



Mahatma Education Society's
Pillai HOC College of Arts , Science & Commerce,
Khalapur HOC Colony Rd, Rasayani
(Autonomous)
NAAC Accredited with "A+" Grade in Cycle II

Pillai

FACULTY HANDBOOK

Name :

Designation :

Department :

Semester : A.Y :

Semester Duration:

Pillai HOCL Educational Campus, HOC Colony, Rasayani, Via Panvel, District–
Raigad, Maharashtra—410207

Website: www.phcasc.ac.in | Telephone No. : 02192-252005



INDEX

Sr. No.	Title
1	Academic Calendar
2	Individual Time Table
3	Semester Plan
4	Lecture Adjustment
5	Report Syllabus Completion Status
6	Syllabus Completion Certificate
7	Duty Allocation
8	Committee/Criterion Work
9	Details of Publication
10	CAP Details



1. Academic Calendar



Mahatma Education Society's

College Code: 870

PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE

Pillai HOCL Educational Campus, HOC Colony, Rasayani, Via. Panvel, Dist. Raigad. Pin 410207

Tel: 02192 - 669000 / 01 / 02 / 03 / 04 / 05 / 06 / 07 / 08 / 09 Website : www.phcasc.ac.in Email : phcasc@mes.ac.in

(NAAC Accredited 'A+' Grade, CGPA - 3.26 in Cycle 2 & ISO 9001:2015 Certified)

Affiliated to the University of Mumbai, Approved by Government of Maharashtra

(AUTONOMOUS)

