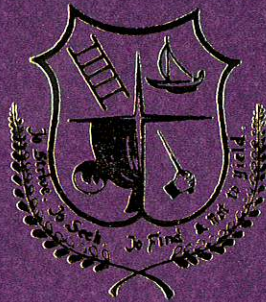


# Ethiraj College for Women

(Autonomous)

Chennai - 600 008



**STAFF WORK DIARY**

# *Ethiraj College for Women*

*(Autonomous)*

Chennai - 600 008

## **STAFF WORK DIARY**

**Academic Year** \_\_\_\_\_

**Semester I / II / III / IV / V / VI**



Name of the Faculty \_\_\_\_\_

Department \_\_\_\_\_

## VISION

To holistically develop women, by imparting knowledge, value systems, technological competencies and global skill sets.

To harness their full potential to prepare them to be responsible citizens, compassionate leaders, agents of social change and participants in the National Development.

## MISSION

To achieve our vision by creating a student centric learning environment that is driven by passion for excellence, research culture and an eco-system for innovation and creativity.

To encourage a participatory approach among staff, students, alumni and other stakeholders.

To provide adequate opportunities to engage in multitude of interests of our diverse student community in academic, co-curricular and extra-curricular activities.

To offer a campus of excellence with world class infrastructure, technology and support services to our staff and students.

To have a Management that would uphold the highest levels of transparency, accountability and governance in meeting the ideals of the Founder of the college.

## OBJECTIVES AND GOALS

To plan, design, develop, enrich and implement a flexible system to impart relevant knowledge and achieve excellence.	Educational and Academic Excellence
To recognize the important role played by our staff, seek their participation and become the best employer of choice.	Staff Development, Participation and Welfare
To imbibe the culture of research, innovation and creativity and develop an ecosystem. To ignite curiosity and inquiring minds of our staff and students. To create a learning environment in which ideas flourish, thoughts bloom and expressions take wings.	Culture of Research, Innovation and Creativity
To apply global standards, become a Centre of Excellence in teaching and research and practice quality in whatever we do.	Quality Enhancement and Excellence

To develop our students by imparting knowledge, values, ethics and confidence to harness their full potential. To benefit from their feedback and participation.	Student Development, Welfare and Empowerment
To develop global competencies and skill sets in our students, combined with the reinforcement of Indian and universal value systems, and help them to integrate with the global society in tune with the emerging trends.	Global Outlook with Indian Values and Ethics
To engage with all stakeholders such as parents, alumni, industry bodies, regulators, State and Central Governments, community at large, get their timely feedback on various aspects and improve the institution.	Parents, Alumni & Stakeholders' Participation
To create an effective ambience, adequate support facilities and a well-maintained infrastructure. To deploy and use the best in class ICT facilities throughout the campus.	Infrastructure & Technology
To contribute to the national development by molding committed and dynamic citizens who will be sensitized to gender equity, environmental sustainability and social and economic inclusivity.	Institutional Social Responsibility
To enable an organisational structure based on principles of participative decision making, values, transparency, accountability, justice, fair play in aligning academics and administration.	Transparency, Accountability and Governance

## TEACHER'S CHARTER

### (a) Consultancy / Collaborative work

- ❖ Faculty who undertake consultancy / collaborative work should process the papers through proper channel
- ❖ The consultancy income is to be shared between the faculty members and the college in the ratio of 80 : 20

**(b) Quality Education is the right of the student**

It is the responsibility of the teacher

- ❖ to provide quality education to students
- ❖ to achieve the goals and objectives of Higher Education
- ❖ to promote values, social responsibilities and good citizenry in all students
- ❖ to implement a well-conceived plan of monitoring student progress continuously

**EVALUATION PATTERN**

Continuous Assessment - 40 marks, End Semester - 60 marks

Continuous Assessment (CA) - Existing Pattern

2 Tests for 2 Hours each	20 Marks
Seminar / Assignment / Industrial Visit / Field Study	10 Marks
Participatory learning / Group Discussion	10 Marks
Total	40 Marks

35% and 70% of syllabus must be completed for 2 tests respectively.

CA Question paper have to be set in the OBE pattern

**Rubrics for Continuous Assessment Evaluation**

<b>Assignment</b>	Content / Originality / Presentation / Schematic representation and diagram / Bibliography
<b>Seminar</b>	Organisation / Subject knowledge / Visual Aids / Confidence level / Presentation
<b>Participatory learning</b>	Answering questions / Clearing doubts / Participation in discussion / Attendance / Communication and Language
<b>Problem solving</b>	Understanding Concepts / formula and variable identification / logical sequence / Answer
<b>Field Trip</b>	Participation / preparation / attitude / leadership
<b>Case Study</b>	Finding the problem / Analysis / Solution / Justification
<b>Project</b>	Preliminary work / design / content / presentation

# PROFILE OF THE STAFF

Name

---

Date of Birth

---

Qualification

---

Designation

---

Date of Joining

---

Personal Email ID

---

Institutional Email ID

---

Staff ID No

---

Contact Number

---

Residential Address

---

---

Emergency Contact Number

---

Blood Group / Allergies (If any)

---

Pan Card Number

---

Bank Account Number

---

Conferences / Seminars / Workshops Attended / Organized

---

---

---

---

---

---

---

---





# IMPORTANT DATES

## College reopening dates

II / III U.G. & II P.G.

---

I U.G.

---

I P.G.

---

M.Phil

---

Assignment Dates

---

Seminar / G.D. Dates

---

Issue of Exam Forms

---

Internal Test

---

Quiz

---

End Semester Exams

---

Ward Meetings

---

---

Staff Meetings

---

---

Any other NME / Soft Skill Registration Dates:

---

CA Marks Submission Date:

---

---

---



**TIME TABLE**

**ACADEMIC YEAR:**

**SEMESTER I / II / III / IV / V / VI**

DAY ORDER	I	II	III	IV	V	VI
I						
II						
III						
IV						
V						

CLASS	TITLE OF THE PAPER	NUMBER OF HOURS

# WORK DIARY

DAY	I	II	III	IV	V	VI	ADDITIONAL WORK DONE
I							
II							
III							
IV							
V							





## SPECIAL NOTES \_\_\_\_\_

1. Meeting with the M.Phil / Ph.D. Research Scholars.
2. Meeting the parents regarding wards performance / attendance / discipline etc.