



# **DHANRAJ BAID JAIN COLLEGE**

**(AUTONOMOUS)**

*Co-Educational Jain Minority Institution*

*Owned & Managed by Tamilnadu Educational & Medical Trust*

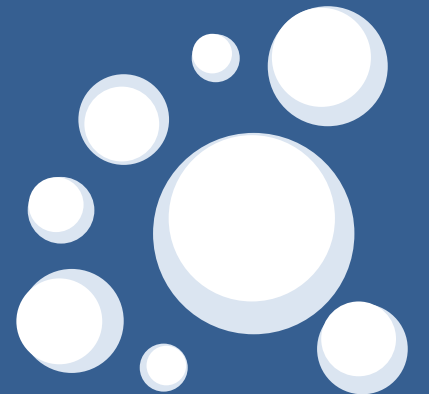
*Approved by Government of Tamil Nadu & Affiliated to University of Madras*

*Re-Accredited by NAAC with "A' Grade*

**Thoraipakkam, Chennai – 600 097**

## **“Faculty Work Diary / Planner”**

**Academic Year 2017-18**  
**(Odd Semester)**





# DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

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# DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

## FACULTY PROFILE – ONE PAGER

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

**Signature of Faculty**

**Signature of HoD**



# **DHANRAJ BAID JAIN COLLEGE**

**(AUTONOMOUS)**

## **Time-Table**

<b>Day Order</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>I</b>					
<b>II</b>					
<b>III</b>					
<b>IV</b>					
<b>V</b>					
<b>VI</b>					

## **Allocated Subjects**

<b>S No</b>	<b>Class</b>	<b>Subject</b>	<b>No of Hours</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			

**Faculty Signature**

**HoD Signature**



# DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

## ESTIMATED SEMESTER PLAN

Subject 1:.....

Class:.....

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
1			16 <sup>th</sup> June 2017 to 22 <sup>nd</sup> June 2017 (6 Days)	
2			23 <sup>rd</sup> June 2017 to 1 <sup>st</sup> July 2017 (6 Days)	
3			3 <sup>rd</sup> July 2017 to 10 <sup>th</sup> July 2017 (6 Days)	

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
4			11 <sup>th</sup> July 2017 to 17 <sup>th</sup> July 2017 (6 Days)	
5			18 <sup>th</sup> July 2017 To 25 <sup>th</sup> July 2017 (6 Days)	
6			26 <sup>th</sup> July 2017 to 1 <sup>st</sup> August 2017 (6 Days)	
7			2 <sup>nd</sup> August 2017 to 4 <sup>th</sup> August 2017 (3 Days)	

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
8		<b>Continuous Assessment Test - I</b>	8 <sup>th</sup> August 2017 to 12 <sup>th</sup> August 2017 (5 Days)	
9			16 <sup>th</sup> August 2017 to 29 <sup>th</sup> August 2017 (4 Days)	
10			30 <sup>th</sup> August 2017 to 6 <sup>th</sup> September 2017 (6 Days)	
11			7 <sup>th</sup> September 2017 to 13 <sup>th</sup> September 2017 (6 Days)	

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
12			14 <sup>th</sup> September 2017 to 16 <sup>th</sup> September 2017 (3 Days)	
13		<b>Continuous Assessment Test - II</b>	18 <sup>th</sup> September 2017 to 23 <sup>rd</sup> September 2017 (6 Days)	
14			25 <sup>th</sup> September 2017 to 28 <sup>th</sup> September 2017 (4 Days)	
15			3 <sup>rd</sup> October 2017 to 7 <sup>th</sup> October 2017 (5 Days)	



S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
16			9 <sup>th</sup> October 2017 to 17 <sup>th</sup> October 2017 (7 Days)	
17		<b>Model Examination</b>	23 <sup>rd</sup> October 2017 to 27 <sup>th</sup> October 2017 (5 Days)	
18			30 <sup>th</sup> October 2017 to 4 <sup>th</sup> November 2017 (5 Days)	

**Faculty Signature**

**HoD Signature**



# DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

## ESTIMATED SEMESTER PLAN

Subject 2:.....

Class:.....

