-2022 14-09-2022		
16-09-2022 (Half day)		
13-10-2022 25-10-2022 (Half day)		
14-11-2022		
7-12-2022 9-12-2022 14-12-2022 (Half day) 15-12-2022		
3-1-2023 4-1-2023		
28-2-2023		
1-03-2023 13-03-2023 14-03-2023		

Curricular / Co-curricular activities organised / attended by faculty (college level)

Date	Name of activity	Remarks
19/9/2022	Orientation Programme on Service rules according to UGC	Adv. Najeeb Sir
29/11/2022	NAAC MOC visit orientation class by Dr. Selvam Sir	Dr. Selvam T N
18/11/2022	NAAC preparation orientation class by Robinson	Dr. Robinson, Christ College
28/01/2023	N-List orientation programme for faculty.	Stephy Sunny, Librarian.

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Thrissur Dt.,Kerala,Pin 680307
Phone :0480-2701159
Affiliated to the University of Calicut
www.sacredheartcollege.ac.in

FACULTY DIARY

Academic Year: 2022 -23

Name of the faculty: JULIE P A
Designation : Asst Professor
Department : Computer Science

BIO DATA

Name: JULIE. P. A

Designation: Asst. Professor

Educational Qualifications: Msc Computer Science, NET, B.Ed

Date of birth: 15-05-1977 Year of joining: 24-10-2014

Address: W/o Suraj Kurian V. J

Valappam (H)

Chalakudy (P.O) Pin. 680307

Phone: (res). 2704896 (mob). 9446054896

Email: juliskurian@gmail.com

Mentor in charge: I Msc

Duties assigned in this academic year:

Media, Publicity and Photos

Catholic Activities

Signature

2022-23

Individual Timetable for AY ~~2019-20~~ (Odd Semester)

Hours / Day	1	2	3	4	5	
Monday	II Msc		I Msc		II Msc	
Tuesday	I Msc		~~II Msc~~	II Msc	I Msc	
Wednesday	II Msc			I Msc	I Msc	
Thursday		I Msc		II Msc		
Friday	I Msc	I Msc	II Msc	II Msc	II Msc	

2022-23

Individual Timetable for AY ~~2019-20~~ (Even Semester)

Hours / Day	1	2	3	4	5	
Monday	II Msc		I Msc	II Msc		
Tuesday	I Msc		II Msc	II Msc	I Msc	
Wednesday		II Msc (Project)		I Msc	I Msc	
Thursday		I Msc		II Msc (Project)		
Friday	I Msc	I Msc		II Msc (Project)		

Signature of Head of the Dept.

Monthly Academic Planner

Moth: June

Class	Paper Code	Portions to be taught
I Msc	CSS2C06	Unit III Algorithm Analysis, Time and space Complexity, Recurrences, Master's theorem Analysis of Merge sort.
I Msc	CSS2C10	Unit III User Interface, Characteristics, Project Scheduling

Moth: July

Class	Paper Code	Portions to be taught
I Msc	CSS2C06	Unit IV Complexity, complexity classes P, NP
I Msc	CSS2C10	Unit IV Managing Project, writing liter Survey

Moth: August

Class	Paper Code	Portions to be taught
IMSc	CSS2C06	Unit V Analysis of Algorithms (Parallel)
IMSc	CSS2C10	Unit V Project story Preparation

Moth: September

Class	Paper Code	Portions to be taught
IMSc	CSS2C06	Unit V Amdahl's Law, Parallel merging, Symmetry breaking.
IMSc	CSS1C01	Unit I Sets and Set theory
	CSS1C03	Unit I The central concepts of Automata Theory.

Moth: October

Class	Paper Code	Portions to be taught
I MSc	CSS1C01	DM Funions and Relations.
I MSc	CSS1C03	Theory of computation :- Regular expression & Finite automata.
II MSc	CSS3C12	Java applet Programming.
	CSS3E01a	Computer Graphics :- Introduction to computer Graphics, Application of Computer Graphics, CRT, Raster, Random scan systems.

Moth: November

Class	Paper Code	Portions to be taught
I MSc	CSS1C01	Lattices and Boolean algebra.
	CSS1C03	Context free languages, push down automata.
II MSc	CSS3C12	Awt toolkit
	CSS3E01a	Transformation 2D & 3D Translation, Rotation, Scaling.

Moth: December

Class	Paper Code	Portions to be taught
I MSc	CSS1C01	Lattice and Boolean algebra Completed
	CSS1C03	Context free language, Push down automata Completed.
II MSc	CSS3C12	UML diagrams
	CSS3E01a	Projections, OpenGL

Moth: January

Class	Paper Code	Portions to be taught
I MSc	CSS1C01	Group theory, Monoid, Group, Ring, Integral domain, Subgroup Completed
	CSS1C03	Turing machine, computability and decidability
II MSc	CSS3C12	Java, UML diagrams completed.
	CSS3E01a	OpenGL Completed.

Moth: February

Class	Paper Code	Portions to be taught
I MSc	CSS1C01	Walk, Circuit, Path, Dijikstra's algorithm, Kruskal's algorithm. Prim's algorithm
	CSS1C03	Minimization of DFA, Pigeon hole Principle & Pumping lemma for context-free
II MSc	CSS4E04A	Introduction to digital Image Processing. Steps involved in DIP.

Moth: March

Class	Paper Code	Portions to be taught
I MSc	CSS2C01	Introduction to Design and analysis of Algorithms.
II MSc	CSS4E04A	Digital Image fundamentals, elements of visual perception.

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	We
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of contact hours as per time table	5	8	8	8	6
3. Total number of contact hour engaged	5	8	8	7	4
4. Total number of contact hours not engaged	0	-	-	1	2
5. Reason for not engaging	-	-		Leave	Lea

Signature of faculty Signature of Head of Dept. Signature of Princip

Month : July	Week 1	Week 2	Week 3	Week 4	Wee
1. No. of teaching days in the week	1	5	5	5	4
2. Total number of hours as per time table	2	8	8	8	7
3. Total number of hour engaged	2	5	8	5	5
4. Total number of hours not engaged	-	3	-	3	3
5. Reason for not engaging	-	Leave	-	-	Leav

Signature of faculty Signature of Head of Dept. Signature of Princip

Month : August	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	1	4	3	5	3
2. Total number of hours as per time table	1	6	6	8	5
3. Total number of hour engaged	1	6	6	8	4
4. Total number of hours not engaged	-	-	-	-	1
5. Reason for not engaging	-	-	-	-	Leave

Signature of faculty Signature of Head of Dept. Signature of Princip

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	0	5	4	5
2. Total number of contact hours as per time table	5	-	16	13	16
3. Total number of contact hour engaged	5	-	13	13	13
4. Total number of contact hours not engaged	-	-	3	-	3
5. Reason for not engaging		Onam Holidays	Leave		Leave

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	5	1
2. Total number of hours as per time table	7	16	16	13	3
3. Total number of hour engaged	7	13	14	13	3
4. Total number of hours not engaged	-	3	2	0	-
5. Reason for not engaging	-	Leave	Leave	Leave	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	13	16	16	16	9
3. Total number of hour engaged	11	10	14	13	9
4. Total number of hours not engaged	2	6	2	3	-
5. Reason for not engaging	Leave	Leave	Leave	Leave	-

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Month : December	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	2	5	6	5	-
2. Total number of contact hours as per time table	~~7~~	16	16	16	
3. Total number of contact hour engaged	2	14	14	16	
4. Total number of contact hours not engaged	5	2	2	-	
5. Reason for not engaging	Leave	Leave	Leave		X'mas

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	13	16	16	14	6
3. Total number of hour engaged	11	14	14	11	6
4. Total number of hours not engaged	2	2	2	3	-
5. Reason for not engaging	Leave	Leave	Leave	Leave	Nil

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	FD	5	2
2. Total number of hours as per time table	10	16	16	16	6
3. Total number of hour engaged	5	8	14	14	6
4. Total number of hours not engaged	5	8	2	2	-
5. Reason for not engaging	Exam leaves	Exam leaves	Leave	Leave	-

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Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	8	15	15	15	15
3. Total number of hour engaged	8	03	3	3	3
4. Total number of hours not engaged	–	~~12~~ 12	12	12	12
5. Reason for not engaging	–	Leave	Leave	Leave	Leave

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Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

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Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1/6/22	General	Accademic year meeting
22/8/22	General	To discuss about ~~Admission~~ Attendence management system, uniform etc.
12/9/2022	General	To discuss about Career Opportunities, SSR report etc.
14/10/22	General	Arrangements for MLA Programmes.