ACADEMIC CALENDAR FOR A. Y. 2026-27

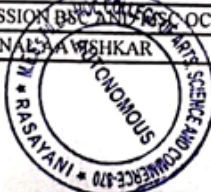
Date	Day-	Activity
June 12 2026	FRIDAY	STAFF MEETING, IQAC MEETING, COLLEGE REOPENS AFTER SUMMER VACATIONS AND ORIENTATION FOR ALL SY AND TY STUDENTS OF UG AND ALL PG PROGRAMMES
June 15 2026	MONDAY	AAVISHKAR ORIENTATION FOR STAFF
June 16 2026	TUESDAY	WORLD ENVIRONMENT DAY (ISR) AND NATURE CLUB
June 20 2026	SATURDAY	INTERNATIONAL YOGA DAY
June 22 2026	MONDAY	INTERNATIONAL YOGA DAY (WDC) / ORIENTATION FOR ALL FY STUDENTS OF UG PROGRAMME
June 25 2026	THURSDAY	RESEARCH METHODOLOGY- FACULTY OF SCIENCE: CS
June 26 2026	FRIDAY	MUHARRAM
June 27 2026	SATURDAY	FILM DRAMA & MUSIC CLUB - REEL MAKING
June 29 2026	MONDAY	YRC ORIENTATION
June 30 2026	TUESDAY	AAVISHKAR ORIENTATION FOR STUDENTS
July 3 2026	FRIDAY	THE DUM-EXPLOSION: A MULTI-CULTURAL FEAST / INTERNATIONAL PLASTIC BAG FREE DAY (ISR)
July 4 2026	SATURDAY	RESEARCH METHODOLOGY- FACULTY OF ARTS
July 7 2026	TUESDAY	YRC PLASTIC FREE COMMUNITY / WORLD CHOCOLATE DAY (CHOCOLATE MAKING WORKSHOP)
July 11 2026	SATURDAY	ALUMINI / FEP - CS
July 13 2026	MONDAY	DLLE ORIENTATION
July 17 2026	FRIDAY	RESEARCH METHODOLOGY- FACULTY OF COMMERCE: BBI
July 18 2026	SATURDAY	ALUMIN/ FEP - IT/ -- FRESHERS' DAY 2026 (CULTURAL ASSOCIATION)
July 22 2026	WEDNESDAY	PI APPROXIMATION DAY (MATH CLUB)
July 23 2026	THURSDAY	RESEARCH METHODOLOGY- FACULTY OF SCIENCE: IT
July 25 2026	SATURDAY	STAFF MEETING
July 29 2026	WEDNESDAY	GURUPOURNIMA (CULTURAL ASSOCIATION)
July 31 2026	FRIDAY	IT CLUB EVENT
August 1 2026	SATURDAY	ALUMIN/ FEP - DS
August 3 2026	MONDAY	NATIONAL CHEMISTRY DAY (SCIENCE CLUB)/ CONTINUOUS ASSESSMENT I
August 4 2026	TUESDAY	ALUMNI SESSION BSC AND MSC OC /CONTINUOUS ASSESSMENT I
August 5 2026	WEDNESDAY	CONTINUOUS ASSESSMENT I
August 8 2026	SATURDAY	IQAC MEETING, INTERNATIONAL DAY OF THE WORLD'S INDIGENOUS PEOPLES (ISR)/ PARENT TEACHER MEET
August 10 2026	MONDAY	ALUMNI SESSION HOSPITALITY DEPARTMENT
August 11 2026	TUESDAY	CAREER COUNSELLING EVENT
August 12 2026	WEDNESDAY	YRC ANTI DRUG AWARENESS PLEDGE
August 13 2026	THURSDAY	YRC TREE PLANTATION AND ADOPTION
August 14 2026	FRIDAY	"TASTE OF FREEDOM" - CELEBRATION AND LUNCH BY HOSPITALITY DEPARTMENT
August 15 2026	SATURDAY	INDEPENDENCE DAY
August 18 2026	TUESDAY	SEMINAR ON COMPETITIVE EXAM FOR IT/CS/DS. /FACULTY DEVELOPMENT PROGRAMME- ARTS (AUGUST 18 TO AUGUST 25, 2026)
August 20 2026	THURSDAY	CHEMSCA VENGERS HUNT (SCIENCE CLUB)
August 21 2026	FRIDAY	RESEARCH METHODOLOGY- FACULTY OF SCIENCE: DS
August 22 2026	SATURDAY	FILM DRAMA & MUSIC CLUB - PHOTOGRAPHY CHALLENGE / FOOD MELA
August 24 2026	MONDAY	RESEARCH METHODOLOGY- FACULTY OF COMMERCE: BAF
August 25 2026	TUESDAY	COMPETITIVE EXAM EVENT
August 26 2026	WEDNESDAY	ID-E- MILAD



MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS, SCIENCE
AND COMMERCE (AUTONOMOUS)
Pillai HOCL Educational Campus, HOC Colony,
Rasayani, Via. Panvel, Dist. Raigad.



