



# RAAK ARTS & SCIENCE COLLEGE

PERAMBAI

## CLASS COMMITTEE MEETING REPORT

Meeting no : 3

Date : 28/07/2019

Venue : BBA Department

Time : 1.30 pm

### STUDENT MEMBERS

- 1. Amudarasasi - Nedri
- 2. Dharshini - Shaubis
- 3. Ilavarasi - Ilavarasi

- 4. Syed Nishal - Syed Nishal
- 5. Suresh kumar - Suresh kumar
- 6. Vengatesan - Vengatesan

### ISSUED DISCUSSED:

#### General Discussion :

- 1) Discussed about all subjects portion completion
- 2) Discussed about placement classes and fees pay regards.
- 3) Discussed about to conduct seminar/ GL.

### ACTION TAKEN

- 1) All the subjects going good. Portion getting finished.
- 2) Placement classes will start on 19/8/19. Students are insisted to pay their placement fees immediately.
- 3) Department planning to conduct seminar in Aug 2019.

### FOLLOW - UP (STATUS)

- NIL -



HOD Signature

Vice - Principal

Principal

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# RAAK ARTS & SCIENCE COLLEGE

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## CLASS COMMITTEE MEETING REPORT

Meeting no : 1

Date : 25/05/2019

Venue : BBA Dept.

Time : 1.00 PM

### STUDENT MEMBERS

1. Ilavarasi.R. R. Ilavarasi

4. R. Mathivanan

2. Dhruva.D. Dhruva

5. M. Aravind

3. V. Nishali

### ISSUED DISCUSSED:

#### General Discussion :

- \* Discussed about new regulations from the TUV Irc IA Marks and Assessment Records.
- \* Discussed about all the subjects completion and Staffs.
- \* Discussed about the issues happened in the last week in BBA Dept. (Disciplinary Activities)

### ACTION TAKEN

- \* Insisted all the Staff Members to remember the students of termly that about Internal Marks Awareness and Attendance.
- \* All the subjects are going good. TCF Material were issued.
- \* Insisted each & every staff members to take care of the students in their class hours and feed more Moral classes to the students.


### FOLLOW - UP (STATUS)


- Nil -

Jam.

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HOD Signature

  
Vice - Principal  
27/5

  
Principal



# RAAK ARTS & SCIENCE COLLEGE

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## CLASS COMMITTEE MEETING REPORT

II BBA.

Meeting no : 1

Date : 27/6/2019

Venue : BBA Department.

Time : 1.30 Pm.

### STUDENT MEMBERS

1. PRABHAKARAN. S

*Prabhu*

4. P. Aravani

*P. Aravani*

2. RAJA. D

*Raja D*

5. A. Jayapriya

*A. Jayapriya*

3. S. Sindhuani Selvan

*S. Sindhuani*

### ISSUED DISCUSSED:

#### General Discussion :

- Discussed about the TCF and Unit 1 completion.
- Discussed about the new regulations TUV regarding assignments, internal marks, internal Examination.
- Discussed about the disciplinary activities.

### ACTION TAKEN

- TCF is issued and unit 1 is completed.
- Insisted all the staff members to remaind the attendance for the student.
- Given moral instructions.

### FOLLOW - UP (STATUS)



- NIL -

*Jm*

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HOD Signature

Vice-Principal

Principal

27/6/19



# RAAK ARTS & SCIENCE COLLEGE

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## CLASS COMMITTEE MEETING REPORT

Meeting no : 1

Date : 12.9.19

Venue : BBA Dept.

Time: 1:30

### STUDENT MEMBERS

1. Abishek K. Abishek
2. Ashritha - Ashritha

3. Md. Rasool (F. Mohammed Rasool)
4. Sharmila - Sharmila
5. Prithika - Prithika
6. Kisubarathy -
7. Karthik (Karthik.K)

### ISSUES DISCUSSED:

#### General Discussion :

1. Discussed about the completion of unit 1 & 2.
2. Discussed about the circulation of TCF material
3. Discussed about the importance of IA Examination with students.
4. Educate the moral ethics, discipline, rules & regulation

### ACTION TAKEN

1. All subjects are going well
2. Insist the students to prepare well the IA2 Exam

### FOLLOW - UP (STATUS)



- NIL -

*Jan.*

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*[Signature]*  
HOD Signature

*[Signature]*  
Vice - Principal

*[Signature]*  
Principal



# RAAK ARTS & SCIENCE COLLEGE

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## III B/wm (B) CLASS COMMITTEE MEETING REPORT

Meeting no : 1

Date : 19.12.19.

Venue : class

Time : 12.40

### STUDENT MEMBERS

- |                  |               |           |
|------------------|---------------|-----------|
| 1. Rani          | 3. Premkumar  | 5. Jenema |
| 2. praveenkumar. | 4. Sivaswiga. |           |

### ISSUED DISCUSSED:

#### General Discussion :

- \* All class going well.
- \* I & II unit TCF all subjects given students.
- \* classroom (out side) very noisy.
- \* college bell <sup>sound</sup> not hearing the students.

### ACTION TAKEN

- ⇒ slip Test, TCF all subjects given to students.
- ⇒ construction work going on, informed students.
- ⇒ informed VP Sir.

