

CROSSLAND COLLEGE

BRAHMAVAR - 576 213

UDUPI DIST.KARNATAKA

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LECTURER'S WORK DIARY

NAME OF LECTURER

: Mrs. Jyoti

SUBJECT

: Secretarial Practice

YEAR

: 2019-2020, II, IV, VI
Semesters

Part II
 Monthwise Distribution of the Syllabus - (I / III / V Sem)

Part II
 Monthwise Distribution of the Syllabus - (I / III / V Sem)

CLASS	CHAPTERS	TOPIC	No. of Hours	MONTH	CLASS	CHAPTERS	TOPIC	No. of Hours	MONTH
		<i>Financial Mgt. - A Normative Approach - B.V. Raghuraman.</i>			I Bn	LAB 1	Speed Test - Using Typing Master, Learning News Keys - Upper Row QWERT-YUIOP and Lower Row characters ZXCVB and	04	Dec-2019
						Theory	Unit: - Records Mgt. - Obj. Filing - Objective - Essentials - Classification - Centralized Decentralized system of filing - e-filing.	18 Hrs (Theory)	Jan. 2020
						LAB	Page Layout Options - Tab setting, Jewelry - Speed building practice.		
						Theory	UNIT II - Insurance Postal Transactions - Courier Services, Speed Post, RPAD, e-Mo, PIN, P.O. Box, P.O. Bag.		
						LAB	Creating Page using SmartArt Organization chart, Text Boxes with ad, Foot note & End note creation 3 column text with drop cap, picture and Pull quote; Mail merge - Speed building exercise → Introducing guest, Web page address	18 Hrs (Theory)	Feb. 2020

Part II
Monthwise Distribution of the Syllabus - (I / III / V Sem)

Part II
Monthwise Distribution of the Syllabus - (I / III / V Sem)

CLASS	CHAPTERS	TOPIC	No. of Hours	MONTH	CLASS	CHAPTERS	TOPIC	No. of Hours	MONTH
II B.A.	LAB.	Internet - Introduction - Browsers - Search Engines - e-mail - Inbox, Composing and sending mail with attachment - forwarding mail - Spiking out	04	Dec-2019	III B.A.	LAB.	PowerPoint Presentation - Creating Ppt Slides - Docs and Docs Using Fonts, Size, Color - Background, foreground, Slide transition, Object Animation adding image, tables, Groups Organization Chart		DECEMBER 2019.
	Theory.	Unit: Investment in Equities - IPOs - Book Building Process - Primary & Secondary Market				P. VII:	Soft Skills - Benefit - Objective - Self-Confidence - Self Esteem - SWOT Analysis.		
	LAB:-	Pick & Speak :- 1. My College. 2. My Teacher 3. My Role Model.	15 Hrs (Th+P)	JAN 2020		P VIII	Unit I :- Presentation Skills - Visual Aids.	29 Hrs.	Jan. 2020.
		Tally ERP 9 :- Introduction. Creating Company - Full Statutory Features - Ledger Creation.				LAB:	PageMaker :- Introduction - Basics. - Creating & Saving files. BRANTA - Kannada / Hindi text editing - Font - Paragraph Formatting - Master Pages - Page Issues.	(Th+P)	
	Theory	Bonus Shares; Stock Split; Dividend; Mutual Funds Types - Schemes.			III B.A.	P. VII	Joban Windows for Interpersonal Relationship - Time Management - Coping with Stress.	28 Hrs	
	LAB:-	Pick & Speak :- 1. My Country 2. My best friend. 3. My childhood.	13 Hrs (Th+P)	Feb 2020		P VIII	Paragraph Format - Plug-in - Template Color palette - Control Palette - Cent-float - Visiting card - Graphics - Style palette - Designing own style.	28 Hrs	(Th+P) Feb. 2020
		Tally. ERP 9 Backup Working out exercises on tally.				LAB	Working out exercises on the P VIII class.	Th+P	

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LECTURER'S WORK DIARY

NAME OF LECTURER

Reeba Samuel

SUBJECT

Sociology

YEAR

2019 - 20

V Semester *Methods in Social Research*
Paper SO 301: RESEARCH METHODOLOGY
 (Compulsory)

- Unit-I Social Research:** a) Meaning of Social Research b) Scope and Significance of Social Research. c) Problems in Social Research d) Sources of data e) Types of Research Design. **10 Hours**
- Unit-II Sampling:** a) Meaning of sampling b) Types: Probability and Non-probability **10 Hours**
- Unit-III Observation:** Types, Participant and Non-participant, Limitations and Uses. **10 Hours**
- Unit-IV Questionnaire:** Types; Structured and Unstructured, Formation, Advantages and Limitations. Mailed Questionnaire. **10 Hours**
- Unit-V Interview:** Types, Process of Interview, Advantages and Limitations, Schedule. **10 Hours**
- Unit-VI Report Writing:** Tabulation, Coding, Report writing, - Outline **10 Hours**
- Total 60 hours**

References

- 1) Goode and Hat, *Methods of Social Research*
- 2) Kohari, C.R. 1991. *Research Methodology: Methods and Techniques*. New Delhi: Wiley Eastern Limited.
- 3) Sharma B.A.V. and others, 1989. *Research Methods in Social Sciences*, New Delhi: Sterling Publishers.
- 4) Wilkinson and Bharadwaj, *Methodology and Techniques of Social Research*
- 5) Young V. Pauline, 1994. *Scientific Social Surveys and Research*, New Delhi: Prentice Hall of India.
- 6) Rao, Ravindranath Y. and Kajekar Duggappa (2008) *Research Methodology*, Mangalore; Mangala Publications.

INSTRUCTIONS TO THE LECTURERS

The work diary is to be maintained by every lecturer in the college.
 The first 5 pages of the diary are to be filled in by the lecturer immediately on the receipt and signature of Head of the department and counter signature of the Principal are to be got by the end of the first week of the academic year.
 A brief statement of work done in each class has to be written in about two or three lines before the end of the particular working day and signed by the lecturer (Part III)
 If the lecturer is on leave in any particular working day, he should record clearly in the work diary that he was on leave that day.
 The work diary of each lecturer is to be signed by the concerned Head of the department at the end of each week after ascertaining the work done and by the Principal at the end of the month. Any instruction to the teacher by the Head of Department may, in case of necessity, be recorded in the work diary.
 In case of one man department it is to be signed by the Principal at the end of each week.
 Page of the work diary should not be torn for any reason and a certificate showing the actual number of pages contained in the work diary is to be recorded in the second cover of the work diary as soon as it is received - e.g. : 'Certified that this work diary has 98 pages'
 The work diary is to be signed by the Principal at the end of each term.
 The Principal may call for the work diary for inspection at any time and it is binding on the teacher to produce up-to- date diary for inspection when called for.
 The up-to- date diaries should also be made available for inspection when required by the inspecting officers of the Directorate of Collegiate Education.

CONTENTS

Sl.No.	Section No.	Title
01.	Part I	Lecturers' Work Data
02	Part II	Monthwise Distribution of the Syllabus and Lesson Plan
03	Part III	Daily Report
04	Part IV	Certificate of Work Done
05	Part V	Details of the Activities by Lecturers' and Students
06	Part VI	Tutorial Classes
07	Part VI a	Remedial Class
08	Part VII	Details of Career Advancement by the Staff
09	Part VIII	Details of Leave availed by the Lecturer
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12	Part XI	Mentoring Sessions

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Part I
Lecturer's Work Data - I Term (I/III/V Sem)

CLASS	TITLE OF THE PAPER	CHAPTERS	HOURS		TOTAL
			THEORY	PRACT.	
I Sem	Principles of Sociology	I, III, IV	04		04
III Sem	Indian Society - Rural	1 - V	06		06
V Sem	Methods in Social Resear	1 - V	06		06
	Social welfare	IV			
TOTAL		THEORY :	16		
		PRACTICAL :			

Time Table:

DAY	I	II	III	IV	V	VI
Mon	I BA M	III BA			II BA	
Tue	I BA		II BA	III BA		
Wed	III BA		II BA			
Thurs	I BA		III BA		II BA	
Fri	III BA		II BA		I BA	
Sat	III BA		II BA			

INVOLVEMENT IN COLLEGE ACTIVITIES:

1. Hostel in charge
2. Sc/ST cell liaison officer
- 3.
- 4.
- 5.
- 6.

Rabulawar
Lecturer

Principal

Part I
Lecturer's Work Data - II Term (II/IV/VI Sem)

CLASS	TITLE OF THE PAPER	CHAPTERS	HOURS		TOTAL
			THEORY	PRACT.	
TOTAL		THEORY :			
		PRACTICAL :			

Time Table:

DAY	I	II	III	IV	V	VI
Mon						
Tue						
Wed						
Thurs						
Fri						
Sat						

INVOLVEMENT IN COLLEGE ACTIVITIES:

Lecturer

Principal

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LECTURER'S WORK DIARY

NAME OF LECTURER

Reeba Samuel

SUBJECT

Sociology

YEAR

2020-21

Part I
Lecturer's Work Data - I Term (I/III/V Sem)

CLASS	TITLE OF THE PAPER	CHAPTERS	HOURS		TOTAL
			THEORY	PRACT.	
TOTAL	THEORY :				
	PRACTICAL :				

Time Table:

DAY	I	II	III	IV	V	VI
Mon	I BA	II BA			II BA	
Tue	I BA	II BA			II BA	
Wed	II BA		III BA			
Thurs	I BA			III BA	II BA	
Fri	II BA	III BA			I BA	
Sat	II BA	III BA				

INVOLVEMENT IN COLLEGE ACTIVITIES:

1. Community Development
2. S.C/S.T cell
3. Anti-ragging cell
- 4.
- 5.
- 6.

[Signature]
Lecturer

[Signature]
Principal

Part I I III V
Lecturer's Work Data - II Term (II/IV/VI Sem)

CLASS	TITLE OF THE PAPER	CHAPTERS	HOURS		TOTAL
			THEORY	PRACT.	
I BA	Principles of Sociology				
II BA	Indian Society - Rural ^{Urban}				
III BA	Methods in Social Research				
	IV Indian Society - Welfare and Development				
TOTAL	THEORY :		16		
	PRACTICAL :		Nil		

Time Table:

DAY	I	II	III	IV	V	VI
Mon						
Tue						
Wed						
Thurs						
Fri						
Sat						

INVOLVEMENT IN COLLEGE ACTIVITIES:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Lecturer

Principal

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LECTURER'S WORK DIARY

NAME OF LECTURER : Samuel K. Samuel.

SUBJECT : Business Management

YEAR : 2019-20

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Part I
Lecturer's Work Data - I Term (I/III/V Sem)

CLASS	TITLE OF THE PAPER	CHAPTERS	HOURS		TOTAL
			THEORY	PRACT.	
111BA	Tax and Organisational Change	DI	05	0	05
11BA	Entrepreneurship and Financial Management	IV	02		02
					07
TOTAL	THEORY :				
	PRACTICAL :				

Time Table:

DAY	I	II	III	IV	V	VI
Mon		111BA		11BA		
Tue		11BA		11BA		
Wed						
Thurs				111BA		
Fri		111BA				
Sat						

INVOLVEMENT IN COLLEGE ACTIVITIES:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Lecturer

Principal

Part I
Lecturer's Work Data - II Term (II/IV/VI Sem)

CLASS	TITLE OF THE PAPER	CHAPTERS	HOURS		TOTAL
			THEORY	PRACT.	
TOTAL	THEORY :				
	PRACTICAL :				

Time Table:

DAY	I	II	III	IV	V	VI
Mon						
Tue						
Wed						
Thurs						
Fri						
Sat						

INVOLVEMENT IN COLLEGE ACTIVITIES:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Lecturer

Principal

Part II
 Monthwise Distribution of the Syllabus - (I / III / V Sem)

CLASS	CHAPTERS	TOPIC	No. of Hours	MONTH
111BA	II	Meaning & Importance of Change - nature, types, environmental factors, resistance to change - Reasons - guidelines for implementing change.	35	Jan
	III	Team, meaning, importance - benefits, characteristics, stages for team building. Type of teams.		
111BA	IV	Portfolio Management - Meaning, role, Investment vs speculation, Investment vs gambling, Type of investors. Investment avenues	8	Jan
February				
111BA	III	Personality, E, T A OB, Role of managers	12	
111BA	IV	Risk, elements of risk	06	
March				
111BA	IV	QAM, meaning, techniques Strategic Management - Definition, defining characteristics Process - Revision	14	
111BA	III	Financial Management - Meaning, objectives -	6	

Part II
 Monthwise Distribution of the Syllabus - (I / III / V Sem)

CLASS	CHAPTERS	TOPIC	No. of Hours	MONTH
		Fixed Capital - Factors determining FC requirements Revision		
		April & May holidays		
		Whatsapp and YouTube were used to connect with the students during the lockdown period Live lecture/dora. Preparation for next academic year started. Prospects, website etc		