August 27 2026	THURSDAY	WOMEN EQUALITY DAY - SELF-DEFENSE TRAINING SESSION(SWA & WDC) / INSOLITO
August 28 2026	FRIDAY	RAKSHA BANDHAN
August 29 2026	SATURDAY	STAFF MEETING
September 1 2026	TUESDAY	YRC SEASONAL DISEASES AWARENESS CAMPAIGN
September 2 2026	WEDNESDAY	INTELLECTUAL PROPERTY RIGHTS- FACULTY OF COMMERCE : BCOM/MCOM
September 4 2026	FRIDAY	JANMASHTAMI
September 5 2026	SATURDAY	TEACHERS' DAY (CULTURAL ASSOCIATION)
September 8 2026	TUESDAY	RESEARCH METHODOLOGY- FACULTY OF COMMERCE: BMS/INTERNATIONAL LITERACY DAY(ISR)
September 9 2026	WEDNESDAY	CAREER COUNSELLING EVENT
September 12 2026	SATURDAY	GANESH FESTIVAL CELEBRATION BY HOSPITALITY DEPARTMENT
September 14 2026	MONDAY	GANESH CHATURTHI (MID TERM BREAK)
September 15 2026	TUESDAY	
September 16 2026	WEDNESDAY	
September 17 2026	THURSDAY	
September 18 2026	FRIDAY	
September 22 2026	TUESDAY	HOSPITALITY DEPARTMENT: CONFERENCE
September 26 2026	SATURDAY	STAFF MEETING
September 28 2026	MONDAY	WORLD TOURISM DAY
October 1 2026	THURSDAY	YRC ORGAN DONATION AWARENESS
October 2 2026	FRIDAY	GANDHI JAYANTI
October 3 2026	SATURDAY	IQAC MEETING / SYLLABUS COMPLETION DATE
October 5 2026	MONDAY	FACULTY DEVELOPMENT PROGRAMME- COMMERCE DAY 1
October 6 2026	TUESDAY	FACULTY DEVELOPMENT PROGRAMME- COMMERCE DAY 2
October 7 2026	WEDNESDAY	FACULTY DEVELOPMENT PROGRAMME- COMMERCE DAY 3 / SEMESTER III & V EXAMINATION
October 8 2026	THURSDAY	FACULTY DEVELOPMENT PROGRAMME- COMMERCE DAY 4 / SEMESTER III & V EXAMINATION
October 9 2026	FRIDAY	FACULTY DEVELOPMENT PROGRAMME- COMMERCE DAY 5 / SEMESTER I, III & V EXAMINATION
October 10 2026	SATURDAY	ICT - IT/CS/ DS/CY/AI&ML / SEMESTER I, III & V EXAMINATION
October 12 2026	MONDAY	EVENT ON INTERNATIONAL DAY OF GIRL CHILD (SWA & WDC) / SEMESTER I, III & V EXAMINATION
October 13 2026	TUESDAY	SEMESTER I, III & V EXAMINATION
October 14 2026	WEDNESDAY	INTERNATIONAL E WASTE DAY (ISR)
October 16 2026	FRIDAY	WORLD FOOD DAY
October 17 2026	SATURDAY	RESEARCH METHODOLOGY- FACULTY OF ARTS
October 19 2026	MONDAY	INTERNATIONAL CHEFS DAY CELEBRATION(OCTOBER 20 2026)
October 20 2026	TUESDAY	DUSSERA
October 23 2026	FRIDAY	MOLE DAY (CHEMISTRY DEPT.)
October 24 2026	SATURDAY	STAFF MEETING, STAFF WELFARE COMMITTEE EVENT
October 26 2026	MONDAY	DIWALI BREAK (FROM OCTOBER 26, 2026 TO NOVEMBER 11, 2026)
November 5 2026	THURSDAY	DIWALI CELEBRATION (CULTURAL ASSOCIATION)/ SEMESTER I, II, III & IV UG ATKT EXAMINATION
November 6 2026	FRIDAY	DIWALI BREAK / SEMESTER I, II, III & IV UG ATKT EXAMINATION
November 7 2026	SATURDAY	DIWALI BREAK / SEMESTER I, II, III & IV UG ATKT EXAMINATION
November 8 2026	SUNDAY	DIWALI
November 12 2026	THURSDAY	EVEN SEMESTER STARTS AFTER DIWALI BREAK
November 14 2026	SATURDAY	CAKE MIXING -THEME: THE SPIRIT OF SOAKING
November 16 2026	MONDAY	INTERNATIONAL SCIENCE DAY (SCIENCE CLUB) / FACULTY DEVELOPMENT PROGRAMME- SCIENCE DAY 1
November 17 2026	TUESDAY	FACULTY DEVELOPMENT PROGRAMME- SCIENCE DAY 2
November 18 2026	WEDNESDAY	FACULTY DEVELOPMENT PROGRAMME- SCIENCE DAY 3
November 19 2026	THURSDAY	FACULTY DEVELOPMENT PROGRAMME- SCIENCE DAY 4
November 20 2026	FRIDAY	FACULTY DEVELOPMENT PROGRAMME- SCIENCE DAY 5
November 21 2026	SATURDAY	FILM DRAMA & MUSIC CLUB - FILM SCREENING / FACULTY DEVELOPMENT PROGRAMME- SCIENCE DAY 6
November 23 2026	MONDAY	ALUMNI SESSION BSC AND BBA
November 24 2026	TUESDAY	INSTITUTIONAL DAY



