



BHARAT INSTITUTE OF TECHNOLOGY

Mangalpally, Ibrahimpatnam, R. R. District, PIN-501510

(Affiliated to JNTUH, Approved by AICTE and PCI, New Delhi. Accredited by NAAC)

7.2.1. TWO BEST PRACTICES OF THE INSTITUTE

Best practice -1

1. Title of the practice: Distinct curricular activities for the overall development of the students

2. Objectives of the practice:

Successful educational institution strives for up gradation of expertise, behavioral skills and moral development of students and this could be achieved by supporting extracurricular activities and curricular activities for the students. We believe that continuous participation in extracurricular activities devote to long-term educational success.

3. The context:

It was observed that consistently engaging in extracurricular participation was combined with high educational dignity including college regularity. The context of Many concerns come across while involving extracurricular activities as a part of curriculum as mandatory.

4. Practice:

Students completely involve in activities as per their academic curriculum. Therefore the time table prepared in such a way that the activities are performed at the last hour of the day. The efforts of institution started practicing the extra curricular activities as club activities at least twice in a week. Club activities include singing, painting, acting, photography, poetry, rangoli etc. These activities supports the students to bring out their extra talent in which their interest vests. To encourage students in extracurricular activities and to ensure the overall development of students we encourage them to participate and take lead roles in various clubs such as English Literary Club, Youth Red Cross Club, Rotaract Club, Inspire Club, Sports Club Robotics Club, Cultural Club, Humour Club, Event Management Club, Knowledge Club, NSS, Yoga Club, Entrepreneur Development Club etc.,

5. Evidence of success:

Students start participating and in turn we could see the improvement in regularity in attending the classes. Students performance in academics was improved significantly. Attendance of the students is also improved which is also reflected in the improvement in their overall performance.

6. Problems encountered:

Sometimes the club activities clash with examinations, NSS activities or other out door activities.

7. Resources required:

An Expert staff is available to guide the students in achieving their specific goals without encountering any obstacles. Students are also motivated and encouraged to participate in the curricular activities outside the campus. The facilities/minimum requirements for effective conduction of club activities are provided by the institution.

Best practice -2

1. Title of the practice: Maintenance of academic records for the progress of faculty and students

2. Objectives of the practice:

- a) Parents monitor their child progress by the effective communication with the institution staff.
- b) Inculcate discipline among the students and to develop positive attitude among them to regularly attend the classes.
- c) To bring confidence among the students about the topics in the academic schedule for enhanced learning.
- d) Following the protocol of maintaining records those include, Parents communication Record (PCR), Admin and Academic diaries to know the “TEACHER’S WORKLOAD and ACCOUNTABILITY”. To know the working hours and leisure hours of teaching staff and to analyze the lesson plan and executed classes were met to complete the syllabus as per then schedule.
- e) Teachers complete activity including curricular activities, and their involvement in research and development etc can be known.

3. The context:

Maintaining teachers academic and admin diary is essential to know the time table of teachers and it gives clear information about the duties executed by the faculty members during working hour. This gives the clear information about the workload of the faculty, the number of classes engaged and the number of labs attended and other related of work taken up by them. Parent communication record (PCR) is maintained to monitor the regularity of individual student. Student mentoring/Counselling registers are maintained to monitor the students in academic and social progress. Daily class report was maintained to know the day to day status of each subject.

4. THE PRACTICE:

To update the teachers academic and admin diary daily and Monitoring of these diaries by academic and admin in charges every fortnight. This ensures the proper commencement of classes for all the subjects and completion of syllabus within the specified time as proposed in the course plan. To support this daily class report is also recorded by the class representative and signed by the teacher incharge to know the status of day to day curriculum assessment.

Parent communication records are possessed by each class teacher incharge where in the contact numbers of both the parents are taken. If the student is repeatedly absent for many days without information, The message will be passed to the parents and explanation or reason is taken from them. Student mentoring/counseling registers are initially recorded individually at the time of orientation and the details of parents and their inputs/concerns on their child are also recorded in their presence. The overall progress of the student starting from joining is recorded. If the progress of student is not satisfactory, counseling is done to improve his/her academic performance.

5. EVIDENCE OF SUCCESS:

Execution of academic activities is improved if they are in accordance with the planned schedule. Mostly the syllabus of the individual subjects are completing within the stipulated time. Daily class report brought confidence among the students, so that they have the clear idea of the subject, completed topics and the left over topics. PCR calls improves the individual attendance percentage as all the students including those staying in hostels attend classes regularly. It also bring the assurance among the parents regarding their child, as the progress is regularly known to them. Some of the parents even communicate to the teacher incharges regarding counseling of their child.

6. PROBLEMS ENCOUNTERED:

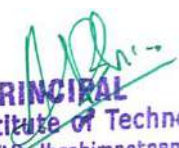
Required to train the new faculty regarding filling of teacher's diary.

7. Resources required:

Individual Records for mentoring/ counseling registers is maintained. Specific time is required to fill all the registers. Teacher incharge communicate regularly and convey the actual information professionally.

