

**ALL SAINTS' COLLEGE
THIRUVANANTHAPURAM**

**WORK DIARY
AND
ACTIVITY PLAN**



ALL SAINTS' COLLEGE
THIRUVANANTHAPURAM

Name *Dr. RESHMA. J.K*
Designation *Asst. Professor and Head*
Department *Environmental Sciences*
Year *2016-17*

Teachers Diary

TERM WISE

Month	Activity Planned
June 2016	1) conduct of World Environment Day celebrations - 2016. 2) Sem II and Sem IV - Series examinations 3) Final department Profile Setting - PPT, Website updation 4) NAAC - Criteria - II - PPT
July 2016	1) Project work Submission - SIV 2) Prepare students (SII & SIV) for final city examinations. 3) Academic audit - last 5 years 4) Paper publications/presentations (last 5 years) (Binding - Book - of all faculty members)
August 2016	1) Project work certification (SII) 1) Model examinations for SIV and SII MSC Evs. 3) Practicals - pending & Repeat. 4) NAAC visit - preparation.

PLANNER

Activity Completed
1) Organised plantation in college, and Interdepartmental essay writing and poster Making competition 2) Series examination for sem II and sem IV students conducted and results published 3) Prepared the final department profile - 5 years 4) Finished the PPT work of criteria II for NAAC principals presentation
1) Finalised the first draft of SIV project work 2) Series examinations conducted for SII and SIV batches 3) Academic Auditing conducted. 4) Journals/presentations collected - and bound into two books (of all faculty members) (last 5 years)
1) verified and certified SII records. 2) conducted model examinations for SIV and SII students. 3) Repeat - practical work was assigned to students and finished it. 4) Files updated - Finished PPTs & other work.

Reshma Dk
Signature of H.O.D.

TERM WISE

Month	Activity Planned
September 2016	1) NEAC - CED proposal submission 2) Paper publications of finished MSc project work. 3) UKIERI Project proposal.
October 2016	1) Model practical examinations 2) Preparation of notes & PPT for SI & S₂
November 2016	1) Records - SI and SII finished to be 2) Assignment topics to be allotted for S₁
December 2016	1) Finish portions for second set of examinations (LA) 2) Notes & PPT has to be updated 3) Seminar topics to be attended, which will be presented by students 4) Allotment of project work for S₂ students.

PLANNER

Activity Completed
1) Submitted proposal for NEAC - CED 2) Papers published - 3 nos in peer reviewed journals. 3) Finished & finalised the proposal with support from KAU, Vellayam.
1) Finished all practicals. 2) 3/4th portions finished and notes were updated and PPT's prepared
1) Certified both records for both batches of SI and SII 2) Assignment topics allotted and received submissions from their part
1) portions finished for second set of test papers to be conducted during January 2017. 2) updated notes for two semesters - SI & SII 3) 1/2 of seminar student seminars organised 4) project work allotted for students and started review of literature.

Reshma Tok
Signature of H.O.D.

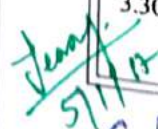
Time	Day : Wednesday	Date : 01.06.2016
8.30-9.30	College reopens after vacation. Department Profile preparation.	
9.30-10.30	Preparation for SIV class.	
10.30-11.30	Preparation for SII class	
11.30-12.30	Environmental chemistry (SII)(T)	
12.30-1.30		
1.30-2.30	Department Profile work	
2.30-3.30	Policies and Laws (SIV)(T)	
3.30-4.00	Preparation of Department profile.	

Time	Day : Thursday	Date : 02.06.2016.
8.30-9.30	Preparation for SII class.	
9.30-10.30	Environmental Technology (SII)(T)	
10.30-11.30	Waste Management (P)(SIV)	
11.30-12.30	Project work (SIV)(P)	
12.30-1.30		
1.30-2.30	Preparation for SIV class.	
2.30-3.30	Project work (SIV)(P)	
3.30-4.00	Department profile work.	

