



# ALDER COLLEGE

Sepfuzou, Kohima, Nagaland - 797001

## TEACHERS LOG BOOK

ACADEMIC SESSION

to

NAME

DESIGNATION

DEPARTMENT

## TEACHER'S PROFILE

Name in full : \_\_\_\_\_ Sex : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

Papers taught : 1) \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_  
4) \_\_\_\_\_  
5) \_\_\_\_\_

Number of mentees assigned : \_\_\_\_\_

ID number/Aadhar number : \_\_\_\_\_

PAN no : \_\_\_\_\_

Contact : \_\_\_\_\_

Email : \_\_\_\_\_

Date of joining : \_\_\_\_\_

Years of teaching experience : \_\_\_\_\_

**DAILY ROUTINE**


Total Number of classes in a week : \_\_\_\_\_  
Total Number of classes in the odd semester : \_\_\_\_\_  
Total number of classes in the even semester : \_\_\_\_\_

**Remedial Class Routine**


Total Number of classes in a week : \_\_\_\_\_  
Total Number of classes in the odd semester : \_\_\_\_\_  
Total number of classes in the even semester : \_\_\_\_\_

**Bridge Class Routine**


Total bridge classes in a week : \_\_\_\_\_  
Total bridge classes in the odd semester : \_\_\_\_\_  
Total bridge classes in the even semester : \_\_\_\_\_

**REMEDIAL CLASS STUDENTS**

Sl.no	Class/roll number	Name	Course Code

Total number of students : \_\_\_\_\_

**BRIDGE CLASS STUDENTS**

Sl.no	Class/roll number	Name	Course Code

Total number of students : \_\_\_\_\_

## **ACTION PLANS**

**BA 1<sup>st</sup> Semester**

**BA 3<sup>rd</sup> Semester**

**BA 5<sup>th</sup> Semester**

## TARGETED COURSE COVERAGE

Class : \_\_\_\_\_

Name of the paper : \_\_\_\_\_

Course code : \_\_\_\_\_

Time/Duration	Topic /unit	Teaching Method	Learning Outcomes

## INNOVATIVE CONTINUOUS INTERNAL EVALUATION

Seminar Topics : \_\_\_\_\_

Project Tittles : \_\_\_\_\_

Others : \_\_\_\_\_

## PRESCRIBED INTERNAL ASSESSMENT

Internal Assessment	Name of the activity	Marks allotted	Number of students present	Roll number of absentees
1 <sup>st</sup> Activity				
2 <sup>nd</sup> Activity				
3 <sup>rd</sup> Activity				

Course Completed on \_\_\_\_\_

*Signature with name*

Class : \_\_\_\_\_

Name of the paper : \_\_\_\_\_

Course code : \_\_\_\_\_

Time/Duration	Topic /unit	Teaching Method	Learning Outcomes

**INNOVATIVE CONTINUOUS INTERNAL EVALUATION**

Seminar Topics : \_\_\_\_\_

Project Tittles : \_\_\_\_\_

Others : \_\_\_\_\_

**PRESCRIBED INTERNAL ASSESSMENT**

Internal Assessment	Name of the activity	Marks allotted	Number of students present	Roll number of absentees
1 <sup>st</sup> Activity				
2 <sup>nd</sup> Activity				
3 <sup>rd</sup> Activity				

Course Completed on \_\_\_\_\_

*Signature with name*

Class : \_\_\_\_\_

Name of the paper : \_\_\_\_\_

Course code : \_\_\_\_\_

Time/Duration	Topic /unit	Teaching Method	Learning Outcomes

**INNOVATIVE CONTINUOUS INTERNAL EVALUATION**

Seminar Topics : \_\_\_\_\_

\_\_\_\_\_

Project Tittles : \_\_\_\_\_

\_\_\_\_\_

Others : \_\_\_\_\_

**PRESCRIBED INTERNAL ASSESSMENT**

Internal Assessment	Name of the activity	Marks allotted	Number of students present	Roll number of absentees
1 <sup>st</sup> Activity				
2 <sup>nd</sup> Activity				
3 <sup>rd</sup> Activity				

Course Completed on \_\_\_\_\_

*Signature with name*



Class : \_\_\_\_\_

Name of the paper : \_\_\_\_\_

Course code : \_\_\_\_\_

Time/Duration	Topic /unit	Teaching Method	Learning Outcomes

**INNOVATIVE CONTINUOUS INTERNAL EVALUATION**

Seminar Topics : \_\_\_\_\_  
\_\_\_\_\_

Project Tittles : \_\_\_\_\_  
\_\_\_\_\_

Others : \_\_\_\_\_

**PRESCRIBED INTERNAL ASSESSMENT**

Internal Assessment	Name of the activity	Marks allotted	Number of students present	Roll number of absentees
1 <sup>st</sup> Activity				
2 <sup>nd</sup> Activity				
3 <sup>rd</sup> Activity				