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
1			16 <sup>th</sup> June 2017 to 22 <sup>nd</sup> June 2017 (6 Days)	
2			23 <sup>rd</sup> June 2017 to 1 <sup>st</sup> July 2017 (6 Days)	
3			3 <sup>rd</sup> July 2017 to 10 <sup>th</sup> July 2017 (6 Days)	

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
4			11 <sup>th</sup> July 2017 to 17 <sup>th</sup> July 2017 (6 Days)	
5			18 <sup>th</sup> July 2017 To 25 <sup>th</sup> July 2017 (6 Days)	
6			26 <sup>th</sup> July 2017 to 1 <sup>st</sup> August 2017 (6 Days)	
7			2 <sup>nd</sup> August 2017 to 4 <sup>th</sup> August 2017 (3 Days)	

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
8		<b>Continuous Assessment Test - I</b>	8 <sup>th</sup> August 2017 to 12 <sup>th</sup> August 2017 (5 Days)	
9			16 <sup>th</sup> August 2017 to 29 <sup>th</sup> August 2017 (4 Days)	
10			30 <sup>th</sup> August 2017 to 6 <sup>th</sup> September 2017 (6 Days)	
11			7 <sup>th</sup> September 2017 to 13 <sup>th</sup> September 2017 (6 Days)	

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
12			14 <sup>th</sup> September 2017 to 16 <sup>th</sup> September 2017 (3 Days)	
13		<b>Continuous Assessment Test - II</b>	18 <sup>th</sup> September 2017 to 23 <sup>rd</sup> September 2017 (6 Days)	
14			25 <sup>th</sup> September 2017 to 28 <sup>th</sup> September 2017 (4 Days)	
15			3 <sup>rd</sup> October 2017 to 7 <sup>th</sup> October 2017 (5 Days)	

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
16			9 <sup>th</sup> October 2017 to 17 <sup>th</sup> October 2017 (7 Days)	
17		<b>Model Examination</b>	23 <sup>rd</sup> October 2017 to 27 <sup>th</sup> October 2017 (5 Days)	
18			30 <sup>th</sup> October 2017 to 4 <sup>th</sup> November 2017 (5 Days)	

**Faculty Signature**

**HoD Signature**



# DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

## ESTIMATED SEMESTER PLAN

Subject 3:.....

Class:.....

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
1			16 <sup>th</sup> June 2017 to 22 <sup>nd</sup> June 2017 (6 Days)	
2			23 <sup>rd</sup> June 2017 to 1 <sup>st</sup> July 2017 (6 Days)	
3			3 <sup>rd</sup> July 2017 to 10 <sup>th</sup> July 2017 (6 Days)	

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
4			11 <sup>th</sup> July 2017 to 17 <sup>th</sup> July 2017 (6 Days)	
5			18 <sup>th</sup> July 2017 To 25 <sup>th</sup> July 2017 (6 Days)	
6			26 <sup>th</sup> July 2017 to 1 <sup>st</sup> August 2017 (6 Days)	
7			2 <sup>nd</sup> August 2017 to 4 <sup>th</sup> August 2017 (3 Days)	



S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
8		<b>Continuous Assessment Test - I</b>	8 <sup>th</sup> August 2017 to 12 <sup>th</sup> August 2017 (5 Days)	
9			16 <sup>th</sup> August 2017 to 29 <sup>th</sup> August 2017 (4 Days)	
10			30 <sup>th</sup> August 2017 to 6 <sup>th</sup> September 2017 (6 Days)	
11			7 <sup>th</sup> September 2017 to 13 <sup>th</sup> September 2017 (6 Days)	

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
12			14 <sup>th</sup> September 2017 to 16 <sup>th</sup> September 2017 (3 Days)	
13		<b>Continuous Assessment Test - II</b>	18 <sup>th</sup> September 2017 to 23 <sup>rd</sup> September 2017 (6 Days)	
14			25 <sup>th</sup> September 2017 to 28 <sup>th</sup> September 2017 (4 Days)	
15			3 <sup>rd</sup> October 2017 to 7 <sup>th</sup> October 2017 (5 Days)	

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
16			9 <sup>th</sup> October 2017 to 17 <sup>th</sup> October 2017 (7 Days)	
17		<b>Model Examination</b>	23 <sup>rd</sup> October 2017 to 27 <sup>th</sup> October 2017 (5 Days)	
18			30 <sup>th</sup> October 2017 to 4 <sup>th</sup> November 2017 (5 Days)	

**Faculty Signature**

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# DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

## ESTIMATED SEMESTER PLAN

Subject 4:.....