03.06.2016-Wednesday - pass board meeting (Bsc) - SIII
(with leave) at University building, Palayam

Time	Day: Thursday	Date: 22.12.2016.
8.30-9.30	preparation for S1 class	
9.30-10.30	preparation for S1 class.	
10.30-11.30	preparation for S1 class	
11.30-12.30	Env. Biology (T) (S1)	
12.30-1.30	Lab cleaning.	
1.30-2.30	Env. Geology (T) (S1)	
2.30-3.30	project work (S3)	
3.30-4.00	project work (S3)	

Time	Day: Friday	Date: 23.12.2016.
8.30-9.30	preparation for S1 class.	
9.30-10.30	paper evaluation (practical exam conducted at Anchal St. John's)	
10.30-11.30	"	
11.30-12.30	Repara Remote sensing - preparation for S3 class.	
12.30-1.30	Christmas lunch at canteen.	
1.30-2.30	Env. Biology (T) (S1).	
2.30-3.30	Remote sensing (P) (S3)	
3.30-4.00	Final mark entry of practical exam conducted at Anchal (St. John's College) - to be submitted to University	


 5/11/17

College closes for Christmas holidays.

Time	Day: Friday	Date: 10.02.2017
8.30-9.30	Literature survey (S4 project)	
9.30-10.30	Literat Project work - Lab - S4.	
10.30-11.30	Literature survey - S4 project.	
11.30-12.30	Minute Book entry - for Department council.	
12.30-1.30	Lab work - S4 project.	
1.30-2.30	Collection of review of literature related	
2.30-3.30	to S4 project.	
3.30-4.00	Extension activity.	

13.02.2017 - Monday - casual leave.

Time	Day: Tuesday.	Date: 14.02.2017
8.30-9.30	Literature Survey (S4 project)	
9.30-10.30	Preparation for project work (S4)	
10.30-11.30	Literature survey - S4 project.	
11.30-12.30	Literature Survey - S4 project	
12.30-1.30	preparation for lab work - project (S4).	
1.30-2.30	preparation for S4 class.	
2.30-3.30	Waste Management (T) (S4)	
3.30-4.00	Literature survey (S4 project)	



ALL SAINTS' COLLEGE

Re-accredited with 'A' - Grade by NAAC

THIRUVANANTHAPURAM

Name Dr. Reshma .J.K
Designation Asst Prof & Head
Department Environmental Sciences
Year 2017 - 18

Teachers Diary

TERM WISE

Month	Activity Planned
June 2017	1) To finish portions for second series examinations (SII & SIV) 2) Prepare the students for upcoming practical examinations (Internal) 3) Syllabus revision - Prior to Workshop organised as instructed by BOS in Env
July 2017	1) To attend refresher course/special summer school 2) Finish portions for SII and SIV students. 3) Finish project work allotted 4) To send papers for publication in UGC approved journals. 5) Repetition of practicals as per request
August 2017	1) To send papers/articles for publication in UGC approved journals. 2) Submission of final report of UGC-MRP 3) Finalise the S4 project reports and send to University for valuation 4) Final uploading of S4/S2 marks to University

PLANNER

Activity Completed
1) $\frac{3}{4}$th of portions covered for SII & SIV prior to the conduct of second series examination. 2) Practical given for both semesters 3) The final draft of the revised syllabus was send to the chairperson (BOS in Environmental Sciences, Utkalika)
1) Finished full portions for SII & SIV semesters 2) Practical repeated 3) Project work of students completed and articles sent for publication in UGC approved journals. 4) Published two articles in UGC approved journals. 5) Attended the 2nd refresher at UGC-MHRD, KVM (special summer school)
1) 3 articles were sent for publication in UGC approved journals 2) Submitted to UGC, the final report of the MRP sanctioned during 2013. 3) Submitted the S4 projects to University for valuation 4) uploaded internal marks/attendance to the University website & submitted hardcopies to college office.

Redhmiti Deka
 03-08-2017
 Signature of H.O.D.

