



DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

Co-Educational Jain Minority Institution

Owned & Managed by Tamil Nadu Educational & Medical Trust

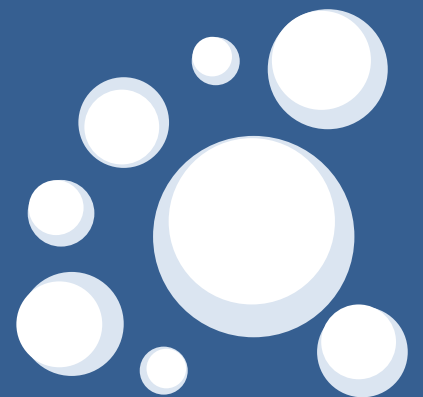
Approved by Government of Tamil Nadu & Affiliated to University of Madras

Re-Accredited by NAAC with "A" Grade

Thoraipakkam, Chennai – 600 097, Tamil Nadu, India

“Faculty Work Diary / Planner”

Academic Year 2017-18
(Even Semester)





DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

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DHANRAJ BAID JAIN COLLEGE

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FACULTY PROFILE – ONE PAGER

Faculty Name			
Designation		Department	
Shift I / II		Working Hrs	
Communication Address		Permanent Address	
Contact No.		Email Id	
Qualifications			
Degree	Specialization	College / University	Year of Passing
NET Qualified – (Yes) or (No)			
SLET Qualified – (Yes) or (No)			
No. of Years of Experiences (In DBJC till Nov 2017)			
No. of Years of Teaching Experience (Outside DBJC)			
No. of Years of Corporate Experience			

Signature of Faculty

Signature of HoD



DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

Time-Table

Day Order	1	2	3	4	5
I					
II					
III					
IV					
V					
VI					

Allocated Subjects

S No	Class	Subject	No. of Hours
1			
2			
3			
4			
5			

Faculty Signature

HoD Signature



DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

ESTIMATED SEMESTER PLAN

Subject 1:.....

Class:.....

Subject Outcome

Unit-wise Outcome		Methodology to be used
Unit 1		
Unit 2		
Unit 3		
Unit 4		
Unit 5		

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
1			Nov. 27 to Dec. 04, 2017	06
2			Dec. 05 to Dec. 11, 2017	06
3			Dec. 12 to Dec. 16, 2017	05
4			Jan. 02 to Jan. 06, 2018	05

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
5			Jan. 08 to Jan. 12, 2018	05
6		Continuous Assessment Test – I	Jan. 17 to Jan. 22, 2018	05
7			Jan. 23 to Jan. 29, 2018	04
8			Jan. 30 to Feb. 05, 2018	06

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
9			Feb. 06 to Feb. 14, 2018	07
10		Continuous Assessment Test – II	Feb. 15 to Feb. 21, 2018	05
11			Feb. 22 to Mar. 01, 2018	06
12			Mar. 02 to Mar. 08, 2018	06

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
13			Mar. 09 to Mar. 17, 2018	07
14		Model Examination	Mar. 19 to Mar. 23, 2018	05
15			Mar. 24 to Apr. 03, 2018	06
16			Apr. 04 to Apr. 10, 2018	06

Faculty Signature

HoD Signature



DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

ESTIMATED SEMESTER PLAN

Subject 2:.....

Class:.....

Subject Outcome

Unit-wise Outcome		Methodology to be used
Unit 1		
Unit 2		
Unit 3		
Unit 4		
Unit 5		

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
1			Nov. 27 to Dec. 04, 2017	06
2			Dec. 05 to Dec. 11, 2017	06
3			Dec. 12 to Dec. 16, 2017	05
4			Jan. 02 to Jan. 06, 2018	05

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
5			Jan. 08 to Jan. 12, 2018	05
6		Continuous Assessment Test – I	Jan. 17 to Jan. 22, 2018	05
7			Jan. 23 to Jan. 29, 2018	04
8			Jan. 30 to Feb. 05, 2018	06

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
9			Feb. 06 to Feb. 14, 2018	07
10		Continuous Assessment Test – II	Feb. 15 to Feb. 21, 2018	05
11			Feb. 22 to Mar. 01, 2018	06
12			Mar. 02 to Mar. 08, 2018	06

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
13			Mar. 09 to Mar. 17, 2018	07
14		Model Examination	Mar. 19 to Mar. 23, 2018	05
15			Mar. 24 to Apr. 03, 2018	06
16			Apr. 04 to Apr. 10, 2018	06

Faculty Signature

HoD Signature



DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

ESTIMATED SEMESTER PLAN

Subject 3:.....

Class:.....