Class:.....

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
1			16 <sup>th</sup> June 2017 to 22 <sup>nd</sup> June 2017 (6 Days)	
2			23 <sup>rd</sup> June 2017 to 1 <sup>st</sup> July 2017 (6 Days)	
3			3 <sup>rd</sup> July 2017 to 10 <sup>th</sup> July 2017 (6 Days)	

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
4			11 <sup>th</sup> July 2017 to 17 <sup>th</sup> July 2017 (6 Days)	
5			18 <sup>th</sup> July 2017 To 25 <sup>th</sup> July 2017 (6 Days)	
6			26 <sup>th</sup> July 2017 to 1 <sup>st</sup> August 2017 (6 Days)	
7			2 <sup>nd</sup> August 2017 to 4 <sup>th</sup> August 2017 (3 Days)	

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
8		<b>Continuous Assessment Test - I</b>	8 <sup>th</sup> August 2017 to 12 <sup>th</sup> August 2017 (5 Days)	
9			16 <sup>th</sup> August 2017 to 29 <sup>th</sup> August 2017 (4 Days)	
10			30 <sup>th</sup> August 2017 to 6 <sup>th</sup> September 2017 (6 Days)	
11			7 <sup>th</sup> September 2017 to 13 <sup>th</sup> September 2017 (6 Days)	

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
12			14 <sup>th</sup> September 2017 to 16 <sup>th</sup> September 2017 (3 Days)	
13		<b>Continuous Assessment Test - II</b>	18 <sup>th</sup> September 2017 to 23 <sup>rd</sup> September 2017 (6 Days)	
14			25 <sup>th</sup> September 2017 to 28 <sup>th</sup> September 2017 (4 Days)	
15			3 <sup>rd</sup> October 2017 to 7 <sup>th</sup> October 2017 (5 Days)	

S No	Unit	Topic	Scheduled Dates	Estimated No. of Hrs
16			9 <sup>th</sup> October 2017 to 17 <sup>th</sup> October 2017 (7 Days)	
17		<b>Model Examination</b>	23 <sup>rd</sup> October 2017 to 27 <sup>th</sup> October 2017 (5 Days)	
18			30 <sup>th</sup> October 2017 to 4 <sup>th</sup> November 2017 (5 Days)	

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# DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

## DAILY WORK SHEET

Subject 1:.....

Class:.....

Date	Day Order	Hour	Unit	Topics Covered

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

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# DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

## DAILY WORK SHEET

Subject 2:.....

Class:.....

Date	Day Order	Hour	Unit	Topics Covered

Date	Day Order	Hour	Unit	Topics Covered

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

**Faculty Signature**

**HoD Signature**





# DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

## DAILY WORK SHEET

Subject 3:.....

Class:.....

Date	Day Order	Hour	Unit	Topics Covered

Date	Day Order	Hour	Unit	Topics Covered

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

**Faculty Signature**

**HoD Signature**





# DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

## DAILY WORK SHEET

Subject 4:.....

Class:.....

Date	Day Order	Hour	Unit	Topics Covered

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Unit</b>	<b>Topics Covered</b>

**Faculty Signature**

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# **DHANRAJ BAID JAIN COLLEGE**

**(AUTONOMOUS)**

## **DETAILS OF ADDITIONAL CLASSES**

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Class</b>	<b>Topics Covered</b>

Date	Day Order	Hour	Class	Topics Covered

Date	Day Order	Hour	Class	Topics Covered

Date	Day Order	Hour	Class	Topics Covered

Faculty Signature

HoD Signature



# **DHANRAJ BAID JAIN COLLEGE**

**(AUTONOMOUS)**

## **DETAILS OF SUBSTITUTED CLASSES**

<b>Date</b>	<b>Day Order</b>	<b>Hour</b>	<b>Class</b>	<b>Substituted By</b>	<b>Signature of the Substituted Person</b>











# DHANRAJ BAID JAIN COLLEGE

(AUTONOMOUS)