Time	Day: Friday.	Date: 18. 08. 2017.
8.30-9.30	Reference - S4 project.	
9.30-10.30	Reference - S4 project.	
10.30-11.30	S4 - project correction & preparation for paper submission	
11.30-12.30	SII practicals repeat.	
12.30-1.30	Preparation of VAC report	
1.30-2.30	"	
2.30-3.30	Our chemistry practical (S2)	
3.30-4.00	"	

Time	Day: Monday	Date: 21. 08. 2017.
8.30-9.30	Preparation of audit related documents (VAC-MRP)	
9.30-10.30	Syllabus modification work	
10.30-11.30	S4 practicals / record verification	
11.30-12.30	S2 practicals / record verification	
12.30-1.30	"	
1.30-2.30	Preparation for S2 practicals	
2.30-3.30	S2 practicals.	
3.30-4.00	Syllabus revision work (Question papers-attachment)	

Time	Day: Thursday. Date: 31.08.2017
8.30-9.30	Valuation of record sheets. (S ₂)
9.30-10.30	valuation of record sheets (S ₄)
10.30-11.30	S ₂ practicals - Repeat
11.30-12.30	onam programmes.
12.30-1.30	onam lunch - canteen.
1.30-2.30	onam programmes.
2.30-3.30	"
3.30-4.00	college closes for onam vacation.

Done
31.08.2017

01.09.2017 - 10.09.2017 - onam Holidays

Time	Day: Monday. Date: 11.09.2017
8.30-9.30	Valuation of record sheets (S ₄).
9.30-10.30	valuation of record sheets (S ₄).
10.30-11.30	S ₄ practicals - Repeat.
11.30-12.30	Remote Sensing (T) (S ₃)
12.30-1.30	valuation of records (S ₂).
1.30-2.30	Preparation of interleaf sheets for S ₄ records.
2.30-3.30	Remote sensing (P) (S ₃)
3.30-4.00	Preparation of interleaf sheets for S ₄ records.

12.09.2017 - Holiday - Sree Krishna Jayanthi.



ALL SAINTS' COLLEGE

Re-accredited with 'A' - Grade by NAAC

THIRUVANANTHAPURAM

Name Dr. Reshma. J.K

Designation Asst Professor & Head

Department Environmental Sciences

Year 2018-19 (Till 05.09.2019)

Teachers Diary

TERM WISE

Month	Activity Planned
June	1) Finish portions for S4 students - To prepare them for Second series exams
July	2) Finish project work for S4 students
2018	3) paper publications - MSc projects
	4) Project submissions (DOEC)
August	1) Finish portions for S2 students; and prepare them for Second series examination
2018	2) Record work for SIII and SIV Semesters
	3) Preparation of papers for publication in journals
	4) Arrangements for study tour
	5) Apply for technical sessions/workshops
September	1) study tour to Bangalore.
2018	2) Workshop (pedagogy) at Calcutta.
	3) Finish practicals for S2 and S4 students
	4) Second Series examination for sem 2 students
	5) My paper valuation and final scrutiny as chairperson (S4)

PLANNER

Activity Completed
1) Finished portions and conducted Second series examinations for S4 students.
2) Project work in the lab over. Writing in progress.
3) Papers sent for journal publication - correction on key
4) Submitted Projects (Plastic & MRP) to Directorate of Environment and climate change.
1) finished portions and revision in progress.
2) 3/4 th of record work allotted to students, and correction in progress.
3) preparation of papers in progress, and first draft of papers ready for publication
4) Study tour proposal submitted to Directorate of collegiate Education, Kolar.
5) Applied for workshop (pedagogy) at Calcutta/Super
1) Took students for study tour to Bangalore - 18 th September N.P. de
2) Participated in pedagogy workshop sponsored by UGC, Govt. at Kolkata.
3) Finished practicals for S2 & S4 students
4) Series examinations conducted.
5) Chairpersons duty completed and submitted final verified mark sheets to University

Jashmina D.K.

Signature of H.O.D.

TERM WISE

Month	Activity Planned
October 2018	(1) Felicitation to college union for receiving Best Union award - (2) preparation of syllabus prior to Board of studies meeting at Uty. (3) Records/skills portfolio to be finalised.
November 2018	(1) Practicals - repeats to be offered to students (2) Model practical examinations (3) Preparation of AQAR-Dept. reports to be finalised. (4) Application for MRP
December 2018	(1) Preparation of dept files for research centre application (2) Conduct of university practical examinations.
January 2019	(3) Finish portion to finalise the second series exams for S1 & S3.

PLANNER

Activity Completed
(1) Felicitated ^{informed} the union members at new auditorium (As Secretary (Staff)) (2) syllabus prepared and submitted to university. (3) student skills portfolio finalised.
(1) Practical repeats offered to students (2) ^{furnished} conducted model practical examinations (3) AQAR data updation progressing and few data to be attached. (4) MRP applications sent to DoEC & KSBB.
(1) Files prepared as per application submitted to university for granting research centre (2) Finished the practicals & examinations (3) Second series examinations were given to both S1 & S3.

Reshma D
Signature of H.O.D.

TERM WISE

Month	Activity Planned
February 2019	1) conduct of series (Internal) examinations
March 2019	2) preparation for Invited lecture
April 2019	3) conduct of National Science Day & Ekudite programme-2019. 4) Preparation of college day report
May 2019	1) Disaster Management Workshop
June 2019	2) IPR-IQAC - one day seminar
July 2019	3) Q paper setting Calicut University 4) Finish portions for S4 5) Start project work reports correction - S4
August 2019	1) conduct of second series examinations for S2 and S4.
September 2019 (Till 05.09.2019)	2) Preparation of PPT for S2 & S4. 3) conduct of practical model examinations and reports for practical session

PLANNER

Activity Completed
1) Series examinations over and answer scripts given Internals uploaded
2) Invited lecture completed - Nazarene WCE and IAS - Foundation course.
3) MSD Gordon organised in the dept with funding from KSCSTE
4) college day report finished
1) Attended disaster management workshop
2) Organised IPR one day seminar at AU
3) Question papers prepared and sent to Calicut University
4) portions finished for S4
5) Project work reports - S4 - finalised.
1) Second Series exams given for S2 and S4. Answer scripts corrected - Internals uploaded.
2) Notes prepared for new batch of S1 class.
3) practical model examination offered to S1/S4 students.

Heshma D.K.

Signature of H.O.D.

Time	Day: Friday	Date: 01.06.2018
8.30-9.30	preparation for S4 class.	
9.30-10.30	preparation of notes for S4 students	
10.30-11.30	Env. Economics (S4) (project)	
11.30-12.30	Env. pollution (S4) (project)	
12.30-1.30	preparation of PPT for S2 class	
1.30-2.30	preparation of PPT for S4 class.	
2.30-3.30	Env. pollution (P) (S2). Chemistry	
3.30-4.00	preparation of notes (S2)	

Time	Day: Monday	Date: 04.06.2018
8.30-9.30	preparation of notes for S4 class.	
9.30-10.30	preparation of PPT for S4 class.	
10.30-11.30	Env. Economics (S4)	
11.30-12.30	Env. pollution (S2)	
12.30-1.30	preparation of PPT for S2 class	
1.30-2.30	preparation of setting of lab for S2 practicals.	
2.30-3.30	Env. pollution (P) (S2).	
3.30-4.00	preparation of notes for S4 students.	

Time	Day: Thursday	Date: 27.06.2019
8.30-9.30	preparation for S2 class.	
9.30-10.30	Env. Technology (T) (S2)	
10.30-11.30	Waste Management (P) (S4)	
11.30-12.30	project (S4) - Review ^{correcting} of literature	
12.30-1.30	preparation for S4 practical & class.	
1.30-2.30	Question paper setting Calicut University	
2.30-3.30	project (S4)	
3.30-4.00	"	