Date	Nature of meeting	Purpose / Agenda
29/11/22	General	NAAC Mock visit by Dr. Shelvam
12/12/22	General	To discuss about Common academic matters.
9/1/23	General	To discuss about Newyear greeting, AQAR Submission, etc
22/8/23	General	To discuss about NAAC result
23/3/23	General	Staff tour, New IQAC coordinators declaration, etc

Date	Nature of meeting	Purpose / Agenda

Meetings Attended (Department level)

Date	Purpose / Agenda
7/6/22	Action plan for academic year
10/8/22	Formation of department association and activity.
16/1/23	To discuss about College day, Adoration day (20/1/23), Alumini interaction, MoC visit, Preparation for Naac
23/1/23	Discuss about uploading of internal marks in College website, moc visit
22/02/23	Open day, Union celebrations, College day, Department Send off, Merit day - Discussion.
6/3/23	To congratulate rank holders.
28/3/23	About Vacation, classes and portions, May will be classes for PG Students.

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Record of invigilation duty in Internal / University examinations

Internal			University			
Date	Date	Date	Date	Date	Date	Date
6/1/2023			29/11/22	4/3/22	25/7/22	29/8/22 [Practical]
			17/01/2023	21/03/23	31/3/23	

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
9/6, 20/6 30/6 22/6 29/6		22/11/2022 [I St Sem Msc CS Practical Exam Prajyothi]
6/7, 7/7 20/7 21/7		28/11/2022 [I Sem Msc CS Practical Exam Prajyothi]
31/8		20/9/2022, 22/9/2022 Paper Valuvation.
1/9, 14/9 28/9		
12/10, 20/10		
10/11, 7/12, 17/11 26/11		
1/12, 8/12, 15/12		
5/1/23, 6/1/23 12/1/23 19/1/23 27/1/23		
20/02/23 21/02/23		
13-03-2023 20-03-2023 27-03-2023		

Valuation of answer scripts

University Examinations		College Level Examinations	
Paper	No of papers valued	Paper	No of papers valued
Digital Image Processing [22/9, 20/11]	30		

Remarks

...ed / attended by faculty (college level)

No of papers valued

Examinations

Curricular / Co-curricular activities organised / attended by faculty (college level)

Date	Name of activity	Remarks
19/9/2022	Orientation Program on service rules according to KSR	Adv. Najeeb Sir
29/11/2022	NAAC MoC Visit orientation class by Dr. Selvam Sir	Dr. Selvam. T.N
18/11/2022	NAAC preparation Orientation class by Robinson	Dr. Robinson, Christ College IJK.
23/01/2023	N-List Orientation Programme for faculty	Stephy Sunny, Librarian
14/03/2023	Orientation Programme for faculty (service rules)	Dr. Muhammed Saleem

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CHALAKUDY

Thrissur Dt.,Kerala,Pin 680307
Phone :0480-2701159
Affiliated to the University of Calicut
www.sacredheartcollege.ac.in

FACULTY DIARY

Academic Year: 22-23

Name of the faculty: Sindhu. T.
Designation : Asst. Prof. Con Contract
Department : Computer Science

BIO DATA

Name: Sindhu. T

Designation: Asst. Prof.

Educational Qualifications: MCA

Date of birth: 05-05-1982 Year of joining: 2016

Address: Thekkepattil

Kaduppassery

Pin 680683

Phone: (res) 0480-2881168 (mob) 9961263715

Email: sindhusajith3953@gmail.com

Mentor in charge: II MSc

Duties assigned in this academic year:

1. Member of Arts Committe.
2. Member of Women Cell
3. Member of Alumnae Association

Signature

2022 23

Individual Timetable for AY ~~2019-20~~ (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	1st MSc C	3rd MSc ADBMS		3rd MSc DBMS.	
Tuesday		2nd MSc DDMS	1st MSc.	2nd MSc DS.	
Wednesday	1st MSc DS	1st MSc C.	1st MSc C	3rd MSc DBMS.	2nd MSc
Thursday	2nd MSc ADBMS		1st MSc DS	1st MSc	1st MSc
Friday		2nd MSc ADBMS	1st MSc C		1st MSc DS.

2022-23

Individual Timetable for AY ~~2019-20~~ (Even Semester)

Hours / Day	1	2	3	4	5
Monday	2nd MSc OS.			2nd MSc OS	2nd MSc OS
Tuesday			2nd MSc OS	2nd MSc C1	
Wednesday		2nd MSc OS	2nd MSc OS		
Thursday			2nd MSc C1		
Friday			2nd MSc OS		2nd MSc C1

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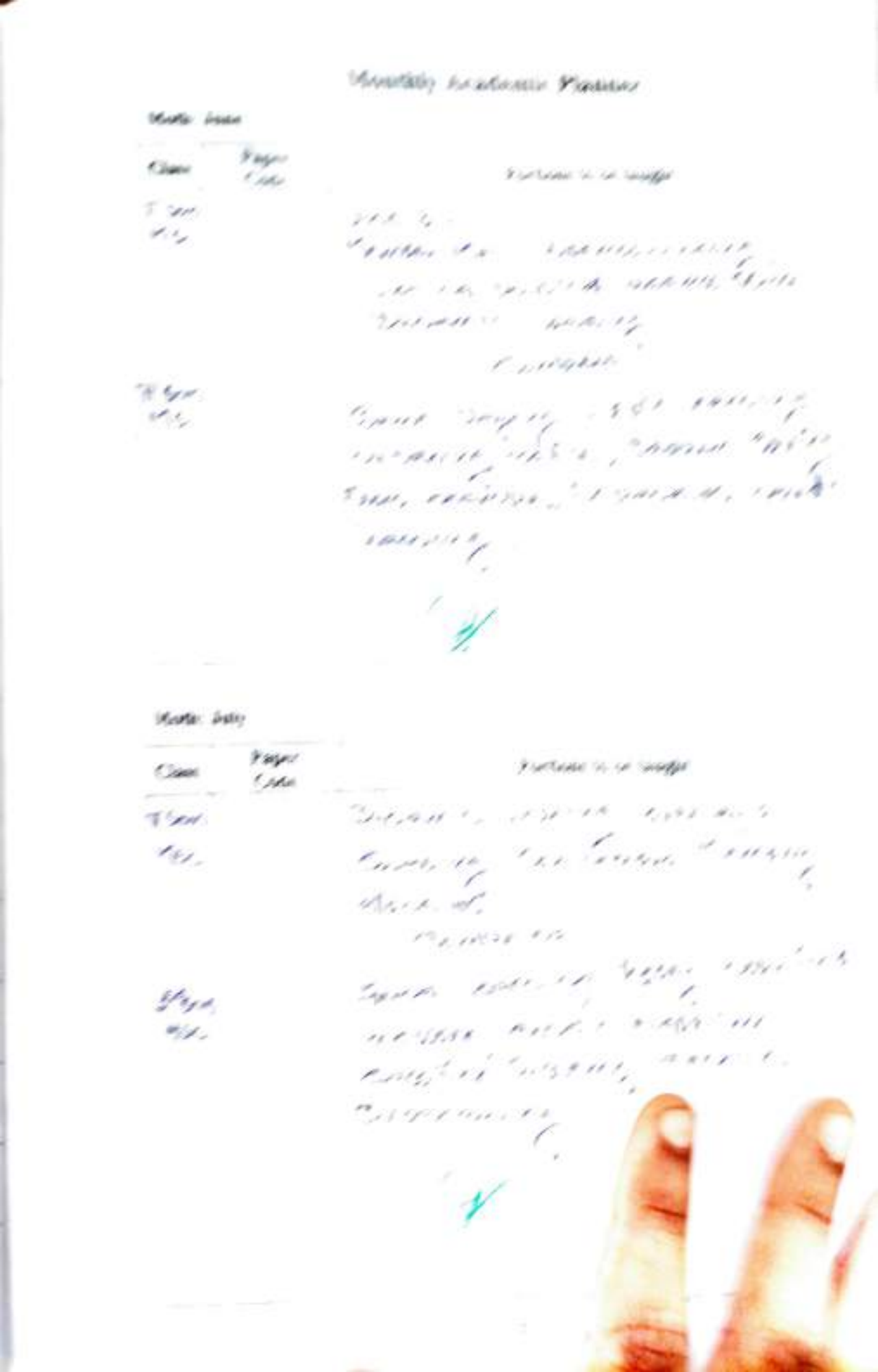

Moth: October

Class	Paper Code	Portions to be taught
3rd sem MSc	CSS3C11	Introduction to DBMS Data Base Management System. Data Models - E-R model.
1st sem MSc	CSS1C04	C - Datatypes, Decision Making Branching - Looping - Array
1st sem MSc	CSS1C02	Sorting Algorithms, Queue, Circular Que.