7.2.1 Two best practices of the Institute Web Link:

<http://bitpharmacy.org/pdf/NAAC/CRITERIA-7/7.2.pdf>


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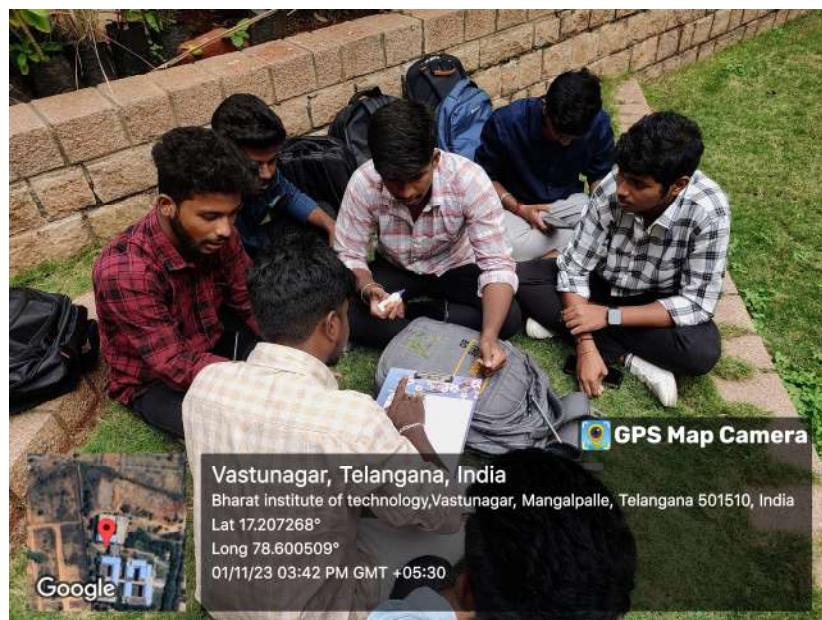
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7.2 INSTITUTIONAL BEST PRACTISES. CULTURAL CLUB INITIATED PROGRAMS (2023-24)

Arts and Crafts Club (01-Nov-2023)



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Arts and Crafts Club (08-Nov-2023)



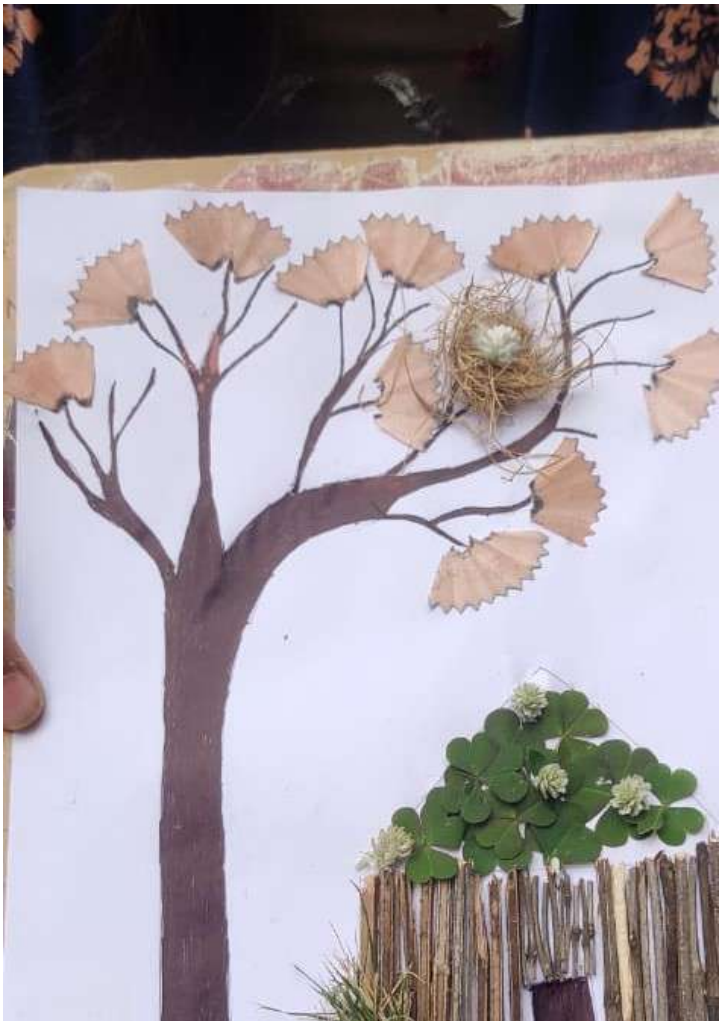
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Dance Club (04-Nov-2023)




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Drama Club (19-Oct-2023)



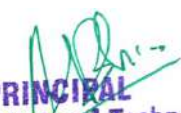
Vastunagar, Telangana, India

6-142-W6V, Vastunagar, Mangalpally, Telangana



Vastunagar, Telangana, India

6-142-W6V, Vastunagar, Mangalpally, Telangana


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Vastunagar, Telangana, India

61421W6V Vastunagar Mangalpally Telangana

Dance Club (18-Nov-2023)



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Music and Poetry Club (05 and 06-Nov-2023)




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I am reflection of my father
as in personality and character
As well as my mother's daughter
As I am the only, her share
A soul as pure as the sunshine
whom I love more than anything
I could hold her both as if we were both 10 year old girls,
and I could cook her meals
Living my best life with them
Everytime she suggests me, Even when she is in need
Thank you for staying all night with me for my exams
Thank you for building me for my silly mistakes
Her love is unconditional, so is mine
Papa, from the very beginning, you have been there for me
You are the hero of my life
Thank you for giving me the confidence to achieve
my dreams,
Thank you for making me independent and
Thanking you for being me unconditional
I know you are by my side in sorrow & laughter
and in present & future
The blood you lost, the pain you suffered for me is
unforgettable
The tears fell from your eyes when I am sick,
The smile on your face when I am healthy
There are no words to express your love
The bond we have is unbreakable
From taking a step towards them, to walking side with
I am forever a baby to you,
revisiting all those golden memories
As everything,
I am today.
D. Richwini
Student

Dear Parents,
my Parents are my whole world...
my eyes starts dreaming
my thoughts start up dreaming

Dear Parents,
my Parents are my whole world
my eyes starts dreaming
my thoughts start up dreaming
my pain starts up vanishing
when I hold their hands tight
they show me their concern and
me slightly.
I am lucky to have them with
I am lucky to have my universe
they are only one in the world
- Stay with me
even after my biggest mis
they are always with me where
heart breaks...
I confess with every of my breath
you both more than any thing

Ami tomake
bhalo bachi
Pappa mamma
♡

Parents
— Thank You —
for all your patience, day to
for every tear you wipe away
for 'little hands' you gently hold,
And all the stories you have to
for your consoling, tender heart,
And all the wisdom you impo
for silly songs of quiet times,
For peaceful naps of nervous rhy
for teaching children how to share
for being kind of being fair,
for every shoe that you have tie
And thoughtful words that instill
for all the sweet things that you
To help me children all your
for being there in place of us



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Sports Club (07-Nov-2023)



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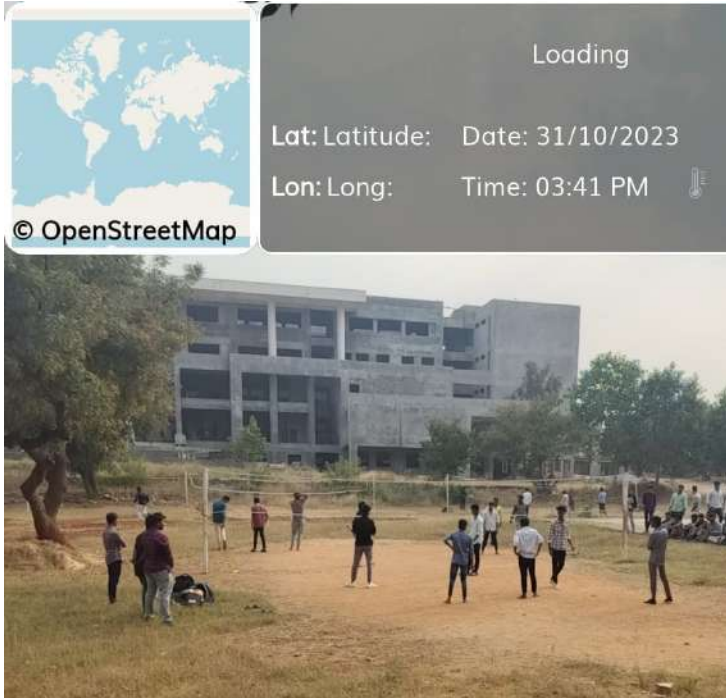


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Sports club (31-Oct-2023)



Yoga Club (30-June-2024)



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Cultural Club activities conducted In the Institute for the academic year 2023-24

1. Drama club activity (19-Oct-2023)	6. Music Club activity (06-Nov-2023)
2. Sports club activity (31-Oct-2023)	7. Sports Club activity (07-Nov-2023)
3. Arts and Crafts Club activity (01-Nov-2023)	8. Arts and Crafts Club activity (08-Nov-2023)
4. Dance Club activity (04-Nov-2023)	9. Dance Club activity (18-Nov-2023)
5. Poetry Club activity (05-Nov-2023)	10. Yoga Club activity (30-June-2024)

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"Education is the manifestation of perfection already in man"

- Swami Vivekananda



TEACHER'S DIARY-ACADEMICS

SEMESTER I & II

(To be filled daily by the concerned faculty member)

ACADEMIC YEAR 2023 - 2024

Name of the Teacher : P. Twila pushpa

Employee Code : TJULY19F2898E2349

Designation : Assistant professor

Department : Pharmacy practice

INDIVIDUAL TIME TABLE AS PER THE JNTU PRESCRIBED CONTACT HOURS AS MENTIONED IN THE SYLLABUS BOOK

(Mention Course, Dept., Year and Section in the respective slot)

Day/Time	09:20 to 10:10	10:10 to 11:00	11:00 to 11:10	11:10 to 12:00	12:00 to 12:50	12:50 to 01:30	01:30 to 02:20	02:20 to 03:10	03:10 to 04:00
MON		Patho				L	CP		HAP
TUE			B			U			
WED	HAP Lab		R	Patho		N	HAP	HAP	
THU	Patho + HAP Lab		E			C	CP		HAP
FRI		Patho	A			H			
SAT			K						

TOTAL No. of Classes / Week : 10 Theory, 02 Practical

(Each lab session is considered as half the work load)

	Name	No. of Classes per week	Name	No. of Classes per week
PAPER - 1	HAP	4	LAB - 1	1
PAPER - 2	Patho	4	LAB - 2	1
	CP	3	LAB - 3	

Total No. of Theory Hours per Week 12

Total No. of Lab Hours per Week 02

Total Contact Hours (Theory + Lab) / Week 15

Signature of the Faculty

Signature of the Dept. Academic I/C.

REMEDIAL AND BRIDGE CLASS TIME TABLE

(Mention Course, Dept., Year and Section in the respective slot)

Day/Time	09:20 to 10:10	10:10 to 11:00	11:00 to 11:10	11:10 to 12:00	12:00 to 12:50	12:50 to 01:30	01:30 to 02:20	02:20 to 03:10	03:10 to 04:00
MON						L			
TUE			B			U			
WED			R			N			
THU			E			C			
FRI			A			H			
SAT			K						

Signature of the Faculty

Signature of the Dept. Academic I/C.

LESSON PLAN AND SYLLABUS COMPLETION REPORT

NB : Lesson plan has to be approved by the Dept. Academic Committee (one of the Senior Professor) of the department before entering it in the teaching diary.

