

TIME TABLE

Day	Preparation Tutorial	I	II	III	IV	V	IV	Tutorial/ counselling
	9.00 -9.30	9.30-10.30	10.30-11.30	11.30-12.30	1.30-2.30	2.30-3.30	3.30-4.30	
Ist Day								
IInd Day								
IIIrd Day								
IVth Day								
Vth Day								

St. Thomas College, Ranni

Pazhavangadi P.O., Ranni, Kerala - 689 673

(Affiliated to Mahatma Gandhi University, Kottayam)

Re - Accredited at B Level by NAAC

Ph: 04735 - 226238, 226738

E-mail ID: stcranni@gmail.com



Teacher's Work Diary

YEAR

PERSONAL INFORMATION

Name :

Designation :

Department :

Tele No. : (O), Res :

Mobile No. :

E-mail ID :

Residential Address :

.....

Date of Birth : Blood Group :

Date of First Appointment :

Date of Continuous Service :

Date of promotion to present post :

Date of Retirement :

Examinership Code :

PAN No. : Aadhar No.....

PEN No. :

Electoral No.:..... PF Account No.....

Driving License No.....

Bank A/c No.....

IFSC Code

Date.....

Day

Time	Classes		Topics / Paper Taught
	As per time table	Engaged	
09.00 to 09.30			
09.30 to 10.30			
10.30 to 11.30			
11.30 to 12.30			
12.30 to 01.30 (Lucnch Interval)			
01.30 to 02.30			
02.30 to 03.30			
03.30 to 04.30			
Test Papers			
Tutorials			
Preparations			
Research / Assignments			
Other Duties			
Remarks			Signature of Teacher

Date.....

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	As per time table	Engaged	
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Signature of Teacher			

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Tutorials			
Preparations			
Research / Assignments			
Other Duties			
Remarks			
Signature of Teacher			

[illegible]

DETAILS OF CLASS WARDSHIP

Name of Class :

Total No. of Students:

Boys : Girls :

Gen.	Christian	Muslim	OBC	SC	ST	Total

Name of Class Teacher :

(1)

(2)

Name of Student Mentors :

(1)

(2)

(3)

(4)

Counselling Details :

Counseling Details :

DETAILS OF CLASS WARDSHIP

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Total No. of Students:

Boys : Girls :

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(2)

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Total No. of Students:

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Name of Class Teacher :

(1)

(2)

Name of Student Mentors :

(1)

(2)

(3)

(4)

Counselling Details :

MONTHLY REPORT

Month	No. of working Days	No. of days attended	No. of Lecture Hrs.		Group Tutorials	Special Class/ Substitution	Test Papers	No. of Assignments Examined	Library work/ Preparation	Administrative Work	Supervision of Academic Work	Exam Duty		Other Works*
			T.	P.								Uty.	Internal	
June														
July														
August														
September														
October														
November														

PLAN OF ACTIVITIES FOR EXTRA CURRICULAR ACTIVITIES

Action Plan

Programme Held

**PLAN OF ACTIVITIES FOR
EXTRA CURRICULAR ACTIVITIES**

Action Plan
Programme Held

Details of Extra Curricular Activities			
Sl. No.	Name of Association / Club / Committee	Nature of Charge	Date of Activity
Signature of Faculty		Signature of H O D	Signature of Principal

Details of Exam Duty (Internal)

[illegible][illegible]

- Association activities, Student Welfare programmes, Community Extension Activities, Extra curricular activities, Seminars/Conferences/Workshop, Board Meetings

Signature of Teacher

Signature of H O D

Signature of Principal

[illegible][illegible]

Details of Leave Taken :

[illegible]

Details of Leave Taken :

[illegible]

SOME IMPORTANT PHONE NUMBER

District Collector, PTA	0468 - 222505 / 222506
Sub-Treasury, Ranny	227635
Police Station, Ranny	227626
The Fire Station, Ranny	221101
LIC Ranny	225051/226061
Post Office,Pazhavangadi P.O.,	226240
Panchayath Office	226257
Electricity Office, Ranny	226355
SBT, Thottamon	227021
Canara Bank, Ranny	227119
Indian Bank, Ranny	225499
Federal Bank, Ranny	226384
Union Bank Of India, Ranny	226949
IOB, Ranny	226236
Catholic Syrian Bank, Ranny	226425
Govt. Hospital, Ranny	227274
Menathottam Hospital, Ranny	226227
Marthoma Hospital, Ranny	226312
M.S. High School, Ranny	227612
St. Thomas High School, Ranny	226366
S.C.High School, Ranny	226357
St.Thomas Valiyapally, Ranny	226311
St.Thomas College Canteen	223867
St. Thomas College of Advanced Studies	261739
SBI ,Ranni	224040

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