(Signature)

PRINCIPAL
MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS, SCIENCE
AND COMMERCE (AUTONOMOUS)
Pillai HOCL Educational Campus, HOC Colony
Rasayani, Via-Panvel, Dist-Raigad - 410207



November 25 2026	WEDNESDAY	YRC HEART HEALTH AWARENESS PROGRAM, 16 DAYS OF ACTIVISM (SWA & WDC)
November 26 2026	THURSDAY	CONSTITUTION DAY (ISR)
November 27 2026	FRIDAY	OUTREACH - IT/CS/DS/CY/AI & ML
November 28 2026	SATURDAY	INTELLECTUAL PROPERTY RIGHTS- FACULTY OF COMMERCE : BMS
December 1 2026	TUESDAY	YRC RALLY ON AIDS DAY
December 2 2026	WEDNESDAY	INTELLECTUAL PROPERTY RIGHTS- FACULTY OF COMMERCE : BBI
December 3 2026	THURSDAY	IQAC MEETING
December 4 2026	FRIDAY	HACKETHON /SEMESTER I, III AND V EXAMINATION, DECEMBER 2026 (ROUND 2)
December 5 2026	SATURDAY	HACKETHON /SEMESTER I, III AND V EXAMINATION, DECEMBER 2026 (ROUND 2)
December 7 2026	MONDAY	SEMESTER I, III AND V EXAMINATION, DECEMBER 2026 (ROUND 2)
December 8 2026	TUESDAY	NATIONAL POLLUTION CONTROL DAY- NATURE CLUB
December 9 2026	WEDNESDAY	EVENT ON PREVENTION OF SEXUAL HARASSMENT (SWA & WDC)
December 10 2026	THURSDAY	HUMAN RIGHTS DAY (ISR), 16 DAYS OF ACTIVISM (SWA & WDC)
December 11 2026	FRIDAY	IT CLUB EVENT
December 12 2026	SATURDAY	ALUMNI GUIDANCE SESSION - FACULTY OF COMMERCE- BMS
December 15 2026	TUESDAY	DR APJ ABDUL KALAM MEMORIAL STUDENTS SEMINAR SERIES
December 16 2026	WEDNESDAY	COMPETITIVE EXAM CELL EVENT
December 18 2026	FRIDAY	INTELLECTUAL PROPERTY RIGHTS- FACULTY OF SCIENCE : CS
December 19 2026	SATURDAY	FACULTY OF COMMERCE AND FACULTY OF SCIENCE (B.SC): CONFERENCE
December 22 2026	TUESDAY	NATIONAL MATHEMATICS DAY (MATH CLUB)
December 23 2026	WEDNESDAY	XTENSO 26 COMMERCE CLUB
December 24 2026	THURSDAY	CHRISTMAS CELEBRATION (CULTURAL ASSOCIATION)
December 25 2026	FRIDAY	CHRISTMAS BREAK (FROM DECEMBER 25, 2026 TO JANUARY 1, 2027)
January 6 2027	WEDNESDAY	MENTAL HEALTH AWARENESS DRIVE (SWA & WDC)
January 7 2027	THURSDAY	CONTINUOUS ASSESSMENT I (EVEN)
January 8 2027	FRIDAY	CONTINUOUS ASSESSMENT I (EVEN)