Moth: November

Class	Paper Code	Portions to be taught
3rd sem MSc	CSS3C11	Relational Data model - Normalisation.
1st sem MSc.	CSS1C04	C - character Array, User Defined Functions.
1st MSc	CSS1C02	Linked list and operations - Heap Min Heap, Max Heap - MinMax heap Deap.

Moth: December

Class	Paper Code	Portions to be taught
3rd sem MSc	CSS3C11	Transaction Management.
1st Sem MSc	CSS1C04	Pointer, File management.
1st Sem MSc.	CSS1C02	Advanced data Structure Concepts.

Moth: January

Class	Paper Code	Portions to be taught
1st sem MSc CS.	CSS1C04.	Macro, pre processor & directives
1st sem MSc CS	CSS1C02.	Hashing.

Moth: February

Class	Paper Code	Portions to be taught
IMSc CS	CS61C04.	Nested macros, Question paper Discussion.
IIsem MSc. CS	CS51C02.	open and closed addressing Question paper Discussion

Moth: March

Class	Paper Code	Portions to be taught
I^st sem MSc	CS62C07	Introduction to OS evolution and achievements in OS evolution
IIIrd sem MSc.	CS62C09.	Introduction to AI. State Space research Waterjug problem.

Signature of Head of the De

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	7	10	10	10	8
3. Total number of contact hour engaged	7	10	8	10	6
4. Total number of contact hours not engaged	—	—	2	—	2
5. Reason for not engaging	—	—	one day leave.	—	one day leave

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	35	5	5	4
2. Total number of hours as per time table	3	10	10	10	8
3. Total number of hour engaged	3	10	10	10	6
4. Total number of hours not engaged	—	—	—	—	2
5. Reason for not engaging	—	—	—	—	leave

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	4	3	5	3
2. Total number of hours as per time table	2	8	6	10	
3. Total number of hour engaged	2	8	6	7	
4. Total number of hours not engaged	—	—	—	3	
5. Reason for not engaging	—	—	—	leave	

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Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	0	5	4	5
2. Total number of contact hours as per time table	3	–	16	12	10
3. Total number of contact hour engaged	3	–	16	12	10
4. Total number of contact hours not engaged	–	–	–	–	6
5. Reason for not engaging	–	Onam holydays.	–	–	2 days leave.

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Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	4	1
2. Total number of hours as per time table	6	16	16	12	3
3. Total number of hour engaged	0	16	16	12	3
4. Total number of hours not engaged	–	–	–	–	–
5. Reason for not engaging	leave	–	–	–	–

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Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	12	16	16	16	10
3. Total number of hour engaged	12	12	12	16	10
4. Total number of hours not engaged	–	3	3	–	–
5. Reason for not engaging	–	Leave	leave	–	–

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	6	5	-
2. Total number of contact hours as per time table	7	16	16	16	-
3. Total number of contact hour engaged	7	14	16	16	-
4. Total number of contact hours not engaged	-	2	-	-	-
5. Reason for not engaging	-	One day leave	-	-	Christmas holidays

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	15	18	18	14	7
3. Total number of hour engaged	15	18	14	10	3
4. Total number of hours not engaged	-	-	4	4	3
5. Reason for not engaging	-	-	one day leave.	one day leave.	Paper Valuation duty.

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	11	11	16	16	7
3. Total number of hour engaged	3	11	16	13	3
4. Total number of hours not engaged	8	-	-	3	4
5. Reason for not engaging	Paper Valuation duty.	-	-	One day leave.	One day leave.

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Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	11	15	15	15	15
3. Total number of hour engaged	8	12	15	15	15
4. Total number of hours not engaged	3	3	—	—	—
5. Reason for not engaging	one day leave	one day leave	—	—	—

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Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

Signature of Head of the Dept

Date	Nature of meeting	Purpose / Agenda
29-11-22	General.	Naac Mock Visit by Dr. Selvam Sir (Orientation program)
12-12-22	General.	To discuss about Common academic matters.
09-01-23	General.	New year greetings, AQAR Submission, Naac Visit Academic related things.
22-02-23	General.	To Discuss about Naac Result.
23-03-23	General.	To discuss about Staff day, Staff Room, New IQAC Co ordinators declared.

Purpose / Agenda

Meetings Attended (Department level)

Date	Purpose / Agenda
1-06-2022.	Action plan for academic year 22-23
10-08-22.	formation of Department Association and activities planned for 22-23.
16-11-22	Dec Internal examination Programs in Connection with World Computer literacy day.
14-12-22.	Naac Criteria allocation. Dec 4th Sem MSc Project related Matters.
16-01-23.	To discuss about Naac Mock visit, College day celebration Adoration day.
23-01-23	Internal Mark upload, Open Gym inaguration etc
22-02-23	Open day, Union day, College, Annual day Celebration, Sports day, Sent off Meet day.
06-03-23.	To Congratulate Rank holders.
22-03-23	Planning for Vacation classes and practicals. Month of May will be working for PG students

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Record of invigilation duty in Internal / University examinations

Internal			University			
Date	Date	Date	Date	Date	Date	Date
05-1-2023			25-03-22	28-11-22.		
			21-07-22	13-12-22		
			2-8-22			
			10-8-22	23-03-23.		
			11-08-22	29-03-23.		

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
15-06-22		22,23,24-01-22 Paper Valuation Camp.
20-06-22		
21-06-22		
05-07-22		31-01-23, 01-02-23, 02-02-23 Paper Valuation Camp.
29-07-22		
12-08-22		
29-08-22		
28-~~08~~09-22		
30-~~08~~09-22 (½day)		
06-~~09~~10-22		
07-~~09~~10-22		
18-10-22		
10-10-22		
17-01-23		
27-01-23		
24-02-23		
28-02-23		
~~04~~03-03-23		
10-03-23		

Curricular / Co-curricular activities organised / attended by faculty (college level)

Date	Name of activity	Remarks
19-11-2022.	Orientation Program on Service Rules according to UGC by Adv. Najeeb.	
29-11-22.	Naac Visit preparation (Orientation) by Dr. Selvam T N.	
18-11-2022	Naac Preparation Orientation class by Dr. Robinson, Christ college.	
24-01-23.	Orientation on E-resources - by Library.	
4-03-23	Orientation on Service Rules and Spark by Dr. Mohd. Salim.	