Time	Day: Friday	Date: 28.06.2019
8.30-9.30	preparation for,	
9.30-10.30	Invited lecture organized by IQAC and Dept of EUS	
10.30-11.30	at Audio visual Hall on. Intellectual Property Rights.	
11.30-12.30	project (S4) Env. Technology (T) (S2)	
12.30-1.30	Question paper setting (Calicut University)	
1.30-2.30	Preparation for S2 class	
2.30-3.30	Env. Chemistry (P) (S2)	
3.30-4.00	General staff meeting at Audio visual Hall	



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

Re-accredited with 'A' - Grade by NAAC

Name *RATANI V*

Designation *Assistant Professor*

Department *Env. Sciences*

Year *2019 - 2020*

Teachers Diary

TERM WISE

Month	Activity Planned
June 2019	S ₂ and S ₄ portions to be started S ₄ projects to be finished Assignments to S ₂ & S ₄
July 2019	S ₄ projects to be finished Seminars to be conducted for students
August 2019	Practicals to be conducted for S ₂ and S ₄ students Thesis correction for S ₄ students

PLANNER

Activity Completed
S ₂ and S ₄ portions started S ₄ projects almost finished Assignments allotted to S ₂ and S ₄
S ₄ projects finished Seminar presentations for students completed
Conducted practicals for S ₂ and S ₄ students Correction of thesis almost completed

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Signature of H.O.D.

TERM WISE

Month	Activity Planned
September 2019	Class for S ₁ students to be started Allotment of assignments for S ₁ students Finalising record books for S ₂ and S ₄
October 2019	Seminars to be finished for S ₁ students Discussion about project topics for S ₃ students Portions to be finished for S ₁
November 2019	S ₁ portions to be finished Finalise project topics for S ₃ Assignments to S ₃ students

PLANNER

Activity Completed
Started class for S ₁ students Assignments were allotted to S ₁ students Record books finished S ₄ thesis corrections finished
Seminar presentations finished Project topics not yet finalized S ₁ portions almost finished
S ₁ portions finished Project topics not finalized Assignments allotted to S ₃ students

[Signature]

Signature of H.O.D.

Time	Day: Tuesday Date: 07/01/2020
8.30-9.30	Library
9.30-10.30	S2 Env. Techniques
10.30-11.30	CA marks preparation
11.30-12.30	Note preparation
12.30-1.30	Tutorial class
1.30-2.30	Library
2.30-3.30	S2 Env pollution
3.30-4.00	Note preparation

08/01 → National strike

Time	Day: Thursday Date: 09/01/2020
8.30-9.30	} Note preparation
9.30-10.30	
10.30-11.30	S2 Env. chemistry
11.30-12.30	On line CA marks entry
12.30-1.30	Lab setting
1.30-2.30	Record correction
2.30-3.30	Note preparation
3.30-4.00	Library



ALL SAINTS' COLLEGE
THIRUVANANTHAPURAM

Name Dr. SMITHA ASOK V.

Designation Assistant Professor

Department Environmental Sciences

Year 2016-17

Teachers Diary

TERM WISE

Month	Activity Planned
June 2016.	(i) S ₄ Seminar presentation to be completed (ii) Files updation in the Dept. (iii) Participation & presentation of Paper for National Seminar. (iv) Complete portion of S ₄ . (v) Interview to be conducted for MRP
July 2016.	(i) S ₂ Seminar presentation to be completed (ii) S ₄ Revision to be conducted (iii) S ₄ Series test to be conducted (iv) Finish portion of S ₂ . (v) Setting up of Geomatics lab in the Dept as part of MRP.
August 2016.	(i) Preparation for NAAC visit on 8 th , 9 th and 10 th (ii) My assigned cord duty of conducting practical Exam of S ₂ & S ₄ BSc. (iii) Finish practical portion of S ₃ & S ₄ . (iv) Finish practicals of S ₂ & S ₁

PLANNER

Activity Completed
(i) S ₄ Seminar presentation completed as planned. (ii) Files updated (iii) Four Seminars Papers presented at the National Seminar. (iv) S ₄ portion completed as planned. (v) Interview conducted & Proj Fellow selected.
(i) S ₂ Seminar presentation completed as planned. (ii) S ₄ Revision conducted and Qn paper discussed. (iii) S ₄ Series Test conducted (iv) S ₂ portion completed as planned. (v) Geomatics lab set up as planned.
(i) NAAC visit completed successfully (ii) Preparation done for conducting practical (iii) Completed practicals of S ₃ & S ₄ (iv) Completed portion of S ₁ & S ₂ .