A.Y. 2024 Sem Dept. Ph.D. Year I Section Course Title Human anatomy Physiology No. of periods/week 04
Fortnight 1 - From 27/1/24 to 10/2/24 Unit(s) to be covered : 2, 7, 10

Details in the table below can be entered manually or pasted through data from Automation or Spreadsheet :

LESSON PLAN			SYLLABUS COMPLETION REPORT		
S No. of Class	Date	Unit No.	Topic to be covered	Unit No.	Topic covered
1	29/1/24	8	Respiratory volume & capacities	2	Respiratory volume & capacities
2	31/1/24	8	Hypoxia & asphyxia	8	Hypoxia & asphyxia
3	1/2/24	8	Oxygenation of blood	8	Oxygenation of blood
4	2/2/24	8	Physiology of digestive system	8	Physiology of digestive system
1	5/2/24	9	Digestive system	9	Digestive system
2	7/2/24	9	Digestion of GAT	9	Digestion of GAT
3	8/2/24	9	Defecation & micturition	9	Defecation & micturition
4	9/2/24	10	Proctology and Physiology of continence	10	Proctology & Physiology of continence

Remarks by the Faculty : As per lesson plan of this fortnight, syllabus completed : not completed

Reasons for not completing the Syllabus :

Measures proposed to compensate (Specify date and time)

Remarks by Dept. Academic Incharge :

Remarks by IQAC Academic Cell Member :

Signature of the Faculty

Signature

Signature

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- Swami Vivekananda



TEACHER'S DIARY-ADMIN

SEMESTER I & II

(To be filled daily by the concerned faculty member)

ACADEMIC YEAR 2023 - 2024

Name of the Teacher : P. Twila pushpa

Employee Code : TJULY19F2898E2349

Designation : Assistant Professor

Department : Pharmacy practice

RECORD OF DAY WISE ACTIVITY

(Highlights of the Activities (other than teaching theory classes) performed during free slots should be mentioned in the format below)
 Enter either : Experiment performed in the Lab, Research & Consultancy (Res. & Cons.), Administration (Admin.) or Extension (Ext.) in the blank columns. Also enter the number of specific work performed as given in Appendix F of Job Responsibilities (enclosed).
 This work has to be certified daily by a Senior Faculty member allotted by the Admin Incharge.

WEEK 7 : Date : 11/3/24 To : 16/3/24

Hour / Day	08:20 to 10:10	10:10 to 11:00	11:10 to 12:00	12:00 to 12:50	01:30 to 02:20	02:20 to 03:10	03:10 to 04:00	Sign. of the Faculty	Sign. of Authorised Faculty
MON	Act	Act	Act	Act	CP	Act	Act		
TUE	Act	Act	Act	Act	Act	Act	Act		
WED	Act	Act	Act	Act	Act	Act	Act		
THU	Act	Act	Act	Act	Act	Act	Act		
FRI	Act	Act	Act	Act	Act	Act	Act		
SAT	Act	Act	Act	Act	Act	Act	Act		

Remarks by the Dept. Admin I/C. :

Signature

WEEK 8 : Date : 18/3/24 To : 23/3/24

Hour / Day	08:20 to 10:10	10:10 to 11:00	11:10 to 12:00	12:00 to 12:50	01:30 to 02:20	02:20 to 03:10	03:10 to 04:00	Sign. of the Faculty	Sign. of Authorised Faculty
MON	Act	Act	Act	Act	CP	Act	Act		
TUE	Act	Act	Act	Act	Act	Act	Act		
WED	Act	Act	Act	Act	Act	Act	Act		
THU	Act	Act	Act	Act	Act	Act	Act		
FRI	Act	Act	Act	Act	Act	Act	Act		
SAT	Act	Act	Act	Act	Act	Act	Act		

Remarks by the Dept. Admin I/C. :

Signature

MONTH WISE SUMMARY/REVIEW OF THE WORK DONE BY THE FACULTY

(This review has to be done by Department Admin I/C, Dean Admin, College Placement I/C by ascertaining proofs)

1. ATTENDANCE OF THE CLASS :

ATTENDANCE OF THE CLASS				Mention (Yes/No)	
S.No.	Responsibility as a Class-In-charge				
a)	As a Class I/C, is the attendance of the student being maintained consistently above 75%			Yes	
b)	As a Class I/C, promptly carried out measures to improve the attendance of irregular students			Yes	
c)	Responsibility as a Course Faculty Rank of the faculty for the course he/she is teaching (A relative ranking of faculty member based on the total attendance in their course for a particular class relative to the other courses of the class should be given by the Class I/C).				
	Dept	Year / Section	Course Title	To be filled by the Concerned Class I/C	
				Attendance Rank	Sign. of Class I/C
I	Phy-D	9	CP	80%	
II	Phy-D	8	MAP	80%	
III	Phy-D	I-II	Patho	80%	
IV					
V					

2. MENTORSHIP :

S.No.	Responsibility	Mention (Yes/No)
a)	Ensured 75% and above attendance in regular classes for each and every student mentored. - If No, mention the number of students who have secured the attendance percentage as per the categories mentioned below : 75% and above ☐ 75-65% ☒ 65-50% ☐ below 50% ☐	
b)	Ensured 100% attendance in bridge classes	Nil
c)	Ensured 100% attendance in remedial classes	Nil
d)	Whether the parents are informed about their wards performance periodically	Yes
e)	Students results have improved as compared to previous test (mock test, mid exam, etc)	Yes

Remarks by Dept. Admin I/C. :

Sign. of Dept. Admin I/C.