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Thrissur Dt.,Kerala,Pin 680307
Phone :0480-2701159
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FACULTY DIARY

Academic Year: 2022-2023

Name of the faculty: DR. TISHA JOSE PANACKAL
Designation : ASSISTANT PROFESSOR
Department : COMPUTER SCIENCE

BIO DATA

Name: DR. JISHA JOSE PANACKAL

Designation: ASSISTANT PROFESSOR

Educational Qualifications: MCA, PhD

Date of birth: 07-05-1980 Year of joining: 2017

Address: PANACKAL HOUSE,
ATTANTHOLE P.O, THRISSUR

Pin 680003

Phone: (res) (mob) 9400860255

Email: jistapanackal@gmail.com

Mentor in charge:

Duties assigned in this academic year: 2022-2023

Daily Events & Chronicles

Magazine Committee

IQAC Department Co-ordinator (2021 onwards)

Attendance Management System Committee

Department Association Faculty Co-ordinator

Signature

2022-23

Individual Timetable for AY ~~2019-20~~ (Odd Semester)

Hours / Day	1	2	3	4	5	Extra hour
Monday	Physics			Chemistry		
Tuesday						
Wednesday				Chemistry	Physics	Lab
Thursday		Physics	Chemistry			
Friday			Chemistry		Physics	Lab

2022-23

Individual Timetable for AY ~~2019-20~~ (Even Semester)

Hours / Day	1	2	3	4	5	Extra hour
Monday	Physics			Chemistry		
Tuesday						
Wednesday				Chemistry	Physics	Lab
Thursday		Physics	Chemistry			
Friday			Chemistry		Physics	Lab

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Monthly Academic Planner

Moth: June 2022

Class	Paper Code	Portions to be taught

Moth: July

Class	Paper Code	Portions to be taught

Moth: August

Class	Paper Code	Portions to be taught
I Sem.	CSC2C01	Introduction to Computer Fundamentals (Semester started on 30-08-2022)

Moth: September

Class	Paper Code	Portions to be taught
I Sem	CSC2C01	Number Systems & Conversion b/w Any base to Decimal. (Onam Holidays)

Moth: October

Class	Paper Code	Portions to be taught
I Sem	CSC2C01	Number System Conversions – Decimal To Decimal, Binary, Octal & Hexadecimal Conversion from any base to any base (Attended Refresher Course from 12-10-2022 to 25-10-2022)

Moth: November

Class	Paper Code	Portions to be taught
I Sem	CSC2C01	Computer Codes. Boolean Algebra – Logical operations, Postulates & Theorems. Module V: Planning a Computer Program, Algorithms, & Flowcharts

Moth: December

Class	Paper Code	Portions to be taught
I Sem	CSC2C01	Module III - Computer Organization, CPU, I/O Units, Memory - Primary and Secondary.

Moth: January

Class	Paper Code	Portions to be taught
I Sem	CSC2C01	Module IV Completed - Input-Output Devices like keyboard, Printers etc. Module V - Algorithms, Flowcharts & Pseudocode

Moth: February

Class	Paper Code	Portions to be taught
I Sem	CSC2C02	Fundamentals of Softwares, Computer Networks, DBMS & HTML Introduction to Softwares, Computer Languages, Language Preprocessors etc.

Moth: March

Class	Paper Code	Portions to be taught
II Sem	CSC2C02	Portions covered upto Operating Systems of the Module I - Operating Systems, Functions of OS.

Signature of Head of the Dept.

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week					
2. Total number of contact hours as per time table					
3. Total number of contact hour engaged					
4. Total number of contact hours not engaged					
5. Reason for not engaging					

Signature of faculty Signature of Head of Dept Signature of Princip

Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week					
2. Total number of hours as per time table					
3. Total number of hour engaged					
4. Total number of hours not engaged					
5. Reason for not engaging					

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Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week					3
2. Total number of hours as per time table					4
3. Total number of hour engaged					2
4. Total number of hours not engaged					2
5. Reason for not engaging					1 Gen Holiday on Sat

Signature of faculty Signature of Head of Dept. Signature of Princip

Month : Septembe
1. No. of teaching
week
2. Total number of
hours as per time
3. Total number o
hour engaged
4. Total number
hours not engage
5. Reason for not

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Month : Octob
1. No. of teachi
week
2. Total numbe
per time table
3. Total numbe
engaged
4. Total numbe
engaged
5. Reason for

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Month : No
1. No. of te
week
2. Total nu
time table
3. Total nu
engaged
4. Total nu
engaged
5. Reason

Signature o

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	-	-	5	4	5
2. Total number of contact hours as per time table	-	-	8	6	8
3. Total number of contact hour engaged	-	-	8	6	8
4. Total number of contact hours not engaged	-	-	-	-	-
5. Reason for not engaging	←	ONAM HOLIDAYS →			

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Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	2	-	3	1
2. Total number of hours as per time table	4	2	-	6	2
3. Total number of hour engaged	4	2	-	6	2
4. Total number of hours not engaged	-	-	-	-	-
5. Reason for not engaging	-	→ Refresher Course from (12/10/22 to 26/10/22)			

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Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	2	4	5	3
2. Total number of hours as per time table	6	2	6	8	4
3. Total number of hour engaged	6		6	6	4
4. Total number of hours not engaged	-		2	2	-
5. Reason for not engaging	-	CU Exam from 9/11/22 to 14/11/22	First Internal Exam on Thursday 10th.		

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	6	5	
2. Total number of contact hours as per time table	4	8	10	8	
3. Total number of contact hour engaged	4	8	8	4	
4. Total number of contact hours not engaged	-	-	2	4	
5. Reason for not engaging			Conv... Christmas Celebration on 22/12/22 Closing Day 23/12/22	Christmas holiday	

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Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	8	10	10	8	4
3. Total number of hour engaged	8	10	10	8	4
4. Total number of hours not engaged	-	-	-	-	-
5. Reason for not engaging	-	-	-	-	-

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Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	6	8	8	8	2
3. Total number of hour engaged	6	8	8	8	2
4. Total number of hours not engaged	-	-	-	-	-
5. Reason for not engaging	-	-	-	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	6	8	-	-	-
3. Total number of hour engaged	6	0	-	-	-
4. Total number of hours not engaged	-	8	-	-	-
5. Reason for not engaging	-	Merit Day on 6/3/23. SY Comp. 07-10/3/23	←	Study leave & University Exam from 13/3/23	

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Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1/6/2022	GENERAL	• Academic year opening meeting at college auditorium • NAAC activities
22/8/2022	GENERAL	• Attendance Management System • Uniform Regulations etc
12/9/2022	GENERAL	• Career Opportunities • SSR / Report Prep etc
14/10/22	GENERAL	Arrangements for HLA's programme
19/11/22	IQAC	Document work
19/12/22	GENERAL	UNIVERSITY EXAM Barcoding Orientation

Date	Nature of meeting	Purpose / Agenda
29/11/22	GENERAL	NAAC MOCK VISIT BY DR. SELVAM
12/12/22	GENERAL	To discuss about the common academic & non-academic matters.
9/1/23	GENERAL	New year greetings, AQAR Submission, NAAC Visit, Physical List Inspection Property.
28/2/23	GENERAL	To discuss about the NAAC Results.
29/3/23		Staff tour, New IQAC Coordinators

Date	Nature of meeting	Purpose / Agenda

Meetings Attended (Department level)

Date	Purpose / Agenda
7-6-2022	Action Plan for Academic Year 2022-2023.
10-08-22	Formation of Department Association & Activities planned for 2022-2023
16-11-22	PG internal Examination, Programmes in connection with World Computer Literacy Day.
14-12-22	AQAR submission, NAAC visit, MSc Project Division.
16-01-23	Discussed about NAAC visit, Preparation on 20-01-23, College Day on 18-02-23, MSc Study leave, Alumni Interaction
23/01/23	Discussed about Internal Marks uploading Mock Visit probably on 30/1/23 & 1/2/23
22-02-23	Open Day, Union Celebration, Fine Arts March 1,2. March 4 Dept celebration & March 6 College Celebrations & Merit Day.
06-03-23	To congratulate Rank holders.
28-03-23	To plan about Vacation classes & positions to be covered May will be working for PG students, UG classes complete by 5th April 2023

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Record of invigilation duty in Internal / University examinations

Internal			University		
Date	Date	Date	Date	Date	Date
16-01-23			14-06-22	20-03-23	
24-03-23			7-07-22		
			17-11-22		
			23-11-22		
			9-12-22		

Refresher/Orientation/Short term Course / Seminar / Workshops / Professional Development Programmes attended (outside college)

Date	Title of event	Venue	Sponsoring agency
12-10-2022 to 25-10-2022	UGC sponsored Refresher Course	Online mode	UGC

Refresher/Orientation/Short term Course / Seminar / Workshops / Professional Development Programmes attended (outside college)

Venue	Sponsoring agency

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
7-6-2022		23, 24 - 08 - 2022 (CV Camp)
6-7-2022		9, 10, 11, 14 - 11 - 2022 (CV CAMP IV SEM)
8-8-2022		5, 6, 7 - 12 - 2022 (CV CAMP IV SEM)
10-8-22		11, 12, 13 - 01 - 2023 (CV CAMP - IIEM, STMARYS)
26-8-22		07-3-23 to 10-3-23 (CV CAMP V SEM, Kothamangalam)
1-9-22		
2-11-22		
17-01-23		
16.03.23		
21.03.23		

Valuation of answer scripts

University Examinations		College Level Examinations	
Paper	No of papers valued	Paper	No of papers valued
III SEM BSc COMPUTER FUNDAMENTALS	75	COMPUTER FUNDAMENTALS	21
IV SEM BSc 5.7.12.22	60		
V SEM BSc 7-10/3/23	425 (Archive Examiner)		



SACRED HEART COLLEGE
CHALAKUDY

Thrissur Dt.,Kerala,Pin 680307
Phone .0480-2701159
Affiliated to the University of Calicut
www.sacredheartcollege.ac.in



FACULTY DIARY

Academic Year: 2022 - 2023

Name of the faculty: Dr. SR Arun T V
Designation: Assistant Professor
Department: Computer Science

BIO DATA

Name: DR. SR. MINI T.V

Designation: ASSISTANT PROFESSOR

Educational Qualifications: MCA, M.Phil., Ph.D

Date of birth: 04.04.1973 Year of joining: 2007

Address: CLARIAN F.C. CONVENT,

R.S. ROAD CHALAKUDY

Pin 680307

Phone: (res) 0480-270 1876 (mob) 9656131765

Email: sistermiranda@gmail.com

Mentor in charge:

Duties assigned in this academic year: 2022-2023

Member — Alumnae Association

In Charge — Media Publicity & Photos

Member — Research Consultancy & Journal Publishing

Member — Website Committee

Member — Admission of MSc CS (Medal offing)

Signature

2022-23

Individual Timetable for AY ~~2019-20~~ (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	Physics II				Chemistry II
Tuesday				Physics II ← Lab	
Wednesday		Physics II	Chemistry II		Chemistry I - Lab
Thursday				Chemistry Lab ↔ II	
Friday	Physics II	Chemistry II			Physics I Lab

2022-23

Individual Timetable for AY ~~2019-20~~ (Even Semester)

Hours / Day	1	2	3	4	5
Monday	Physics II				Chemistry II
Tuesday				Physics II ↔ Lab	
Wednesday		Physics II	Chemistry II		Chem I Lab
Thursday				Chemistry II ↔ Lab	
Friday	Physics II	Chemistry II			Physics I Lab

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Monthly Academic Planner

Moth: June 2022

Class	Paper Code	Portions to be taught
I BSc Phy Chem	CSC3C03	Introduction to C, Structure of C program, Character set, Keywords, Variables

Moth: July 2022

Class	Paper Code	Portions to be taught
II BSc Phy Chem	CSC3C03	Identifiers, Data types Qualifiers, Symbolic constants — Introduction of Commands.

Moth: August 2022

Class	Paper Code	Portions to be taught
II BSc Phy Chem	CSC3C03 CSC4C05 (Practical)	Data types Qualifiers, Variables & Declarations Symbolic Constants. 5 Practical Questions

Moth: September 2022

Class	Paper Code	Portions to be taught
II BSc Phy. Chem	CSC3C03 CSC4C05 (Practical)	Expressions, statements, Operators, Library functions, I/O functions. 5- Practical Questions

Moth: October 2022

Class	Paper Code	Portions to be taught
I BSc Phy Chem	CSC 3C03	Control statements Structured data types. Arrays, Character & String
	CSC4C05 (Practical)	5 - Practical Lab list Questions.

Moth: November 2022

Class	Paper Code	Portions to be taught
II BSc Phy Chem	CSC3C03	Functions, Structure, Union. User defined functions Storage classes
	CSC4C05 (Practical)	Pointers & Data files. 5- Practical Lab list questions

Moth: December 2022

Class	Paper Code	Portions to be taught
BSc Phy Chem	CSC4C05 (Practical)	University Lab list - finished. (C programme)
	CSC4104 (DS)	IV Semester started. Data Structure Using C. - Introduction. - Arrays.

Moth: January 2023

Class	Paper Code	Portions to be taught
BSc Phy Chem	CSC4C04 (DS)	Abstract Data type. Algorithms Efficiency of Algorithm (Space & time Complexity) (Unit I Completed) Start the Introduction of 1D Array

Moth: February 2023

Class	Paper Code	Portions to be taught
IIBSc Phy Chem	CSC4104 (DS) CSC4105 (Lab)	One dimension & two dimension Array Array representation - Memory. II Unit 1st Program - Sorting names.

Moth: March 2023.

Class	Paper Code	Portions to be taught
IIBSc Phy Chem	CSC4104 CSC4105 (Lab)	Linked list, Doubly linked list & circular linked list. Stack & Queue. Searching & Sorting C & DS Lab Completed

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Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	3	5	5	5	4
2. Total number of contact hours as per time table	8	12	12	12	9
3. Total number of contact hour engaged	- -	-	3	12	9
4. Total number of contact hours not engaged	-	7	-3	-	
5. Reason for not engaging	1 Sun, Govt Holidays	7,8,9 CL 10	13-15 Vinayaka Chaturthi	-	-

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Month : July	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	1	5	5	5	4
2. Total number of hours as per time table	3	12	12	12	10
3. Total number of hour engaged	3	12	12	12	10
4. Total number of hours not engaged	-	-	-	-	-
5. Reason for not engaging	-	-	-	-	-

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Month : August	Week 1	Week 2	Week 3	Week 4	Week
1. No. of teaching days in the week	1	4	3	5	3
2. Total number of hours as per time table	3	10	8	12	7
3. Total number of hour engaged	3	10	3	7	7
4. Total number of hours not engaged	-	-	5	5	-
5. Reason for not engaging	1 local 4 days	-	16,17,18 CL	21,22,24 Cultural Comp in Tech.	-

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Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	0	5	4	5
2. Total number of contact hours as per time table	2	-	12	9	12
3. Total number of contact hour engaged	2	-	12	9	10
4. Total number of contact hours not engaged	-	-	-	-	2
5. Reason for not engaging		Onam Holidays	-	-	Principal Round

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Signature of Principal

Month : October	Week 6	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	1	2	5	5	4
2. Total number of hours as per time table	2	5	12	12	10
3. Total number of hour engaged	2	5	9	12	10
4. Total number of hours not engaged	-	-	3	-	-
5. Reason for not engaging	-	-	12. 30-12. 52.	-	-

Signature of faculty

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Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	5	3
2. Total number of hours as per time table	10	12	12	12	7
3. Total number of hour engaged	7	8	5	12	7
4. Total number of hours not engaged	3	10	7	-	-
5. Reason for not engaging	4 CL	8,9,10,11 CV Camp	14,15,16 CV Camp	-	-

Signature of faculty

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Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	6	5	0
2. Total number of contact hours as per time table	5	12	14	12	-
3. Total number of contact hour engaged	0	0	12	7	-
4. Total number of contact hours not engaged	5	12	2	4	-
5. Reason for not engaging	Dec 6 & 7 OD	Dec 8,11,12 OD CL Comp	Dec 19 Examination	Christmas Celebration	Christmas Holidays

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	4	5	5	4	2
2. Total number of hours as per time table	10	12	12	9	4
3. Total number of hour engaged	10	12	8	9	4
4. Total number of hours not engaged	-	-	4	-	-
5. Reason for not engaging	-	-	17- OD 19-CL	-	-

Signature of faculty

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Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	2
2. Total number of hours as per time table	8	12	12	12	4
3. Total number of hour engaged	5	12	12	12	4
4. Total number of hours not engaged	3	-	-	-	-
5. Reason for not engaging	Feb 1 OD	-	-	-	-

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	8	12	12	12	12
3. Total number of hour engaged	8	2	12	12	12
4. Total number of hours not engaged	-	10	-	-	-
5. Reason for not engaging	-	CD Camp 7,8,9,10.	-	-	-

Signature of faculty Signature of Head of Dept. Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper
June 20,21,22. IV Sem.	CSC4C05 C Lab programs		
II BSc Physics (4) Chemistry (8)			
25.6.22. II BSc. Phy Chem (4)	CSC4C05 DS Lab Program		
Aug. 26,27 2022	CSC4C03 Pointers		
4 Students phy 8 Students Chem	files.		

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1.6.2022	General	to discuss about new academic year activities and NAAC visit criteria.
1.7.2022	HOD	to discuss about Alumnae meeting of July 2nd. Old staff association - SHOSA.
22.8.2022	General	to discuss about - Attendance defaulters, action taken about the late comers, and not change the uniforms
31.8.2022	HOD	to discuss about the coming NAAC visit.
12.9.2022	General	to discuss about - Career opportunity - SSR Report verification & criteria files
21.9.2022	HOD	to discuss about the Alumni fraternity (Pedagogy of students)
14.10.2022	General	NCC programs management.
4/11/22 17.11.2022	IQAC	to discuss about - NAAC visit date - Jan last Dec 15 MOC visit Laptop repair dept wise ppt preparation
12.12.2022	General	~~to discuss~~ -Dec 19 - 4 sem short, Jan 5 - 1 Sem university exams, Dec 17, Convocation. Dec 22 - Christmas celebration
29.11.22	General	to convey about the MOC visit details.

Date	Nature of meeting	Purpose / Agenda
19.12.2022	General	to discuss about - must wear the College id card (staff), Recording System misuse manipulation, Student mobile submission etc.
9.1.2023	General	New Year Greeting, AQAR submission
16.01.2023	HOD	to discuss about the NAAC visit preparations
18.01.2023	HOD	to discuss about College days celebration, Farewell function etc. (Feb 10), Adoration day, NAAC work allotment
23.01.2023	HOD	to upload internal mark in website, Inauguration of Open Gym etc. on (30th), 31st and Feb 1st - NOC visit etc.
22.02.2023	HOD	to discuss about - Open day Programme planning. Arts & Sports days Dept of Send of March 4, College ~~Family~~ & Meet day March 6.
28.02.2023	General	IQAC Result discussion
23.03.2023	General	discuss about Staff tour, New IQAC Co-ordinator take charge.

Date	Nature of meeting	Purpose / Agenda

Meetings Attended (Department level)

Date	Purpose / Agenda
7.6.2022	to prepare the action plan for the academic year 2022-23.
10.8.2022.	to discuss about dept association Progress & dept activities
10.11.2022	to discuss about PG internal examinations, Programs in dept course allotment etc.
14.12.2022	to discuss about the students project, AQAR Submission and upcomming NAAC visit.
18.01.2023	to discuss about College day Celebration (Jan 18), College Achievers day (Jan 20), NAAC preparation, MOC visit etc.
23.01.2023.	to discuss about to upload internal marks to website (I Sem) (30th) open Gym magazine, 31 & 1st Feb MOC visit preparations.
22.02.2023	planning about, upcoming, Union Celebration, Fine Arts & Sports day, March 4, Dept Fest, March 6, Colleg Sandhya and Merit days
06.03.2023	to Congratulate Rank holds and Pro Conducted Programmes
28.03.2023	to plan about the Revision Classes and Counting particulars May be the convenor for PG students (Co-ordinator Library)

Record of invigilation duty in Internal / University examinations

Internal				University			
Date	Date	Date	Date	Date	Date	Date	
1/7/2022				19/12/2022	20/1/2023		
16/12/2022				29/12/2022	9/1/2023		
15/12/2022				24/12/2022			
29/12/2022				19/10/2022			
				20/10/2022			

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
7.6.2022		Oct 12. 2022 DL Resource Person. Arnakkallayi.
8.6.2022		Nov 8, 9, 10, 11, 14, 15, 16 OD. CV camp (Chairman)
9.6.2022		Dec. 1, 2, 5, 6, 7, 8, 9. OD. CV camp (Chairman)
August 2022 16, 17, 18		Aug 23, 24. OD CV camp at St Mary's Colly Thrissur
October 2022 12		Dec 11, 12, 13 OD 3 Sem CV Camp at St Mary's Collys Thrissur.
November 2022 4.		Jan 17 External Chair Carmel College Mala (Autonomy) (OD)
December 2022 halfday. 13.		March 7, 8, 9, 10. CV camp St Mary's College Thrissur.
January 2023 19		
Feb. 1, 2023		

Curricular / Co-curricular activities organised / attended by faculty (college level)

Date	Name of activity	Remarks
14/9/2022	Orientation Program on Service rules according to UGC	by Adv. Mayadevi Sir
29.11.2022	NAAC Moc visit orientation class by Dr. Selvam Sir	Dr. Selvam. TN.
18.11.2022	NAAC preparation orientation class by Robinson	Dr. Robinson Christ College
23.01.2023	N-List Orientation Programme for faculty	Stephy sunny, Librarian
14.3.2023	Service Rules & Spark details	Dr. Muhamad Salim.

Department of Psychology

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Thrissur Dt.,Kerala,Pin 680307
Phone :0480-2701159
Affiliated to the University of Calicut
www.sacredheartcollege.ac.in

FACULTY DIARY

Academic Year: 2022-23

Name of the faculty: Mariya Gifty Thomas
Designation : Assistant Prof. On Contract
Department : Psychology

BIO DATA

Name: Mariya Gifty Thomas

Designation: Asst. Prof. On Contract

Educational Qualifications: Msc. Psychology

Date of birth: 06-08-1999 Year of joining: 2022

Address: Mahikal Malakaran (H)
Chettikulam P.O Chettikulam, Chalakudy
Thrissur Pin 680721

Phone: (res) (mob) 9633861697

Email: mariyagifty@sacredheartcollege.ac.in

Mentor in charge:

Duties assigned in this academic year:

Women Cell member

Signature

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	Statistics II Msc			Physiology I Msc	Physiology II Msc
Tuesday	Statistics III Msc	Statistics II Msc	Physiology III Msc		Physiology I Msc
Wednesday	statistics I Msc		Statistics III Msc	Physiology II Msc	Statistics I Msc
Thursday	Statistics II Msc			Physiology I Msc	Physiology II Msc
Friday	Physiology II Msc	Statistics II Msc	Physiology I Msc	Statistics I Msc	

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday	statistics IV Msc			Physiology I Msc	Physiology II Msc
Tuesday	Statistics IV Msc	Statistics II Msc	Physiology II Msc		Physiology I Msc
Wednesday	Statistics I Msc		Statistics III Msc	Physiology II Msc	Statistics I Msc
Thursday	Statistics III Msc			Physiology I Msc	Physiology II Msc
Friday	Physiology II Msc	Statistics I Msc	Physiology I Msc	Statistics I Msc.	

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Moth: August

Class	Paper Code	Portions to be taught
II MSc	Physiology PSG3I C01	Structure of human Eye, Retina Visual pathway, Functions, Visual defects.
II Msc	STA3 C02	Distribution theory - Binomial, poission and Normal Distribution Mean and Variance, Fitting Central limit theorem, Normal Distribution, Standard Normal Distribution

Moth: September

Class	Paper Code	Portions to be taught
II MSc	Physiology PSG3I C01	Auditory Systems, auditory pathway hearing abnormalities
II MSc	STA3C02	Random Sampling, Simple Random Sampling.
I MSc	PSG1C01	cell structure, Plasma membrane cell Organelles.
I MSc	STA1C02	Collection of data, primary and Secondary data, Organization Planning of Survey

Moth: October

Class	Paper Code	Portions to be taught
I IMsc	PSG1ICO1	Cell inclusions - brief description on the structure of Carbohydrates, lipids and proteins
I IMsc	STA ICO2	classification and tabulation · classification of data · Primary Frequency distribution
I IMsc	PSG3 ICO1	Gustatory and olfactory System. Anatomy of taste buds and its function. Endocrine System.
I IMsc	STA3 ICO2	Fundamentals of testing - type I and type - II Errors, Critical Region, P value Tests of Significance.