January 9 2027	SATURDAY	ALUMNI GUIDANCE SESSION - FACULTY OF COMMERCE- BCOM/ CONFERENCE - IT/CS/DS/CY/AI & ML, CONTINUOUS ASSESSMENT I / INTELLECTUAL PROPERTY RIGHTS- FACULTY OF ARTS
January 12 2027	TUESDAY	YRC FEMININE HYGIENE AWARENESS POSTER MAKING COMPETITION
January 13 2027	WEDNESDAY	REGIONAL HARVEST FESTIVAL "THEME LUNCH" SHOWCASING HARVEST-SPECIALTY GRAINS AND TECHNIQUES.
January 15 2027	FRIDAY	ALUMNI GUIDANCE SESSION- ARTS
January 16 2027	SATURDAY	INTELLECTUAL PROPERTY RIGHTS- FACULTY OF COMMERCE : BAF, PARENT TEACHER MEETING
January 18 2027	MONDAY	INTELLECTUAL PROPERTY RIGHTS- FACULTY OF SCIENCE : IT
January 19 2027	TUESDAY	CAREER COUNSELLING EVENT
January 20 2027	WEDNESDAY	ANNUAL CULTURAL FEST
January 21 2027	THURSDAY	ANNUAL CULTURAL FEST
January 22 2027	FRIDAY	ANNUAL CULTURAL FEST
January 23 2027	SATURDAY	MERAKI: POEM WRITING COMPETITION-ARTS
January 26 2027	TUESDAY	REPUBLIC DAY
January 28 2027	THURSDAY	TARANG (IT/CS/DS)
January 29 2027	FRIDAY	FILM DRAMA & MUSIC CLUB - POSTER MAKING CHALLENGE
January 30 2027	SATURDAY	COMMUNITY SERVICE DAY/ UBER RANG
February 1 2027	MONDAY	INTELLECTUAL PROPERTY RIGHTS- FACULTY OF COMMERCE : BSC & MSC OC
February 5 2027	FRIDAY	RESEARCH METHODOLOGY : BSC & MSC OC
February 6 2027	SATURDAY	IQAC MEETING, ALUMNI GUIDANCE SESSION - FACULTY OF COMMERCE- BAF / FACULTY OF ARTS : CONFERENCE
February 8 2027	MONDAY	INTELLECTUAL PROPERTY RIGHTS- FACULTY OF SCIENCE : DS
February 9 2027	TUESDAY	NATIONAL PIZZA DAY (MINI PIZZA FESTIVAL)
February 12 2027	FRIDAY	MINITHON (WDC & SWA)
February 13 2027	SATURDAY	RESEARCH METHODOLOGY- FACULTY OF COMMERCE: BCOM/MCOM
February 16 2027	TUESDAY	YRC NATIONAL NUTRITION AWARENESS MONTH
February 20 2027	SATURDAY	ALUMNI GUIDANCE SESSION - FACULTY OF COMMERCE- MCOM
February 27 2027	SATURDAY	SCIENCE DAY CELEBRATION (SCIENCE CLUB) / MARATHI BHASHA GAURAV DIWAS, SYLLABUS COMPLETION DATE
March 5 2027	FRIDAY	COMMENCEMENT OF SEMESTER II EXAMINATION FOR EVEN SEM (ROUND I)
March 6 2027	SATURDAY	MAHASHIVRATRI