 Signature of H.O.D.

TERM WISE

Month	Activity Planned
September 2016	(i) S ₄ Valuation to be completed (ii) Assignment topics to be given for S ₃ students (iii) Field trip to EMERI & Vizhinjam Port to be conducted (iv) S ₄ practicals to be repeated (v) Paper publication of S ₄
October 2016	(i) Submit SAC proposal (ii) Cover half portion for S ₃ (iii) Valuation of P ₂ and S ₄ , BSc EVS (iv) Practicals Model & Uhy Exam to be conducted for P ₄
November 2016	(i) S ₁ Assignments to be given (ii) S ₁ & S ₃ Series I tests to be conducted (iii) SAC proposal to be finalized and presented

PLANNER

Activity Completed
(i) Completed S ₄ valuation (ii) Assignment topics given to S ₃ students (iii) Field trip conducted as intended (iv) Practicals repeated, S ₃ & S ₄ (v) S ₄ paper published
(i) SAC proposal submitted on time (ii) S ₃ portion, half, covered as intended (iii) S ₂ & S ₄ BSc Valuation camp attended for 10 days (iv) S ₄ & S ₃ Model & Uhy Exam conducted
(i) S ₁ assignments given (ii) S ₁ & S ₃ series tests conducted and assessed (iii) SAC proposal presentation done

Reshma P.K.
Signature of H.O.D.

TERM WISE

Month	Activity Planned
December 2016	(i) S ₃ seminar to be conducted (ii) To attend training on Geostatistical analysis @ NITK-Surathkal (iii) SAC proposal to be resubmitted (iv) S ₃ projects to be finished
January 2016	(i) S ₃ seminar to be conducted (ii) S ₁ Seminar to be conducted (iii) S ₃ portions to be completed (iv) S ₁ portions to be completed (v) S ₃ projects to be finished & initiated (vi) Data purchase for MRP (vii) PTA meeting to be conducted (S ₁ & S ₃)
February & March	(i) Sem II assignments to begin (ii) Sem IV assignments to be given (iii) IIRS Outreach Course to be conducted (iv) Portion of S ₂ & S ₄ to be covered half (v) Training programme on ENVI programme to be conducted

PLANNER

Activity Completed
(i) S ₃ Seminar - 3 nos conducted (ii) Attended training course @ NITK + Surathkal (iii) SAC proposal resubmitted
(i) S ₃ portions completed as planned (ii) S ₄ portions completed as planned (iii) S ₃ Seminar (iv) S ₁ Seminar (v) PTA meeting conducted (S ₁ & S ₃)
(i) Sem II assignments valued & returned (ii) Sem IV assignments valued & returned (iii) IIRS Course conducted successfully (iv) Half portion of S ₂ & S ₄ covered (v) Training on ENVI programme conducted successfully

Rehman Ali

Signature of H.O.D.

Time	Day: Tuesday	Date: 30/8/16
8.30-9.30	Course Material Preparation	
9.30-10.30	Uploading of	
10.30-11.30	CAMarkin of II Semester	
11.30-12.30	to Udy. website.	
12.30-1.30	Lunch Break.	
1.30-2.30	MRP work.	
2.30-3.30	MRP work.	
3.30-4.00	Extension Activity	

Time	Day: Wednesday	Date: 31/8/16.
8.30-9.30	Course Material preparation	
9.30-10.30	S ₂ practicals	
10.30-11.30	S ₂ practicals	
11.30-12.30	Salinity Estimation	
12.30-1.30	Lunch Break	
1.30-2.30	S ₂ practicals	
2.30-3.30	MRP work	
3.30-4.00	Extension Activity	


 31/8/16