Course Completed on \_\_\_\_\_

*Signature with name*

## **ACTION PLANS**

**BA 2<sup>nd</sup> Semester**

**BA 4<sup>th</sup> Semester**

**BA 6<sup>th</sup> Semester**

## TARGETED COURSE COVERAGE

Class : \_\_\_\_\_

Name of the paper : \_\_\_\_\_

Course code : \_\_\_\_\_

Time/Duration	Topic /unit	Teaching Method	Learning Outcomes

## INNOVATIVE CONTINUOUS INTERNAL EVALUATION

Seminar Topics : \_\_\_\_\_

Project Tittles : \_\_\_\_\_

Others : \_\_\_\_\_

## PRESCRIBED INTERNAL ASSESSMENT

Internal Assessment	Name of the activity	Marks allotted	Number of students present	Roll number of absentees
1 <sup>st</sup> Activity				
2 <sup>nd</sup> Activity				
3 <sup>rd</sup> Activity				

Course Completed on \_\_\_\_\_

*Signature with name*

Class : \_\_\_\_\_

Name of the paper : \_\_\_\_\_

Course code : \_\_\_\_\_

Time/Duration	Topic /unit	Teaching Method	Learning Outcomes

**INNOVATIVE CONTINUOUS INTERNAL EVALUATION**

Seminar Topics : \_\_\_\_\_

\_\_\_\_\_

Project Tittles : \_\_\_\_\_

\_\_\_\_\_

Others : \_\_\_\_\_

**PRESCRIBED INTERNAL ASSESSMENT**

Internal Assessment	Name of the activity	Marks allotted	Number of students present	Roll number of absentees
1 <sup>st</sup> Activity				
2 <sup>nd</sup> Activity				
3 <sup>rd</sup> Activity				

Course Completed on \_\_\_\_\_

*Signature with name*

Class : \_\_\_\_\_

Name of the paper : \_\_\_\_\_

Course code : \_\_\_\_\_

Time/Duration	Topic /unit	Teaching Method	Learning Outcomes

**INNOVATIVE CONTINUOUS INTERNAL EVALUATION**

Seminar Topics : \_\_\_\_\_  
\_\_\_\_\_

Project Tittles : \_\_\_\_\_  
\_\_\_\_\_

Others : \_\_\_\_\_

**PRESCRIBED INTERNAL ASSESSMENT**

Internal Assessment	Name of the activity	Marks allotted	Number of students present	Roll number of absentees
1 <sup>st</sup> Activity				
2 <sup>nd</sup> Activity				
3 <sup>rd</sup> Activity				

Course Completed on \_\_\_\_\_

*Signature with name*

### **COURSES WITH CROSS- CUTTING ISSUES/ACTIVITIES/PROGRAMMES**

Cross-cutting issue/topic	Course code	Name of the Paper	Program Code	Activity/programme conducted

*\*Gender sensitivity/environmental hazards/human values/religion and religious sentiments/cultural diversity/rural development/poverty/inequality/health and hygiene/local challenges in sustainable development*

### **CLASSES/COURSES WITH EXPERIENTIAL LEARNING THROUGH PROJECT WORK/ FIELD WORK/INTERNSHIP DURING THE YEAR**

Program name	Program code	Name of the Course that include experiential learning through project work/field work/internship	Course code	Year of offering	Name of the student studied course on experiential learning through project work/ field work/internship (List of students to be attached seperately)

### **PARTICIPATION IN SEMINARS/CONFERENCES/SYMPOSIA**

Name of the conference/ workshop/symposia	Organising Body	Level (National/International)	Date From - To	TA/DA Granting authority

### **COORDINATION OF EXTENSION ACTIVITIES/ ORGANIZING EVENTS/ACTIVITIES**

Name of the scheme	Organising unit/agency/ collaborating agency	Name of the activity	Date From - To	Venue

*\* Extension Activities - neighbourhood services/ integrated with curricula to enhance educational values. Outreach programmes –targeted community awareness activities.*

## PUBLICATIONS AND PRESENTATIONS

Name of the book /journal and name of the publisher with year (including edited volumes)	Title of the paper	Name of the conference	Level (National/international)	Year	ISBN/ISSN number	Weblink

## AWARDS AND RECOGNITION

Name of the activity	Award/ recognition	Awarding Body	Incentives received

## PARTICIPATION IN FACULTY DEVELOPMENT PROGRAMMES/SHORT TERM COURSES/ CERTIFICATE COURSE INDUCTION PROGRAMME/ REFRESHERS COURSE ETC

Name of the activity	Organising body	Duration From-To	TA/DA

## ENGAGEMENT IN CO-CURRICULAR

Cell/ club	Position

## PARTICIPATION IN CURRICULUM DEVELOPMENT AND ASSESSMENT OF AFFILIATING UNIVERSITY

Appointment	Date	For class/course

1. Academic council/BoS/BUGS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University

NOTES:



NOTES: