

BHARATA MATA COLLEGE OF COMMERCE & ARTS CHOONDY, ALUVA

Choondy, Aluva, Ernakulam Dist, Kerala -683112
(Affiliated to Mahatma Gandhi University and approved by AICTE)

Owned by the Archdiocese of Ernakulam-Angamaly

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🌐: www.bmcca.edu.in



Teacher's Diary 20 - 20

Name of the Teacher :

Designation :

Department :

COLLEGE ANTHEM

Shining light a-burning bright, that's Bharata Mata
inciting us, inspiring us, that's Bharata Mata
Par excellence in every sense, that's Bharata Mata
Awaking us, uniting us, that's Bharata Mata.

For God and Country firm we stand
for trees and breeze and all the land.

Proud to be her beacon light

In Science and in Art alike.

New frontiers we explore

Holding on to lights of yore

One for all and all for one

Till the quest for light is won.

Alma Mater, we proclaim

All your glory, all your fame.

Bharata Mata! Bharata Mata!

Bharata Mata! Bharata Mata!

MOTTO

For God and Country

The Christian ideal of love and service is integrated with service to our Motherland.

VISION

Excellence and Ethics - in Profession and Character

Bharata Mata seeks to become a Centre of excellence by providing its students a comprehensive education with special emphasis on responsible citizenship, secular outlook, moral values and abiding faith in God expressed in active concern for others.

MISSION

BMCCA aims to equip the young generation with personal and professional excellence as well as social commitment to meet the global challenges through continuous teaching-learning-training programs and value based activities, thereby bringing satisfaction to all the stakeholders of the institution.

Core Values

- Respect for all
- Integrity and Honesty
- Innovation and Creativity
- Relentless passion for newer heights
- Excellence is not a one time achievement, it is a habit.
- Deep faith in God and concern for others.

Quality Policy

Our quality policy is to achieve and sustain exemplary standards in educational services by improving the chances of success of students. This is achieved by:

- Predetermined and structured coaching system.
- Competitive and committed teachers.
- Effective teaching and evaluation methodologies.
- Constantly striving to update the quality system as a continuous process to maximize customer satisfaction.

THE EMBLEM



The College emblem is symbolic of the legacy of the vision and mission of its founders. The emblem is a shield-shaped crest with an imprint of the map of India at the Centre and a crown on top. A hand with a burning torch extends to it, dedicating the symbolic torch of learning to 'God and Country'. The crown on top of Bharata Mata symbolizes the heavenly glory and protection of Blessed Virgin Mary - the Heavenly Mother and divine patron of the college, who instils in all her children, a burning desire for true wisdom and consuming love for fellow-beings as well as the rich and regal heritage of Motherland. An Omniscent Eye over the shield denote the all-encompassing protection and love of the Almighty, thus placing the College under His See. It also represents the showers of blessings which dispel the darkness of ignorance, untruth and mortality and which lead to the light of wisdom, truth and crowning glory. A scroll at the bottom of the shield unveils the motto of the College- 'For God and Country'.

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PROFILE

1. Department :
2. Name :
3. Address (Permanent) :
.....
.....
4. Telephone No. :
5. Mobile :
6. E-mail :
7. Designation :
8. Scale of pay and pay :
10. Date of appointment :
11. Date of joining the College :
12. Qualifications :
13. No. of Refresher/Orientation :
courses attended
14. No. of seminars, workshops :
attended
15. No. of papers presented :
16. No. of invited talks :
17. Publications :
18. Awards / Honours received :
19. Membership in professional :
bodies
20. Any other

TIME TABLE

Odd Semester

	I	II	III	IV	V	VI
DAY - 1						
DAY - 2						
DAY - 3						
DAY - 4						
DAY - 5						

Even Semester

	I	II	III	IV	V	VI
DAY - 1						
DAY - 2						
DAY - 3						
DAY - 4						
DAY - 5						

DUTIES ASSIGNED

Title of Duty	Type of Duty

DAILY SCHEDULE

DAY	1 st Hour	2 nd Hour	3 rd Hour	4 th Hour	5 th Hour	Additional if any
June 1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

DAILY SCHEDULE

DAY	1 st Hour	2 nd Hour	3 rd Hour	4 th Hour	5 th Hour	Additional if any
June 23						
24						
25						
26						
27						
28						
29						
30						
July 1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

DAILY SCHEDULE

DAY	1 st Hour	2 nd Hour	3 rd Hour	4 th Hour	5 th Hour	Additional if any
July 15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
Aug 1						
2						
3						
4						
5						

DAILY SCHEDULE

DAY	1 st Hour	2 nd Hour	3 rd Hour	4 th Hour	5 th Hour	Additional if any
Aug 6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						

DAILY SCHEDULE

DAY	1 st Hour	2 nd Hour	3 rd Hour	4 th Hour	5 th Hour	Additional if any
Aug 28						
29						
30						
31						
Sept. 1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

DAILY SCHEDULE

DAY	1 st Hour	2 nd Hour	3 rd Hour	4 th Hour	5 th Hour	Additional if any
Sept. 19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
Oct. 1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