Moth: November

Class	Paper Code	Portions to be taught
I IMsc	PSG1IC01	cell theory, cell principle, Unicellularity & spatial and control of gene activity. Tissues, Genes and chromosomes, cell divisions.
I IMsc	STA1IC02	Measures of central tendency - Arithmetic Mean, Median, Mode. Geometric Mean, Harmonic Mean, Combined Mean. Advantages and disadvantages.
II IMsc	PSG3IC01	Organization of the Olfactory membrane, Sense of Smell and Stimulation of cells. Cutaneous Senses Somatic Sensations.
II IMsc	PSG1IC02	Large Sample tests - tests of Single Mean Small Sample tests.

Moth: December

Class	Paper Code	Portions to be taught
I IMa	STA1C02	Measures of dispersion Range Quartile Deviation
I IMa	PSYC1C01	Psychology & Multicellularity Tissue - Brief description of Nervous tissue of PNS CNS Histology Neuron - Structure Cells, Axons, Neuro
II IMa	STA4C02	Analysis of Variance - One way and two way
II IMa	PSY4C01	Neutral control of food intake. Hypothalamus Neutral Centers that influence neuronal processing

Moth: January

Class	Paper Code	Portions to be taught
I IMa	STA1C02	Standard Deviation combined standard Deviation Percentiles Scores
I IMa	PSY1C01	Morphology of Chromosomes Size Shape, Karyotype Ideogram Kinds of Chromosomes.
II IMa	STA4C02	Classification with Single observation per cell - Critical Appraisal
II IMa	PSY4C01	Factors that regulate quantity of Food Intake Role of Hormones. Peptides, GI hormones

Moth: February

Class	Paper Code	Portions to be taught
I Msc	STA1C02	Relative Measures of Dispersion coefficient of variation.
I Msc	PSG1C01	Cell division Mitosis, Meiosis elementents of heredity and variation. Mendel's work and laws Inheritance and genotype
II Msc	STA2C02	Non-parametric tests and parametric tests, chi-square goodness of fit
II Msc	PSG2C01	Short term Regulation of food intake long term Regulation, Intermediate, fuuers amino acids & lipids

Moth: March

Class	Paper Code	Portions to be taught
I Msc	STA1C02	Skewness and Kurtosis Pearson's and Bowley's coefficient Percentile Measure of Kurtosis
I Msc	PSG1C01	Mutations and Genetic disorders Autosomal anomalies Sex chromosomal Anomalies.
II Msc	STA2C02	Test of Independence of attributes Test of homogeneity of proportions
II Msc	PSG1C01	Obesity - Bulimia, Anorexia, Inanition cachexia, Pica.

Signature of Head of the Dep

Weekly Work Format

Month : June	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week					
2. Total number of contact hours as per time table					
3. Total number of contact hour engaged					
4. Total number of contact hours not engaged					
5. Reason for not engaging					

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Month : July	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week					
2. Total number of hours as per time table					
3. Total number of hour engaged					
4. Total number of hours not engaged					
5. Reason for not engaging					

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Month : August	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	4	5	5	5
2. Total number of hours as per time table	10	8	10	10	10
3. Total number of hour engaged	10	8	10	0	0
4. Total number of hours not engaged	0	0	0	10	10
5. Reason for not engaging	–	–	–	Study Leave	Exams

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Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	5	5	5	5
2. Total number of contact hours as per time table	18	18	18	18	18
3. Total number of contact hour engaged	0	18	18	18	18
4. Total number of contact hours not engaged	18	0	0	0	0
5. Reason for not engaging	Onam holiday	–	–	–	–

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Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	5	5	4	5
2. Total number of hours as per time table	18	18	18	18	18
3. Total number of hour engaged	18	18	18	6	8
4. Total number of hours not engaged	0	0	0	12	1
5. Reason for not engaging	–	–	–	Exams leave	Exams

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Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	5	5	5	5
2. Total number of hours as per time table	18	18	18	18	18
3. Total number of hour engaged	18	18	11	18	18
4. Total number of hours not engaged	0	0	7	0	0
5. Reason for not engaging	–	–	Internal Exam	–	–

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Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	5	4	5	5
2. Total number of contact hours as per time table	18	18	18	18	18
3. Total number of contact hour engaged	18	16	16	16	0
4. Total number of contact hours not engaged	0	4	4	4	18
5. Reason for not engaging	—	Union day	leave	Christmas	Christmas holiday

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Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	5	5	5	5
2. Total number of hours as per time table	18	18	18	18	18
3. Total number of hour engaged	18	16	16	18	16
4. Total number of hours not engaged	0	4	4	0	4
5. Reason for not engaging		Internals for 1st year	Internals for 1st yr.	—	Republic day

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Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	5	5
2. Total number of hours as per time table	7	18	18	18	18
3. Total number of hour engaged	7	18	18	8	8
4. Total number of hours not engaged	0	0	0	10	10
5. Reason for not engaging				University Exam for 1st years	University Exam for 1st years

Signature of faculty Signature of Head of Dept Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	2	5	5	5	5
2. Total number of hours as per time table	7	18	18	18	18
3. Total number of hour engaged	7	14	7	16	18
4. Total number of hours not engaged	0	4	11	2	0
5. Reason for not engaging		Farewell for 3rd year	Exams	Practicals Program	

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Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper
17. November 1 Student	Physiology		
3 December 2 Students	statistics		
11th December 1 student	statistics		
5th January 1 Student	Statictics.		
13th January 1 student	physiology		
18th February 1 Student	Statistics.		
9th March 2 Student	Physiology		
22th March 1 Student	Physiology		

Signature of Head of the Dept.

Meetings Attended

Date	Nature of meeting	Purpose / Agenda
1/6/22	College	College Reopenings
6/6/22	Departmental	Action Plan for the Year. PTSD Day Celebrate
1/8/22	Departmental	Youth Volunteership Programme.
25/8/22	College	Onam Celebration
15/9/22	Departmental	Mental Health Day Celebration
1/10/22	Departmental	World Health Week Celebrate.
12/10/22	Department	Observation Meeting
18/11/22	Department	Community Visit
20/12/22	College	Christmas celebrations

Date	Nature of meeting	Purpose / Agenda
20/1/23	College	PTWA Meeting
20/1/23	Departmental	Exhibition
8/2/23	Departmental	NAAC visit → final Preparation.
15/2/23	College	NAAC, eniot meeting
18/2/23	college	college Day
23/2/23	meeting with Principal Deptt.	finalization of Departmental Activities for March.
3/3/23	College	Sports Day
6/3/23	college	farewell for 3rd years
16/3/23	Departmental	Book donation campaign

Date	Nature of meeting	Purpose / Agenda
22/3/23	College	Staff Day
23/3/23	College.	Staff Day feedback, Staff tasks

Record of invigilation duty in Internal / University examinations

Internal			University			
Date	Date	Date	Date	Date	Date	Date
21/06/2022			18/01/2023			
11/07/2022			21/02/2023.			
20/01/2023						
23/01/2023						

Leave Account

Casual Leave (date and days)	Commuted leave / Half Pay Leave (date and days)	DL / OD (date and purpose)
13/03/2023		
14/03/2023		
30/04/2023		

SACRED HEART COLLEGE
CHALAKUDY

Thrissur Dt.,Kerala,Pin 680307
Phone :0480-2701159
Affiliated to the University of Calicut
www.sacredheartcollege.ac.in

FACULTY DIARY

Academic Year: 2022-2023

Name of the faculty: Niveditha Ajayaghosh
Designation : Asst. Prof. On Contract
Department : Psychology

BIO DATA

Name: Niveditha Ajayaghosh

Designation: Asst Prof On Contract

Educational Qualifications: MSc NET

Date of birth: 29-11-1997 Year of joining: 2022

Address: Vallekkattuparambil (H)
P O Palazhi Pudukad
Thrissur Pin 680301

Phone: (res) 8075.55.6139 (mob)

