

**K. B. COLLEGE OF ARTS AND COMMERCE
FOR WOMEN, THANE**

Website : www.kbacw.in

Email ID : kbprincipal2010@gmail.com

Phone No : 25326088 / 25326062

ACADEMIC DIARY : FACULTY

20 _____ 20 _____

NAME OF THE FACULTY : _____

DEPARTMENT : _____



CONTENTS

No		Page No.
	Teaching Load	
	Time Table	
	Lesson Plan (Monthly)	
	Record of Student's Counselling	
	Record of Committees And Other Activities	
	Record of CSeminar / Conference / Workshop / Orientation / Refresher Attended / Participated	
	Record of Research Papers Published / Presented	
	R & D Work / Projects / Industry Interaction	
	Record of Projects Guided	
	Result Analysis	
	Leave Record	
	Notes	

Education is the best friend. An educated person is respected everywhere.

Education beats the beauty and the youth - Chanakya

PERSONAL MEMORANDA

Name

: _____

Qualification

: _____

Designation

: _____

Department

: _____

Telephone No

: _____

Email

: _____

Residential Address

: _____

_____ Pin Code : _____

Annual Work Load

: _____

Subjects Taught

: _____

**By Teaching You will Learn
And By Learning You Will Teach**

TIME TABLE

(Individual)

Name : _____

PERIOD										
TIME										
MONDAY										
TUESDAY										
WEDNESDAY										
THURSDAY										
FRIDAY										
SATURDAY										

TIME TABLE

Class _____

PERIOD										
TIME										
MONDAY										
TUESDAY										
WEDNESDAY										
THURSDAY										
FRIDAY										
SATURDAY										

A Man without education is like a building without foundation

RESEARCH : RECORD OF

SEMINAR / CONFERENCE / WORKSHOP / ORIENTATION

REFRESHER ATTENDED / PARTICIPATED

Sr. No.	Details of Programme	Subject / Theme of Paper	Place	Date

Sd/- Faculty _____ Sd/- H.O.D. _____

*Learning gives creativity, Creativity heads to thinking. thinking provides knowledge,
knowledge makes you great - Abdul Kalam*

RESEARCH : RECORD OF
RESEARCH PAPERS PUBLISHED /
PROCEEDINGS / ABSTRACTS

Sr. No.	Name of Periodical / Seminar/Conference	Date	Title of the Paper	Presented / If Published ISBN/ISSN

Sd/- Faculty _____ Sd/- H.O.D. _____

Educating the mind without educating the heart is no educating at all - Aristotle

RESEARCH

R & D WORK / PROJECTS / ASSIGNMENT / INDUSTRY INTERACTION

Sr. No.	Name of the Project	Sponsor	Duration	Amount Received	Remark

Sd/- Faculty _____

Sd/- H.O.D. _____

the best teacher are those who show you where to look, but don't tell you what to see

RECORD OF PROJECTS / STUDENTS GUIDED

Class _____ Year _____ Course _____

Sr. No.	Name	Project Title	Institute	Remarks

Sd/- Faculty _____ Sd/- H.O.D. _____

Education is not Received it is Achievement

RESULT ANALYSIS

Year	Class / Semester	Record : Regular Exam		Record : ATKT Exam		Overall Pass Percent
		Total Students :		Total Students :		
		Appeared :		Appeared :		
		Absent :		Absent :		
		Pass :		Pass :		
		Fail :		Fail :		
		Pass %		Pass %		
		Total Students :		Total Students :		
		Appeared :		Appeared :		
		Absent :		Absent :		
		Pass :		Pass :		
		Fail :		Fail :		
		Pass %		Pass %		
		Total Students :		Total Students :		
		Appeared :		Appeared :		
		Absent :		Absent :		
		Pass :		Pass :		
		Fail :		Fail :		
		Pass %		Pass %		
		Total Students :		Total Students :		
		Appeared :		Appeared :		
		Absent :		Absent :		
		Pass :		Pass :		
		Fail :		Fail :		
		Pass %		Pass %		
		Total Students :		Total Students :		
		Appeared :		Appeared :		
		Absent :		Absent :		
		Pass :		Pass :		
		Fail :		Fail :		
		Pass %		Pass %		
		Total Students :		Total Students :		
		Appeared :		Appeared :		
		Absent :		Absent :		
		Pass :		Pass :		
		Fail :		Fail :		
		Pass %		Pass %		

Sd/- Faculty _____

Sd/- H.O.D. _____

Education isn't what you learn. it's what you do with what you learn



LEAVE RECORD 20____ 20____

Month	C.L	S.L	E.L	Vacation	O.D.	Any Other	Remark
June							
July							
August							
September							
October							
November							
December							
January							
February							
March							
April							
May							
Total							

Sd/- Faculty _____

Sd/- H.O.D. _____

Education isn't what you learn. it's what you do with what you learn