3. Performance evaluation of the responsibilities undertaken (As mentioned in the responsibility sheet)

S.No.	Responsibility taken	Brief review of activities performed	Whether being performed in time and as per procedure
a)	Class & Lab	Supervise	
b)	Admission	Member	
c)	Exam branch	Member	

Signature of Dept. Admin I/C.

4. CONTRIBUTION TOWARDS PLACEMENT :

S.No.	ACTIVITY	Mention (Yes / No)	Sign. of College Placement I/C.
a)	Any company visited the college for placement with your initiative	Nil	

5. CONTRIBUTION TOWARDS INSTITUTIONAL DEVELOPMENT :

a) Contribution in development of systems and procedure for the college (specify) : Nil

b) Any contribution in institutional brand building (specify) : Nil

6. CONTRIBUTION TOWARDS COMMUNITY SERVICE (Specify)

Nil

7. Introduced any Senior faculty to the institute (Yes / No). If Yes, specify details :

Nil

Signature of Dean Admin.



PARENT COMMUNICATION REGISTER

Name of the College : Bharat Institute of Technology

Name of the Mentor : P. Twila pushpa

Department : Pharm.D 1st yr Academic Year : 23-24

GUIDELINES : (1) It is the responsibility of Mentor to call the parents of absent students everyday and inform them about students absence and note the details in this register. (2) If the mentor is absent, it is the duty of the Class I/C to communicate to the parents about the absence of the students of his class. (3) Parents contact details must be taken from the **Admission Form or Student Mentoring Report** and not from the student. (4) Class I/C should verify communication register of all the mentors of his class everyday. Periodic verification should be done by the Department Admin I/C and members of the Academic Council. A note with remarks should be made below the last entry made in the register along with signature and date of the verifying authority (i.e., Class I/C, Department Admin I/C, members of Academic Council).

Date	Student Roll No.	Purpose of Communication	Mode of Communication (Phone / E-mail / Postal / Personal Meet)	Person contacted (Father/Mother/ Local Guardian)	Response of the Person contacted	Sign. of the Mentor
11/12/23	2317170001	Absent	Phone	Student	Cut of coverage from	2
	2317170027	Absent	Phone	Father	Church function	2
21/12/23	2317170001	Absent	Phone	-	Went to Kathar	2
	2317170006	Absent	Phone	Student	Fever (Germans)	2
	2317170027	Absent	Phone	Father	Cherry Ariverry (Germans)	2
31/12/23	2317170001	Absent	Whatsapp	Student	He will come after 10 days	2
	2317170006	Absent	Phone	Student inform	Still fever not rel	2
	2317170027	Absent	Phone	Father	Germans he will come	2
4/1/24	2317170001	Absent	-	-	Went to Kathar & come off duty	2
	2317170006	Absent				
	2317170007	Absent	Phone	Father	Fever	2
	2317170016	Absent				
	2317170022	Absent	Phone	Father	Not informed to parents	2
	2317170027	Absent	Phone	Student	Came to college Late	2
	2317170032	Absent				
6/1/24	2317170001	Absent	Phone	"	"	2
	2317170003	Absent	Phone	Student	Due to function	2
	2317170027	Absent	Phone	Baba	Absent not interest in PWD	2
7/1/24	01	Absent				2
	03	Absent				2
	06	Absent				2
	27	Absent				2
	32	Absent				2
8/1/24	01	Absent	"	"	"	2
2	03	Absent	Phone	Father	Pooja - one week more	2
3	06	Absent	Phone	Father	Mother not well	2
4	23	Absent	Phone	Father	Health Problem	2
5	27	Absent	Phone	Father	Not willing to come	2
9/1/24	2317170003	Absent	Phone 8/1/23	Father	Pooja - one week more	2
2	2317170006	Absent	Phone	St		
3	2317170020	Absent	Phone	Father	Health fever problem	2
4	2317170022	Absent	Phone	Father	Not informed	2

My Hospital Duty

GUIDELINES : (1) It is the responsibility of Mentor to call the parents of absent students everyday and inform them about students absence and note the details in this register. (2) If the mentor is absent, it is the duty of the Class I/C to communicate to the parents about the absence of the students of his class. (3) Parents contact details must be taken from the **Admission Form or Student Mentoring Report** and not from the student. (4) Class I/C should verify communication register of all the mentors of his class everyday. Periodic verification should be done by the Department Admin I/C and members of the Academic Council. A note with remarks should be made below the last entry made in the register along with signature and date of the verifying authority (i.e., Class I/C, Department Admin I/C, members of Academic Council).