Email: nivedithaajayaghosh@sacredheart college.ac.in

Mentor in charge:

Duties assigned in this academic year:

- fine arts

Signature

Individual Timetable for AY 2019-20 (Odd Semester)

Hours / Day	1	2	3	4	5
Monday	Basic Themes I IMSc	Research II IMSc	Developmental II IMSc	Biodiversity II IMSc	
Tuesday	D.P II IMSc			Biodiversity II IMSc	R.M II IMSc
Wednesday	D.P II IMSc	Biodiversity II IMSc			R.M II IMSc
Thursday	Basic Themes I IMSc	Experimental Psychology II IMSc	II IMSc	Biodiversity II IMSc	
Friday	Basic Themes I IMSc		R.M II IMSc	II IMSc	Experimental Psychology II IMSc

Individual Timetable for AY 2019-20 (Even Semester)

Hours / Day	1	2	3	4	5
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

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Moth: October

Class	Paper Code	Portions to be taught
IMSc	PS41B01	Basic Theories in Psychology 2 Introduction, Psychology definitions and Concepts, Schools of Psychology
II MSc	PS43B01	Historical foundation of developmental Psy Theories of development
	DII.	Introduction to Biodiversity, Indian biodiversity hotspots
	A12	Topic selection and Planning - defining objectives, Preparation of work Plans. Identification of Suitable methodology

Moth: November

Class	Paper Code	Portions to be taught
IMSc	PS41B01	Scope of Psychology, Attention introdu Factors affecting attention. Phenomena associated with attention Span of attention division of attention distraction of attention
	PS43B01	Developmental tasks of each stage of dev Prenatal development
	A11	Components of Biodiversity, Brief outl of the magnitude of different organism
	A12	Project proposal, Training in research constitute. Collection of literature

Moth: December

Class	Paper Code	Portions to be taught
IMSc	PSY 1 1801	Sensation and Perception, Intr ns introduction of Psychophysics
	PSY 3 1801	Birth Process, Post-Partum Period
	A 11	Loss of biodiversity, Threatened Species and IUCN redlist categories, Values and Use of biodiversity, need of inventorying and monitoring biodiversity
	A 12	Different types of keyword & digital library search, Collection of Protocol. Thesis Structure, introductory - review and Materials & method.

Moth: January

Class	Paper Code	Portions to be taught
IMSc	PSY 1 1801	Perception Perceiving forms, patterns and objects Perceptual set feature analysis
II IMSc	PSY 3 1801	New born reflexes, Gross & fine motor skills. Physical Conditions and healthy issues in early/adolescent childhood to adolescence Theories of Cognitive development
	A 11	Conservation of bio diversity
	A 12	Publishing articles

Moth: February

Class	Paper Code	Portions to be taught
I Msc S2	PSY 3B01	Post formal thought, Schaie's Model Cognitive & Midde adulthood.
	A11	Conservation of Genetic, Species and ecosystem diversity
	A12	Selection of Journals, ISSN Number, Peer - Reviewed Journals - Science citation index
I MSc	PSY1B01	Nature & Consciousness; Biological rhythms; Circadian Rhythm; &

Moth: March

Class	Paper Code	Portions to be taught
II Msc S4	PSY4B01	Emotional Development, Theories of emotion, Temperament Classification of Temperament, Theories of development
	A13	Introduction to natural resource management Need for protecting natural resources.
	A14	Overview of Intellectual property
I Msc	PSY1B01	Sleep, drug induced Altered Consciousness

Signature of Head of the Dept.

Month : September	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week					
2. Total number of contact hours as per time table					
3. Total number of contact hour engaged					
4. Total number of contact hours not engaged					
5. Reason for not engaging					4 Model Exam Days

Signature of faculty

Signature of Head of Dept

Signature of Principal

Month : October	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	5	5	4	5
2. Total number of hours as per time table	18	18	18	15	18
3. Total number of hour engaged	17	17	16	8	6
4. Total number of hours not engaged	0	0	0	12	1
5. Reason for not engaging	-	-	-	Exam	internals

Signature of faculty

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Signature of Principal

Month : November	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	5	5	5	5
2. Total number of hours as per time table	18	18	18	18	18
3. Total number of hour engaged	18	18	11	18	18
4. Total number of hours not engaged	0	0	7	0	0
5. Reason for not engaging	-	-	Lesson Exam	-	-

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Month : December	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	5	4	5	5
2. Total number of contact hours as per time table	18	18	18	18	18
3. Total number of contact hour engaged	18	16	14	16	0
4. Total number of contact hours not engaged		2	4	2	18
5. Reason for not engaging		Union Day	Christmas Preparation	Christmas	holiday

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Month : January	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	5	5	5	5	5
2. Total number of hours as per time table	18	18	18	18	18
3. Total number of hour engaged	18	16	16	18	16
4. Total number of hours not engaged	0	2	2	0	2
5. Reason for not engaging		Internal Duty	Internal Duty		Repair Day

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Month : February	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	5	5	5
2. Total number of hours as per time table	11	18	18	18	18
3. Total number of hour engaged	11	4	18	18	18
4. Total number of hours not engaged	0	14	0	0	0
5. Reason for not engaging		Exam Paper Valuation Camp			

Signature of faculty

Signature of Head of Dept.

Signature of Principal

Month : March	Week 1	Week 2	Week 3	Week 4	Week 5
1. No. of teaching days in the week	3	5	6	5	5
2. Total number of hours as per time table	11	18	18	16	16
3. Total number of hour engaged	11	14	18	16	
4. Total number of hours not engaged	0	4	0	2	
5. Reason for not engaging		Farewell for 3rd year		World Diabetes day, 3rd Semester Internals	

Signature of faculty Signature of Head of Dept Signature of Principal

Record of Special Coaching

Remedial Classes		Classes for gifted / talented	
Date, Class& number of students	Subject / Paper	Date, Class & number of students	Subject/ Paper
15/11/2022 5th Sem IIMsc Psychology (1)	Developmental Psychology		
16/11/2022 1st Sem MA (P)	Developmental Psychology		
17/11/2022 (1)	Developmental Psychology		
9/03/2023	IPR		
28/03/23	IPR		

Signature of Head of the Dept.

Record of Special classes

Date	Class	Subject	Duration
15/11/2022	Remedial Class	Developmental Hg	20 minutes
16/11/2022	"	"	1 hour
17/11/22	"	"	1 hour

Meetings Attended

Date	Nature of meeting	Purpose Agenda
1/10/2012	Department meeting	Introduction of course to new comers
5/10/2012	~~Monthly~~ Department meeting with Students	Mental health tag observation
11/10/2012	IQAC Meeting	AQAR Submission
24/10/2012	NAAC orientation meeting	Meeting held by IQAC. Head Seminar Hall
12/11/2012	Hari's meeting	Library charge PTA meeting discussion
15/11/2012	PTWA	Parents Teacher welfare Association Executive Committee
21/11/2012	Department meeting	Department meeting
22/11/2012	IQAC Meeting	Organizing committee of Alap 2012
	Staff Meeting	Orientation class for Visual Science and Arts students

Date	Nature of meeting	Purpose / Agenda
8-02-23	Department Meeting	NAAC Visit - Final Preperation
15-02-23	Staff and NAAC Peer team	Exit Meeting - NAAC Visit
16/02/23	Staff	College Day
22/2/23	HoD Meeting	Date fixing of - Sports Day, Fine arts, Merit Day, Sent off
23/2/23	Department Meeting with Principal	Finalization of Departmental activities, Book Donation Drive Observation Visit.
3/3/23	College	Sports Day
6/3/23	College	Farewell for 3rd year.
16/3/23	Department	Book Donation Campaign
22/3/23	College	Staff Day

Purpose / Agenda

Date	Nature of Meeting	Purpose Agenda
26/05/21	Staff & Non teaching staff	Staff Long feedback staff tour

Record of invigilation duty in Internal University examinations

Internal				University		
Date	Date	Date	Date	Date	Date	Date
30/3/2023			16/01/2024			
			18/03/2023			
			21/03/2025			