PRINCIPAL
MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE, OF ARTS, SCIENCE
AND COMMERCE (AUTONOMOUS)
 Pillai HOCL Educational Campus, HOC Colony



March 8 2027	MONDAY	EVENT ON INTERNATIONAL WOMEN'S DAY (8TH MARCH) (SWA & WDC)
March 10 2027	WEDNESDAY	RAMZAN ID
March 13 2027	SATURDAY	FAREWELL DAY 2027 (CULTURAL ASSOCIATION)
March 20 2027	SATURDAY	CONVOCATION
March 22 2027	MONDAY	HOLI
March 23 2027	TUESDAY	WORLD WATER DAY (ISR)
April 3 2027	SATURDAY	IQAC MEETING
April 6 2027	TUESDAY	WORLD HEALTH DAY (ISR)
April 7 2027	WEDNESDAY	GUDI PADWA
April 9 2027	FRIDAY	COMMENCEMENT OF SEMESTER II, IV AND VI EXAMINATION, (ROUND 2)
April 14 2027	WEDNESDAY	AMBEDKAR JAYANTI
April 15 2027	THURSDAY	RAMNAVMI
April 26 2027	MONDAY	WORLD INTELLECTUAL PROPERTY DAY (IPR)/ INTELLECTUAL PROPERTY RIGHTS- FACULTY OF ARTS
April 30 2027	FRIDAY	STAFF WELFARE COMMITTEE EVENT
May 1 2027	SATURDAY	MAHARASHTRA DAY / SUMMER VACATIONS (FROM MAY 2, 2027 TO JUNE 12, 2027)

NOTE:

i) Dates are tentative. It is subject to change according to University of Mumbai notification.



PRINCIPAL
MAHATMA EDUCATION SOCIETY'S
PILLAI HOC COLLEGE OF ARTS, SCIENCE
AND COMMERCE (AUTONOMOUS)
Pillai HOC Educational Campus, HOC Colony
Rasayani, Via-Panvel, Dist-Raigad - 410207



2. Individual Time Table

Date/Time	Mon	Tue	Wed	Thu	Fri	Sat
10:00 - 10:50						
10:50 - 11:40						
11:40 - 12:30						
12:30 - 01:00	BREAK					
01:00 - 01:50						
01:50 - 02:40						
02:40 - 03:30						
03:30 - 04:20						

Signature of Faculty Member

Signature of Programme Coordinator



3. Semester Plan

Class:

Semester:

Subject Name:

Lect. No.	Month	Unit No.	Topics Planned	Planned Week	Actual Date	Pedagogy	Mapping with		Verified by Coordinator	Verified by Student Coordinator
							CO	PSO		
1	June			01						
2				(11 June						
3				- 13 June)						
4	June			02						
5				(15 June						
6				- 20 June)						
7	June			03						
8				(22						
9				June-27 June)						
10	June - July			04						
11				(29						
12				June-04 July)						
13	July			05						
14				(06						
15				July-11 July)						
16	July			06						
17				(13						
18				July-18 July)						
19	July			07						
20				(20						
21				July-25 July)						
22	Aug			08						
23				(27						
24				July-01 Aug)						
25	Aug			09						
26				(03						
27				Aug-08 Aug)						
28	Aug			10						
				(10						



29				Aug-15 Aug)						
30										
31	Aug			11 (17 Aug-22 Aug)						
32										
33										
34	Aug			12 (24 Aug-29 Aug)						
35										
36										
37	Aug- Sept			13 (31 Aug - 05 Sept)						
38										
39										
40	Sept			14 (07 Sept - 12 Sept)						
41										
42										
43	Sept			15 (14 Sept-19 Sept)						
44										
45										

List of Reference Books	
A	
B	
C	
D	
E	

Signature of Programme Coordinator

Signature of Faculty Member



Concept Inventory

Semester:

Class:

Subject:

Unit No	Topics Planned	Reference Book	Page No.	Time
I				
II				
III				

Signature of Programme Coordinator

Signature of Faculty Member



Class:

Semester:

Subject Name:

Lect. No.	Month	Unit No.	Topics Planned	Planned Week	Actual Date	Pedagogy	Mapping with		Verified by Coordinator	Verified by Student Coordinator
							CO	PSO		
1	June			01 (11 June-13 June)						
2										
3										
4										
5	June			02 (15 June-20 June)						
6										
7										
8										
9	June			03 (22 June-27 June)						
10										
11										
12										
13	June			04 (29 June - 04 July)						
14										
15										
16										
17	July			05 (06 July - 11 July)						
18										
19										
20										
21	July			06 (13 July - 18 July)						
22										
23										
24										
25	July			07 (20 July - 25 July)						
26										
27										
28										