Date	Student Roll No.	Purpose of Communication	Mode of Communication (Phone / E-mail / Postal / Personal Meet)	Person contacted (Father/Mother/ Local Guardian)	Response of the Person contacted	Sign. of the Mentor
5	231710027	Absent	Phone	Babai	Parents will come on non-Teach. 2	2
6	231710032	absent	Phone	Student	Fever	2
10/11/23	231710003	Absent	Phone	student	One week absent	2
2	231710006	Absent	"	"	"	2
3	231710013	Absent	Phone	student	Fever	2
4	231710027	Absent	"	"	"	2
11/11/23	231710023	Absent	Phone	Student	came to hostel today	2
2	06	Absent	Phone	Student	No answer	2
3	07	Absent	Message	Student	3 days leave to function	2
4	09	Absent	phone	student	Tomorrow	2
5	20	Absent	phone	Father.	Tomorrow	2
6	22	Absent	Phone	mother	"	2
7	27	Absent	Called and inform today & tomorrow. babai and told to come		Not willing to come	2
28/11/23	01	Absent	phone	student	Coming on Friday	2
2	02	Absent	Phone	student	Coming on Monday	2
3	03	Absent	phone	father.	went to home coming on Monday	2
4	04	Absent	phone	mother	Coming Tomorrow	2
5	06	Absent	Phone	Student	Not lift the call.	2
6	08	Absent	Phone	father.	coming on Friday	2
7	09	Absent	phone	student	"	2
8	10	Absent	phone	father	she is suffering with fever Come on Monday	2
9	11	Absent	phone	mother	she is not well. Come on Friday	2
10	12	Absent	phone	father	"	2
11	13	Absent	phone	mother.	"	2
12	14	Absent	Phone	Student	mother not well	2
13	15	"	"	father	she is not well cold & cough	2
14	16	"	"	father	will come on Friday	2
15	17	"	"	"	will come on Friday.	2
16	19	"	"	father	"	2
17	20	Absent	phone	father	"	2
18	21	"	"	father.	"	2
19	22	Absent	"	"	"	2
20	23	Absent	Phone	brother.	went to function	2

“Education is the manifestation of perfection already in man”

- Swami Vivekananda



TEACHER'S DIARY-ADMIN

SEMESTER I & II

(To be filled daily by the concerned faculty member)

ACADEMIC YEAR 2023 - 2024

Name of the Teacher : DR. ASRA JABEEN

Employee Code : TD.EC.22P344/E28

Designation : ASSOC. PROFESSOR

Department : PHARMACOLOGY

RECORD OF DAY WISE ACTIVITY

(Highlights of the Activities (other than teaching theory classes) performed during free slots should be mentioned in the format below)
 Enter either : Experiment performed in the Lab, Research & Consultancy (Res. & Cons.), Administration (Admin.) or Extension (Ext) in the blank columns. Also enter the number of specific work performed as given in Appendix F of Job Responsibilities (enclosed).

This work has to be certified daily by a Senior Faculty member allotted by the Admin Incharge.

WEEK 17 : Date : From : 29/1/24 To : 3/2/24

Hour / Day	08:20 to 10:10	10:10 to 11:00	11:10 to 12:00	12:00 to 12:50	01:30 to 02:20	02:20 to 03:10	03:10 to 04:00	Sign. of the Faculty	Sign. of Authorised Faculty
MON	ACG	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI
TUE	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI
WED	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI
THU	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI
FRI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI
SAT	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI

Remarks by the Dept. Admin I/C :

Signature

WEEK 18 : Date : From : 5/2/24 To : 10/2/24

Hour / Day	08:20 to 10:10	10:10 to 11:00	11:10 to 12:00	12:00 to 12:50	01:30 to 02:20	02:20 to 03:10	03:10 to 04:00	Sign. of the Faculty	Sign. of Authorised Faculty
MON	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI
TUE	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI
WED	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI
THU	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI
FRI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI
SAT	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI

Remarks by the Dept. Admin I/C :

Signature

REMARKS BY IQAC Admin Cell Member :

RECORD OF DAY WISE ACTIVITY

(Highlights of the Activities (other than teaching theory classes) performed during free slots should be mentioned in the format below)
 Enter either : Experiment performed in the Lab, Research & Consultancy (Res. & Cons.), Administration (Admin.) or Extension (Ext) in the blank columns. Also enter the number of specific work performed as given in Appendix F of Job Responsibilities (enclosed).

This work has to be certified daily by a Senior Faculty member allotted by the Admin Incharge.

WEEK 19 : Date : From : 12/2/24 To : 17/2/24

Hour / Day	08:20 to 10:10	10:10 to 11:00	11:10 to 12:00	12:00 to 12:50	01:30 to 02:20	02:20 to 03:10	03:10 to 04:00	Sign. of the Faculty	Sign. of Authorised Faculty
MON	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI
TUE	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI
WED	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI
THU	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI
FRI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI
SAT	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI

Remarks by the Dept. Admin I/C :

Signature

WEEK 20 : Date : From : 19/2/24 To : 24/2/24

Hour / Day	08:20 to 10:10	10:10 to 11:00	11:10 to 12:00	12:00 to 12:50	01:30 to 02:20	02:20 to 03:10	03:10 to 04:00	Sign. of the Faculty	Sign. of Authorised Faculty
MON	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI
TUE	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI
WED	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI
THU	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI
FRI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI
SAT	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI	ACI

Remarks by the Dept. Admin I/C :

Signature

Remarks by IQAC Admin Cell Member :

Signature

"Education is the manifestation of perfection already in man"

- Swami Vivekananda



TEACHER'S DIARY-ACADEMICS

SEMESTER I & II

(To be filled daily by the concerned faculty member)

ACADEMIC YEAR 2023 - 2024

Name of the Teacher : DR. ASRA TABSON

Employee Code : TDEC22P3641628

Designation : Assoc. Professor

Department : Pharmacology

LESSON PLAN AND SYLLABUS COMPLETION REPORT

NB : Lesson plan has to be approved by the Dept. Academic Committee (one of the Senior Professor) of the department before entering it in the teaching diary.