DAILY SCHEDULE

DAY	1 st Hour	2 nd Hour	3 rd Hour	4 th Hour	5 th Hour	Additional if any
Oct.11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						



DAILY SCHEDULE

DAY	1 st Hour	2 nd Hour	3 rd Hour	4 th Hour	5 th Hour	Additional if any
Nov. 1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

DAILY SCHEDULE

DAY	1 st Hour	2 nd Hour	3 rd Hour	4 th Hour	5 th Hour	Additional if any
Nov. 23						
24						
25						
26						
27						
28						
29						
30						
Dec. 1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

DAILY SCHEDULE

DAY	1 st Hour	2 nd Hour	3 rd Hour	4 th Hour	5 th Hour	Additional if any
Dec. 15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
Jan. 1						
2						
3						
4						
5						

DAILY SCHEDULE

DAY	1 st Hour	2 nd Hour	3 rd Hour	4 th Hour	5 th Hour	Additional if any
Jan. 6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						

DAILY SCHEDULE

DAY	1 st Hour	2 nd Hour	3 rd Hour	4 th Hour	5 th Hour	Additional if any
Jan. 28						
29						
30						
31						
Feb. 1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

DAILY SCHEDULE

DAY	1 st Hour	2 nd Hour	3 rd Hour	4 th Hour	5 th Hour	Additional if any
Feb. 19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
March 1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

DAILY SCHEDULE

DAY	1 st Hour	2 nd Hour	3 rd Hour	4 th Hour	5 th Hour	Additional if any
March 13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

VACATION DUTIES - APRIL

Date	Activities

VACATION DUTIES - MAY

Date	Activities

CLASS -IN-CHARGE - STUDENT DETAILS

SI No.	Reg. No.	Name & Ph.No.	Other Details

CLASS -IN-CHARGE - STUDENT DETAILS

Sl No.	Reg. No.	Name & Ph.No.	Other Details

GROUP MENTORING - DETAILS

Date	Topic of discussion	No. of Students Attended

PERSONAL MENTORING

Sl. No.	Name of the Student	Class	No. of interactions made

PERSONAL MENTORING

Sl. No.	Name of the Student	Class	No. of interactions made

PRACTICAL / PRACTICUM - EVALUATION

Reg. No.	Name					

PRACTICAL / PRACTICUM - EVALUATION

Reg. No.	Name					

PRACTICAL / PRACTICUM - EVALUATION

Reg. No.	Name					

PRACTICAL / PRACTICUM - EVALUATION

Reg. No.	Name					

PRACTICAL / PRACTICUM - EVALUATION

Reg. No.	Name					

PRACTICAL / PRACTICUM - EVALUATION

Reg. No.	Name					

PRACTICAL / PRACTICUM - EVALUATION

Reg. No.	Name					

PRACTICAL / PRACTICUM - EVALUATION

Reg. No.	Name					

PRACTICAL / PRACTICUM - EVALUATION

Reg. No.	Name					

PRACTICAL / PRACTICUM - EVALUATION

Reg. No.	Name					

STUDENT FEEDBACK

Class	Feedback received	Modification Made

STUDENT FEEDBACK

Class	Feedback received	Modification Made

STUDENT FEEDBACK

Class	Feedback received	Modification Made

STUDENT FEEDBACK

Class	Feedback received	Modification Made

NON - ACADEMIC COORDINATOR INCHARGE

Sl. No.	ACTIVITY	Date & Month	Remarks

CULTURAL CLUB COORDINATOR INCHARGE

Sl. No.	ACTIVITY	Date & Month	Remarks

CHIEF GUEST OR RESOURCE PERSON FOR PROGRAMMES

Sl. No.	Date	Programme & venue	Role	Remarks

CONTINUOUS COMPREHENSIVE ASSESSMENT

Reg. No.	Name of student					

(CCA) DETAILS

(CCA) DETAILS

CONTINUOUS COMPREHENSIVE ASSESSMENT

Reg. No.	Name of student					

(CCA) DETAILS

CONTINUOUS COMPREHENSIVE ASSESSMENT

Reg. No.	Name of student					

CONTINUOUS COMPREHENSIVE ASSESSMENT

Reg. No.	Name of student					

STUDENT PROJECTS MONITORED

Class	Reg. No.	Name of Student	Title of work

STUDENT PROJECTS MONITORED

Class	Reg. No.	Name of Student	Title of work

TUTORIALS

Date	Class	No. of Students	Subject	Duration

REMEDIAL

Date	Class	No. of Students	Subject	Duration

REMEDIAL

Date	Class	No. of Students	Subject	Duration

ADDITIONAL CLASSES TAKEN

ADDITIONAL CLASSES TAKEN				
#	Name	Description	Credits	Term

ADDITIONAL CLASSES TAKEN

Date	Class	Topic	Time	
			From	To

ICT USAGE & E - CONTENT DEVELOPED

Class	Topic/Module	% of ICT usage	ICT - Tool used (specify ppt/video, Youtube, Google classroom, Moodle etc.)	No. of content developed on the topic

ICT USAGE & E - CONTENT DEVELOPED

Class	Topic/Module	% of ICT usage	ICT - Tool used (specify ppt/video, Youtube, Google classroom, Moodle etc.)	No. of content developed on the topic

ADMINISTRATIVE WORKS

Date	Details

SEMINARS/WORKSHOPS/CONFERENCES/ FDP ATTENDED

Sl. No.	Date	Details (Type/Title/Organisers)

RESEARCH ACTIVITIES / PROJECTS / PAPERS PRESENTED

Sl.No.	Details

PAPER PUBLICATIONS

Sl. No.	Date	Details (Journal/Book/Vol./Page no./IF)	Title	Scopus Indexed /UGC Care List/ Peer reviewed / Web of Sc etc. (specify)

LEAVE AVALIED

Date	No. of days	Nature of the Leave Avalied	Initial of the HOD

STUDY TOURS & VISITS ORGANIZED

Dates	Class	Destination	Initial of the HOD

TEACHING PLAN PROFORMA

Units Allotted	Topic	To be completed	Completed or not	Remarks	Verified By HoD
		Date & Month	If Not (Give Reasons)		

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES

PERFORMANCE APPRAISAL REPORT

SELFAPPRAISAL

- A. General Information :
- (a) Name :
- (b) Address (Residential) :
- (c) Designation :
- (d) Department :
- (e) Date of birth :
- (f) Area of specialization :
- (g) Date of Appointment :
- i) In the Institution :
- ii) In the present post :
- (h) Honours conferred :
- (i) Academic Qualifications :

B. Teaching

a) Classes Taught

Programme	Hour		
	Assigned per week **L/T/P	Taught In the Year L/T/P	Steps taken for the teaching of periods missed during absence or leave
i U.G. (B. A/B.Sc./B. Com etc.)			
I st Year			
II nd year			
III rd Year			

* (To be filled at the end of every semester)

** L - Lecture T - Tutorial P-Practical

- (b) Regularity and punctuality:
- (c) Details of course teaching Plan, synopsis of lectures and reading lists supplied to the students:
- (d) Details of participation in the following
 - i. University education:
 - ii. Internal evaluation:
 - iii. Paper setting:
 - iv. Assessment of home assignment:
 - v. Conduct of examination:
 - vi. Evaluation of dissertation etc.:

C. Details of Innovations/Contribution in Teaching during the year

- (a) Design of curriculum:
- (b) Teaching methods:
- (c) Laboratory experiments:
- (d) Evaluation methods:
- (e) Preparations of resource material including books reading materials, laboratory manuals etc.:
- (f) Remedial teaching/student counselling /Tutorial:
- (g) Mentoring:

D. Improvement of Professional Competence

(a) Details regarding conferences: (courses/orientation attended, participation in summer schools, workshop, seminars, symposium etc. including open university Course /M.Phil. /Ph.D.)

E. Research Contributions

(a) Number of students (M.Phil./Ph.D.)

At the beginning of the year	Registered during the year	Completed during the year
MPhil		
Ph.D		

(b) No: of research papers published (enclose list)

(c) Research project / Funded Activity

Title of the project	Name of the funding agency	Duration

(a) Details of Seminars / Conferences / Workshop Symposium organised :

(b) Membership of Professional Bodies, Editorship of Journals, Books etc. :

F. Extension Works/Community Outreach Programme

(a) Give a short account of your Contribution to

i) Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific, temper, flood or drought relief, small norms etc.:

(ii) National literacy mission:

(iii) School Outreach Programme :

(b) Positions held/Leadership role played, organizations linked with extension work and National Service Scheme (NSS) or other similar activity

(c) Co-Ordinator Club/Cell

G. Participation in Corporate Life

Give a short account of your contribution to

- (a) College/University/Institution:
- (b) Co-curricular activities:
- (c) Enrichment of Campus Life (hostels, sports, games, cultural activities):
- (d) Students' Welfare and discipline:
- (e) Membership/Participation in Bodies/Communities on Education and National Development:
- (f) Professional Organization of Teachers:

H. Assessment

- (a) Steps taken by you for the evaluation of the course programme taught:

I. General Data

State brief assessment of your performance indicating

- (a) Achievements:
- (b) Difficulties faced:
- (c) Contribution in the conduct of programme and co-ordinated programme
- (d) Initiatives taken under your leadership

Signature of the Teacher

J. Verification of Factual Data by the Head of the Department

(a) General Information :

(b) Teaching:

(c) Details of Innovations/ Contribution in Teaching:

(d) Improvement of professional competence:

(e) Research Contributions:

(f) Extension Work / Community Service:

(g) Participation in Corporate life:

K. Remarks of the Head of the Department:

Signature of the Head of the Department

L. Remarks of the Principal :

Signature of the Principal

DECLARATION

I hereby declare that the information provided is true to the best of my knowledge.

Place:

Date:

Name & Signature of the Teacher

CERTIFICATE

Certified that the teacher has carried out all the responsibilities assigned
as reported in this work diary.

Place:

Date:

Name & Signature of the HOD

Countersigned by the Head of the Institution