## DETAILS OF SEMINAR CONDUCTED AT CLASS ROOM

Date	Class	Subject	Topic	No of Students Presented

Faculty Signature

HoD Signature



# **DHANRAJ BAID JAIN COLLEGE**

**(AUTONOMOUS)**

## **DETAILS OF POWERPOINT PRESENTATION IN CLASSROOM BY STUDENTS / FACULTY**

<b>Date</b>	<b>Class</b>	<b>Subject</b>	<b>Topic</b>	<b>Prepared By</b>

**Faculty Signature**

**HoD Signature**



# **DHANRAJ BAID JAIN COLLEGE**

**(AUTONOMOUS)**

## **DETAILS OF ASSIGNMENTS GIVEN**

**Subject 1: .....**

<b>Unit</b>	<b>Topic</b>	<b>Type of Assignment</b>	<b>Deadline</b>
<b>I</b>			
<b>II</b>			
<b>III</b>			
<b>IV</b>			
<b>V</b>			

**Subject 2: .....**

<b>Unit</b>	<b>Topic</b>	<b>Type of Assignment</b>	<b>Deadline</b>
<b>I</b>			
<b>II</b>			
<b>III</b>			
<b>IV</b>			
<b>V</b>			

**Subject 3: .....**

<b>Unit</b>	<b>Topic</b>	<b>Type of Assignment</b>	<b>Deadline</b>
<b>I</b>			
<b>II</b>			
<b>III</b>			
<b>IV</b>			
<b>V</b>			

**Subject 4: .....**

<b>Unit</b>	<b>Topic</b>	<b>Type of Assignment</b>	<b>Deadline</b>
<b>I</b>			
<b>II</b>			
<b>III</b>			
<b>IV</b>			
<b>V</b>			

**Faculty Signature**

**HoD Signature**



# **DHANRAJ BAID JAIN COLLEGE**

**(AUTONOMOUS)**

## **DETAILS OF REMEDIAL CLASSES / REVISIONS**

<b>Date</b>	<b>Class</b>	<b>Subject</b>	<b>Topic</b>

**Faculty Signature**

**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	15 <sup>th</sup> July 2017				
2	3 <sup>rd</sup> August 2017				
3	31 <sup>st</sup> August 2017				
4	16 <sup>th</sup> September 2017				
5	17 <sup>th</sup> October 2017				
6	5 <sup>th</sup> November 2017				

**Faculty Signature**

**HoD Signature**



<b>Total No. of Leave Taken during Odd Semester</b>	
<b>Remaining Leave Available for Even Semester</b>	

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# DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)

## STATEMENT OF MARKS

Subject 1: .....

Class: .....

S. No.	Roll No.	Name	CA - 1	CA - 2	CA - 3 (Optional)	AS - 1	AS - 2	Model Exam	Total	Internal Marks
			80	80	80			80	100	20
1										
2										
3										
4										
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67										
68										
69										
70										
	<b>No. of Students Appeared</b>									
	<b>No. of Students Passed</b>									
	<b>No. of Students Failed</b>									
	<b>No. of Students Absent</b>									
	<b>Class Average</b>									
	<b>Pass percentage</b>									

**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 (Optional)	AS - 1	AS - 2	Model Exam	Total	Internal Marks
			80	80	80			80	100	20
1										
2										
3										
4										
5										
6										
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67										
68										
69										
70										
	<b>No. of Students Appeared</b>									
	<b>No. of Students Passed</b>									
	<b>No. of Students Failed</b>									
	<b>No. of Students Absent</b>									
	<b>Class Average</b>									
	<b>Pass percentage</b>									

**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 (Optional)	AS - 1	AS - 2	Model Exam	Total	Internal Marks
			80	80	80			80	100	20
1										
2										
3										
4										
5										
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	<b>No. of Students Appeared</b>									
	<b>No. of Students Passed</b>									
	<b>No. of Students Failed</b>									
	<b>No. of Students Absent</b>									
	<b>Class Average</b>									
	<b>Pass percentage</b>									

**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 (Optional)	AS - 1	AS - 2	Model Exam	Total	Internal Marks
			80	80	80			80	100	20
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	<b>No. of Students Appeared</b>									
	<b>No. of Students Passed</b>									
	<b>No. of Students Failed</b>									
	<b>No. of Students Absent</b>									
	<b>Class Average</b>									
	<b>Pass percentage</b>									

**Faculty Signature**

**HoD Signature**