A.Y. 2023 Sem I Dept. B.Pharm. Year I Section A Course Title PIC No. of periods/week 4

Fortnight 2 - From 30/10/23 to 15/11/23 Unit(s) to be covered : 1

Details in the table below can be entered manually or pasted through data from Automation or Spreadsheet :

S.No. of Class	Date	Unit No.	Topics to be covered		SYLLABUS COMPLETION REPORT	
			Topic	Date	Unit No.	Topic covered
1	30/10/23	1	Limit test of iron	30/10/23	1	Limit test of iron
2	31/10/23	1	Limit test for lead	31/10/23	1	Limit test for lead
3	1/11/23	1	Slip test	1/11/23	1	Slip test
4	3/11/23	1	Limit test for heavy metals	3/11/23	1	Limit test for heavy metals
5	6/11/23	1	Limit test for heavy metals	6/11/23	1	Limit test for heavy metals
6	7/11/23	1	Limit test for Arsenic	7/11/23	1	Limit test for Arsenic
7	8/11/23	1	Modified Limit test for chloride	8/11/23	1	Modified Limit test for chloride
8	10/11/23	1	Modified Limit test for sulphate	10/11/23	1	Modified Limit test for sulphate
9	14/11/23	1	Revision to unit-1	14/11/23	1	Revision to unit-1
10	15/11/23	2	Purity, Recrystallization, Buffers	15/11/23	2	Purity, Recrystallization, Buffers

Remarks by the Faculty : As per lesson plan of this fortnight, syllabus completed / not completed ☒ Ahead ☐

Reasons for not completing the Syllabus :

Measures proposed to compensate (Specify date and time) :

Remarks by Dept. Academic Incharge :

Remarks by IQAC Academic Cell Member :

Signature of the Faculty

Signature

Signature of the Faculty

N/A

LESSON PLAN AND SYLLABUS COMPLETION REPORT

NB : Lesson plan has to be approved by the Dept. Academic Committee (one of the Senior Professor) of the department before entering it in the teaching diary.

A.Y. 2023 Sem I Dept. B.Pharm. Year III Section A Course Title Pharmacology & Psychochemistry No. of periods/week 4

Fortnight 1 - From 30/10/23 to 15/11/23 Unit(s) to be covered : 1

Details in the table below can be entered manually or pasted through data from Automation or Spreadsheet :

S.No. of Class	Date	Unit No.	Topics to be covered		SYLLABUS COMPLETION REPORT	
			Topic	Date	Unit No.	Topic covered
1	30/10/23	1	Stimulant and pathway	30/10/23	1	Stimulant and pathway
2	1/11/23	1	Acetate pathway	1/11/23	1	Acetate pathway
3	2/11/23	1	Amino acid pathway	2/11/23	1	Amino acid pathway
4	3/11/23	1	Revision for pathway	3/11/23	1	Revision for pathway
5	6/11/23	1	Investigation of biogenic studies	6/11/23	1	Investigation of biogenic studies
6	7/11/23	1	Trace elements	7/11/23	1	Trace elements
7	8/11/23	1	Trace elements	8/11/23	1	Trace elements
8	10/11/23	2	Alkaloids - Vicia, Rauwolfia	10/11/23	2	Alkaloids - Vicia, Rauwolfia
9	14/11/23	2	Belladonna	14/11/23	2	Belladonna
10	15/11/23	2	Opium	15/11/23	2	Opium

Remarks by the Faculty : As per lesson plan of this fortnight, syllabus completed / not completed ☐ Ahead ☐

Reasons for not completing the Syllabus :

Measures proposed to compensate (Specify date and time) :

Remarks by Dept. Academic Incharge :

Remarks by IQAC Academic Cell Member :

Signature of the Faculty

Signature

Signature

Signature of the Faculty

Signature

Signature

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- Swami Vivekananda



TEACHER'S DIARY-ACADEMICS

SEMESTER I & II

(To be filled daily by the concerned faculty member)

ACADEMIC YEAR 2023 - 2024

Name of the Teacher : K. Revathi Sushma

Employee Code : TSEP23P3572E3026

Designation : Assistant Professor

Department : Ph¹ Biotechnology

LESSON PLAN AND SYLLABUS COMPLETION REPORT

NB : Lesson plan has to be approved by the Dept. Academic Committee (one of the Senior Professor) of the department before entering it in the teaching diary.

A.Y. 23-24 Sem Dept. B Year 2 Section ph Course Title Microbiology No. of periods/week 7
Fortnight 4 - From 14/12 to 29/12 Unit(s) to be covered : 01

Details in the table below can be entered manually or pasted through data from Automation or Spreadsheet :

S.No. of Class	LESSON PLAN			SYLLABUS COMPLETION REPORT		
	Date	Unit No.	Topics to be covered	Date	Unit No.	Topics covered
1.	14/12	4	Cultivation of virus	14/12	4	Enumeration
2.	18/12		Seminar	18/12		Seminar
3.	21/12	2	Cultivation virus	21/12		Structure of virus
4.	22/12		CPR Training	22/12		CPR Training
5.	25/12		Holiday	25/12		Holiday
6.	27/12	4	Unit Exam	27/12	4	Unit Exam
7.	28/12	2	Replication of virus	28/12	2	Replication of virus
8.	29/12	3	Cultivation of virus	29/12	3	Cultivation of virus

Remarks by the Faculty : As per lesson plan of this fortnight, syllabus completed / not completed ☒ No. of classes lagging behind ☐ Ahead ☐

Reasons for not completing the Syllabus :

Measures proposed to compensate (Specify date and time) :

Remarks by Dept. Academic Incharge :

Signature of the Faculty

Remarks by IQAC Academic Cell Member :

Signature

LESSON PLAN AND SYLLABUS COMPLETION REPORT

NB : Lesson plan has to be approved by the Dept. Academic Committee (one of the Senior Professor) of the department before entering it in the teaching diary.