29	July			08 (27 July - 01 Aug)						
30										
31										
32										
33	Aug			09 (03 Aug- 08 Aug)						
34										
35										
36										
37	Aug			10 (10 Aug- 15 Aug)						
38										
39										
40										
41	Aug			11 (17 Aug- 22 Aug)						
42										
43										
44										
45	Aug			12 (24 Aug - 29 Aug)						
46										
47										
48										
49	Aug- Sept			13 (31 Aug- 05 Sept)						
50										
51										
52										
53	Sept			14 (07 Sept- 12 Sept)						
54										
55										
56										
57	Sept			15 (14 Sept- 19 Sept)						
58										
59										
60										



List of Reference Books	
A	
B	
C	
D	
E	

Signature of Programme Coordinator

Signature of Faculty Member



IV				

List of Reference Books	
A	
B	
C	
D	
E	

Signature of Programme Coordinator

Signature of Faculty Member



Class:

Semester:

Subject:

Lect. No.	Month	Unit No.	Topics Planned	Planned Week	Actual Date	Pedagogy	Mapping with		Verified by Coordinator	Verified by Student Coordinator
							CO	PSO		
1	June			01 (11 June -13 June)						
2										
3				02 (15 June -20 June)						
4										
5				03 (22 June -27 June)						
6										
7				04 (29 June -04 July)						
8										
9				05 (06 July -11 July)						
10										
11				06 (13 July -18 July)						
12										
13				07 (20 July -25 July)						
14										
15				08 (27 July -01 Aug)						
16										
17				09 (03 Aug -08 Aug)						
18										
19				10 (03 Aug -08 Aug)						
20										
21				11						
22										



				(10 Aug -15 Aug)							
23				12							
24				(17 Aug -22 Aug)							
25				13							
26				(24 Aug - 29Aug)							
27				14							
28				(31 Aug- 05 Sept)							
29				15							
30				(07 Sept - 12 Sept)							
31				16							
32				(07 Sept - 12 Sept)							
33				17							
34				(14 Sept - 19 Sept)							
35				18							
36				(21 Sept -26 Sept)							
37				19							
38				(28 Sept - 03 Oct)							
39				20							
40				(05 Oct- 10 Oct)							



List of Reference Books	
A	
B	
C	
D	
E	

Signature of Programme Coordinator

Signature of Faculty Member



Concept Inventory

Class:

Semester:

Subject:

[illegible]



List of Reference Books	
A	
B	
C	
D	

Signature of Programme Coordinator

Signature of Faculty Member



4. Lecture Adjustment

Sr. No.	Date	Lecture in place of	Class	Time	Faculty Name	Signature
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Signature of Programme Coordinator

Signature of Principal

[illegible]



6. Syllabus Completion Certificate

I _____ certify that I have completed the syllabus of the following subjects:

Sr. No.	Class	Subject Name	Date	Roll No.	Signature of Student Coordinator
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Signature of Faculty Member

Signature of Programme Coordinator



7. Duty Allocation

[illegible]



8. Committee/Criterion Work Report

Day/Date	Activity Details	Committee/Criterion Name

Signature of Faculty Member



9. Details of Publications

Sr. No.	● Title/Name of Publication/Website ● Date/ Period/PP (Page No.) ● Books published as author or as editor	ISSN/ ISBN No.	Type of Publication International/ National/ Scopus Index /Peer Reviewed / Conference Proceedings / Other Specify
1			
2			
3			
4			



9.1. Seminars/Conferences:

Sr. No.	Programme Name / Conference Title	Date	Organized by
1			
2			
3			
4			
5			
6			
7			



9.2. Workshops/Faculty Development Programmes:

Sr. No.	Programme Name	Duration and Date	Organized by
1			
2			
3			
4			
5			
6			
8			
9			
10			



10. CAP Details

[illegible]