Subject Outcome

Unit-wise Outcome		Methodology to be used
Unit 1		
Unit 2		
Unit 3		
Unit 4		
Unit 5		

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
1			Nov. 27 to Dec. 04, 2017	06
2			Dec. 05 to Dec. 11, 2017	06
3			Dec. 12 to Dec. 16, 2017	05
4			Jan. 02 to Jan. 06, 2018	05

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
5			Jan. 08 to Jan. 12, 2018	05
6		Continuous Assessment Test – I	Jan. 17 to Jan. 22, 2018	05
7			Jan. 23 to Jan. 29, 2018	04
8			Jan. 30 to Feb. 05, 2018	06

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
9			Feb. 06 to Feb. 14, 2018	07
10		Continuous Assessment Test – II	Feb. 15 to Feb. 21, 2018	05
11			Feb. 22 to Mar. 01, 2018	06
12			Mar. 02 to Mar. 08, 2018	06

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
13			Mar. 09 to Mar. 17, 2018	07
14		Model Examination	Mar. 19 to Mar. 23, 2018	05
15			Mar. 24 to Apr. 03, 2018	06
16			Apr. 04 to Apr. 10, 2018	06

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DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

ESTIMATED SEMESTER PLAN

Subject 4:.....

Class:.....

Subject Outcome

Unit-wise Outcome		Methodology to be used
Unit 1		
Unit 2		
Unit 3		
Unit 4		
Unit 5		

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
1			Nov. 27 to Dec. 04, 2017	06
2			Dec. 05 to Dec. 11, 2017	06
3			Dec. 12 to Dec. 16, 2017	05
4			Jan. 02 to Jan. 06, 2018	05

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
5			Jan. 08 to Jan. 12, 2018	05
6		Continuous Assessment Test – I	Jan. 17 to Jan. 22, 2018	05
7			Jan. 23 to Jan. 29, 2018	04
8			Jan. 30 to Feb. 05, 2018	06

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
9			Feb. 06 to Feb. 14, 2018	07
10		Continuous Assessment Test – II	Feb. 15 to Feb. 21, 2018	05
11			Feb. 22 to Mar. 01, 2018	06
12			Mar. 02 to Mar. 08, 2018	06

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
13			Mar. 09 to Mar. 17, 2018	07
14		Model Examination	Mar. 19 to Mar. 23, 2018	05
15			Mar. 24 to Apr. 03, 2018	06
16			Apr. 04 to Apr. 10, 2018	06

Faculty Signature

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DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

ESTIMATED SEMESTER PLAN

Subject 5:.....

Class:.....

Subject Outcome

Unit-wise Outcome		Methodology to be used
Unit 1		
Unit 2		
Unit 3		
Unit 4		
Unit 5		

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
1			Nov. 27 to Dec. 04, 2017	06
2			Dec. 05 to Dec. 11, 2017	06
3			Dec. 12 to Dec. 16, 2017	05
4			Jan. 02 to Jan. 06, 2018	05

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
5			Jan. 08 to Jan. 12, 2018	05
6		Continuous Assessment Test – I	Jan. 17 to Jan. 22, 2018	05
7			Jan. 23 to Jan. 29, 2018	04
8			Jan. 30 to Feb. 05, 2018	06

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
9			Feb. 06 to Feb. 14, 2018	07
10		Continuous Assessment Test – II	Feb. 15 to Feb. 21, 2018	05
11			Feb. 22 to Mar. 01, 2018	06
12			Mar. 02 to Mar. 08, 2018	06

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
13			Mar. 09 to Mar. 17, 2018	07
14		Model Examination	Mar. 19 to Mar. 23, 2018	05
15			Mar. 24 to Apr. 03, 2018	06
16			Apr. 04 to Apr. 10, 2018	06

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DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

DAILY WORK SHEET

Subject 1:.....

Class:.....

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Faculty Signature

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DAILY WORK SHEET

Subject 2:.....

Class:.....

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Faculty Signature

HoD Signature



DHANRAJ BAID JAIN COLLEGE

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DAILY WORK SHEET

Subject 3:.....

Class:.....

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

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DAILY WORK SHEET

Subject 4:.....

Class:.....

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Faculty Signature

HoD Signature



DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

DAILY WORK SHEET

Subject 5:.....

Class:.....

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

Date	Day Order	Hour	Unit	Topics Covered	Methodology Used

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HoD Signature



DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

DETAILS OF ADDITIONAL CLASSES TAKEN

Date	Day Order	Hour	Class	Topics Covered	Handled for

Date	Day Order	Hour	Class	Topics Covered	Handled for

Date	Day Order	Hour	Class	Topics Covered	Handled for

Date	Day Order	Hour	Class	Topics Covered	Handled for

Date	Day Order	Hour	Class	Topics Covered	Handled for

Faculty Signature

HoD Signature



DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

DETAILS OF SUBSTITUTED CLASSES

Date	Day Order	Hour	Class	Topics Covered	Name &Signature of the Substituted Person

Date	Day Order	Hour	Class	Topics Covered	Name & Signature of the Substituted Person



DHANRAJ BAID JAIN COLLEGE

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DETAILS OF SEMINAR CONDUCTED AT CLASS ROOM

Date	Class	Subject	Topics	No. of Students Presented

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DHANRAJ BAID JAIN COLLEGE

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DETAILS OF POWERPOINT PRESENTATION IN CLASSROOM BY STUDENTS / FACULTY

Date	Class	Subject	Topic	Prepared By

Faculty Signature

HoD Signature



DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

DETAILS OF ASSIGNMENTS GIVEN

Subject 1:

Unit	Topic	Type of Assignment	Deadline	No. of Students submitted
I				
II				
III				
IV				
V				

Subject 2:

Unit	Topic	Type of Assignment	Deadline	No. of Students submitted
I				
II				
III				
IV				
V				

Faculty Signature

HoD Signature

Subject 3:

Unit	Topic	Type of Assignment	Deadline	No. of Students submitted
I				
II				
III				
IV				
V				

Subject 4:

Unit	Topic	Type of Assignment	Deadline	No. of Students submitted
I				
II				
III				
IV				
V				

Subject 5:

Unit	Topic	Type of Assignment	Deadline	No. of Students submitted
I				
II				
III				
IV				
V				

Faculty Signature

HoD Signature



DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

DETAILS OF REMEDIAL CLASSES / REVISIONS

Date	Class	Subject	Topics Covered	No. of Hours	No. of Students

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HoD Signature



DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

STATUS SHEET OF SYLLABUS COVERED (%)

S No	Syllabus Covered as on	Subject 1	Subject 2	Subject 3	Subject 4
1	January 12, 2018				
2	January 31, 2018				
3	February 14, 2018				
4	February 28, 2018				
5	March 17, 2018				
6	April 10, 2018				

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[illegible]



DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)

STATEMENT OF MARKS

Subject 1:

Class:

S. No.	Roll No.	Name	CA - 1	CA - 2	CA - 3	AS - 1	AS - 2	Model Exam	Total	Internal Marks
			80	80	80	10	10	80	100	20
1										
2										
3										
4										
5										
6										
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62										
63										
64										
65										
66										
67										
68										
69										
70										
	No. of Students Appeared									
	No. of Students Passed									
	No. of Students Failed									
	No. of Students Absent									
	Class Average									
	Pass percentage									

Faculty Signature

HoD Signature



DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)

STATEMENT OF MARKS

Subject 2:

Class:

S. No.	Roll No.	Name	CA - 1	CA - 2	CA - 3	AS - 1	AS - 2	Model Exam	Total	Internal Marks
			80	80	80	10	10	80	100	20
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
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65										
66										
67										
68										
69										
70										
	No. of Students Appeared									
	No. of Students Passed									
	No. of Students Failed									
	No. of Students Absent									
	Class Average									
	Pass percentage									

Faculty Signature

HoD Signature



DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)

STATEMENT OF MARKS

Subject 3:

Class:

S. No.	Roll No.	Name	CA - 1	CA - 2	CA - 3	AS - 1	AS - 2	Model Exam	Total	Internal Marks
			80	80	80	10	10	80	100	20
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
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61										
62										
63										
64										
65										
66										
67										
68										
69										
70										
	No. of Students Appeared									
	No. of Students Passed									
	No. of Students Failed									
	No. of Students Absent									
	Class Average									
	Pass percentage									

Faculty Signature

HoD Signature



DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)

STATEMENT OF MARKS

Subject 4:

Class:

S. No.	Roll No.	Name	CA - 1	CA - 2	CA - 3	AS - 1	AS - 2	Model Exam	Total	Internal Marks
			80	80	80	10	10	80	100	20
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
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65										
66										
67										
68										
69										
70										
	No. of Students Appeared									
	No. of Students Passed									
	No. of Students Failed									
	No. of Students Absent									
	Class Average									
	Pass percentage									

Faculty Signature

HoD Signature



DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)

STATEMENT OF MARKS

Subject 5:

Class:

S. No.	Roll No.	Name	CA - 1	CA - 2	CA - 3	AS - 1	AS - 2	Model Exam	Total	Internal Marks
			80	80	80	10	10	80	100	20
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
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70										
	No. of Students Appeared									
	No. of Students Passed									
	No. of Students Failed									
	No. of Students Absent									
	Class Average									
	Pass percentage									

Faculty Signature

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DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

MOOC Courses / Online Free Courses

S No.	Title of the Course	Duration of the Course	Name of the University offering the course

Year	S No.	Title of the Course	Duration of the Course	Name of the University offering the course	No. of Student beneficiaries
First Year	a)				
	b)				
	c)				
Second Year	a)				
	b)				
	c)				
Third Year	a)				
	b)				
	c)				
PG	a)				
	b)				
	c)				

- ✓ *It is mandatory to complete atleast two per student.*
- ✓ *Course completion to be preserved in the Department.*

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