A.Y. 23-24 Sem Dept. B Year 2 Section A Course Title ph Microbiology No. of periods/week 7
Fortnight 3 - From 13/11/23 to 26/11 Unit(s) to be covered : 01

Details in the table below can be entered manually or pasted through data from Automation or Spreadsheet :

S.No. of Class	LESSON PLAN			SYLLABUS COMPLETION REPORT		
	Date	Unit No.	Topics to be covered	Date	Unit No.	Topics covered
1.	13/11	1	Isolation of bacteria	13/11		Holiday
2.	14/11	1	Growth curve	14/11		Isolation of bacteria
3.	16/11	1	Growth curve	16/11		Growth curve
4.	18/11	1	Revision	18/11		Growth curve
5.	20/11	1	Cultivation of microorganisms	20/11		Cultivation of microorganisms
6.	21/11	1	Maintenance of lab cultures	21/11		Maintenance of lab cultures
7.	23/11		Unit test - 1	23/11		Unit test - 1
8.	25/11		Enumeration of bacteria	25/11		Enumeration of bacteria

Remarks by the Faculty : As per lesson plan of this fortnight, syllabus completed / not completed ☒ No. of classes lagging behind ☐ Ahead ☒

Reasons for not completing the Syllabus :

Measures proposed to compensate (Specify date and time) :

Remarks by Dept. Academic Incharge :

Signature of the Faculty

Remarks by IQAC Academic Cell Member :

Signature

Signature

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- Swami Vivekananda



TEACHER'S DIARY-ADMIN

SEMESTER I & II

(To be filled daily by the concerned faculty member)

ACADEMIC YEAR 2023 - 2024

Name of the Teacher : K. Revathi Sathya

Employee Code : TSEP23 F3572E3026

Designation : Assistant Professor

Department : Pharmaceutical Microbiology

MONTH WISE SUMMARY/REVIEW OF THE WORK DONE BY THE FACULTY

(This review has to be done by Department Admin I/C, Dean Admin, College Placement I/C by ascertaining progress)

1. ATTENDANCE OF THE CLASS :

S.No.	Responsibility as a Class-In-charge	Mention (Yes/No)
a)	As a Class I/C, is the attendance of the student being maintained consistently above 75%	Yes
b)	As a Class I/C, promptly carried out measures to improve the attendance of irregular students	Yes
c)	Responsibility as a Course Faculty Rank of the faculty for the course he/she is teaching (A relative ranking of faculty member based on the total attendance in their course for a particular class relative to the other courses of the class should be given by the Class I/C)	
	Dept. Year / Section Course Title To be filled by the Concerned Class I/C Attendance Rank Sign. of Class I/C	
I		
II		
III		
IV		
V		

2. MENTORSHIP :

S.No.	Responsibility	Mention (Yes/No)
a)	Ensured 75% and above attendance in regular classes for each and every student mentored. - If No, mention the number of students who have secured the attendance percentage as per the categories mentioned below : 75% and above 75-65% 65-50% below 50%	Yes
b)	Ensured 100% attendance in bridge classes	Yes
c)	Ensured 100% attendance in remedial classes	Yes
d)	Whether the parents are informed about their wards performance periodically	Yes
e)	Students results have improved as compared to previous test (mock test, mid exam, etc)	Yes

Remarks by Dept. Admin I/C :

Sign. of Dept. Admin I/C :

3. Performance evaluation of the responsibilities undertaken (As mentioned in the responsibility sheet)

S.No.	Responsibility taken	Brief review of activities performed	Whether being performed in time and as per procedure
a)	NDC	events conducted	
b)	NAAC	e-2	
c)			

4. CONTRIBUTION TOWARDS PLACEMENT :

Signature of Dept. Admin I/C :

S.No.	ACTIVITY	Mention (Yes / No)	Sign. of College Placement I/C
a)	Any company visited the college for placement with your initiative	Yes	

5. CONTRIBUTION TOWARDS INSTITUTIONAL DEVELOPMENT :

- a) Contribution in development of systems and procedure for the college (specify) : NAAC
- b) Any contribution in institutional brand building (specify) :

6. CONTRIBUTION TOWARDS COMMUNITY SERVICE (Specify)

7. Introduced any Senior faculty to the institute (Yes / No). If Yes, specify details :

Signature of Dean Admin

(Highlights of the Activities (other than teaching theory classes) performed during free slots should be mentioned in the format below)
Enter either : Experiment performed in the Lab, Research & Consultancy (Res. & Cons.), Administration (Admin.) or Extension (Ext) in the blank columns. Also enter the number of specific work performed as given in Appendix-F of Job Responsibilities (enclosed).
This work has to be certified daily by a Senior Faculty member allotted by the Admin Incharge.

WEEK 21 : Date : From : 18/3 To : 23/3

Hour / Day	00:20 to 10:10	10:10 to 11:00	11:10 to 12:00	12:00 to 12:50	01:30 to 02:20	02:20 to 03:10	03:10 to 04:00	Sign. of the Faculty	Sign. of Authorised Faculty
MON		Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC		
TUE		Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC		
WED		Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC		
THU		Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC		
FRI		Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC		
SAT		Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC		

Remarks by the Dept. Admin I/C :

Fill page 26 & page 31

Signature

WEEK 22 : Date : From : 25/3 To : 30/3

Hour / Day	00:20 to 10:10	10:10 to 11:00	11:10 to 12:00	12:00 to 12:50	01:30 to 02:20	02:20 to 03:10	03:10 to 04:00	Sign. of the Faculty	Sign. of Authorised Faculty
MON		Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC		
TUE		Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC		
WED		Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC		
THU		Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC		
FRI		Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC		
SAT		Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC	Project work by NAAC		

Remarks by the Dept. Admin I/C :

Remarks by IQAC Admin Cell Member :

Signature

Signature