### FOLLOW - UP (STATUS)

- construction work completed.
- After building work over, permanent bell will be fixed, time being kindly adjust.

HOD Signature

Vice-Principal

Principal



*Jar.*

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## MINUTES OF MEETING

Venue: Principal Chamber

Date: 26.10.2021

Timings: 10.30 A.M

The following Staff Members were Present during the Meeting:

- |                        |   |                            |
|------------------------|---|----------------------------|
| 1. Dr.G.Mohammed Nazer | - | Principal                  |
| 2. Mr.J.Arokianathan   | - | Vice – Principal           |
| 3. Dr.M.Kumaraguru     | - | HOD/ Dept. of Tamil        |
| 4. Mrs.A.K.Gowthemraj  | - | HOD/ i/c Dept. of English  |
| 5. Mr.A. Saravanan     | - | HOD/ Dept. of Mathematics  |
| 6. Mrs.R.Devagi        | - | HOD/ Dept. of Commerce-“A” |
| 7. Mrs.V.Anbukarasi    | - | HOD/ Dept. of Commerce-“B” |
| 8. Mrs.B.HelenPreetha  | - | HOD/ Dept. of B.Com (CA)   |
| 9. Mr.R.Prathap        | - | HOD / Dept. of BBA         |
| 10. Mrs.A.Sangeetha    | - | HOD/ Dept. of B.Com (CS)   |
| 11. Mr.G.Senthilnadhan | - | HOD / Dept. of Chemistry   |
| 12. Mrs.E.Rajalakshmi  | - | HOD Dept. of BCA           |

The following points were discussed in the HOD’s meeting:

1. 01.11.2021 and 02.11.2021 both the days has been scheduled as working days.
2. From 03.11.021 to 07.11.2021 has been declared as a holiday due to the festival celebration of Diwali.
3. 28.10.2021 to 02.11.2021 will be regular working day for all II and III year (alternative days). Hence those who have not completed the portions are asked to utilize the dates to complete the portions, if finished revise the portions.
4. Discussed about the commencement of first year regular classes from 08.11.2021 onwards. Hod’s are advised to inform all the first year students and parents about the of regular classes (6 days per week). And submit the 6 days’ time table on or before 27.10.2021.
5. Discussed about the student’s fees pending, the last date of fees pending for without fine amount is 30.10.2021. So, inform parents and students well in advance.
6. Those who have not paid their tuition fees may not be allowed to write their practical examination for this semester.

Discussed about attendance report and attendance shortage of students. All the staff



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members are asked to maintain their attendance properly.

8. All the HODs are requested to prepare and inform the students about their arrear status.
9. Discussed about Exam fees collection from students.
10. HOD's are advised to submit their department Proforma I & II on 26.10.2021.

*H. M. Howard No 2.*

PRINCIPAL



*J. S.*

— PRINCIPAL  
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## MINUTES OF MEETING

Venue: Principal Chamber

Date: 26.08.2020

Timings: 12.30 PM to 2.30 PM

Agenda: NOV/ DEC 2020 Exam Fees, Exam Proforma I & II preparation, Fees Pending, Unit Completion, IA1 Mark Statement submission, IA1 Mark Distribution, Semester Exams, IA1 Examinations, Assignments – Reg

1. Odd Semester Examinations for all the students will commence from **02.011.2020**.
2. Internal Assessment 1 Examinations for current 2<sup>nd</sup> & 3<sup>rd</sup> year students will commence from **31.08.2020**.
3. Attendance and Assignment marks has to be submitted on **02.09.2020 (Wednesday)**.
4. Discussed about the Next HOD(s) Meeting Dates
  - i. **02.09.2020 & 07.09.2020**.
5. All the HOD(s) are requested to submit their IA1 Question Paper (Word Format) to the undersigned on **29.08.2020 (Saturday)**.
6. IA1 Mark Sheets (RAR file Format) has to reach the HOD(s) every day without fail.
7. All the HOD(S) are instructed to use Excel Format for submitting their IA1 Mark statements.
  - i. **Excel Format**
  - ii. **Attendance – 5 Marks**
  - iii. **Assignment - 10 Marks**
  - iv. **IA1 Exams - 10 Marks**
8. Discussed about the **University Examination Fees for Nov/ Dec 2020**.
  - v. Last date to pay the Exam Fees without Fine: **16.09.2020**
  - vi. Last date to pay the Exam Fees with Fine: **23.09.2020**
9. Discussed about the Exam Fees Proforma I & II Preparation Class wise both hard copy & soft copy.
10. All the HOD(s) are insists to collect the Arrear fees along with the Current Exam fees (Including theory & Practical's)



  
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11. Discussed about the Pending fees Students. HOD(s) are instructed to follow them regularly. If, they fail to pay their Tuition fees then there are not allowed to pay their Nov/ Dec University Examination fees.
12. Pending Subject online classes for BCA department will start after the completion of IA1 Examinations.
13. Insist all the HOD(s) to Cover the remaining portions (3, 4 & 5 Units) in Exam point of view due to time constraints.

*A. M. Hameed No 2.*

PRINCIPAL



*Jr.*

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*A. M. Harand Na 2.*

PRINCIPAL



*Jhr.*

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# Department of B Com (CA)

Date : 06.01.2023 HOD Meeting  
Time : 10.00 AM meeting no 1  
Venue : Dean Chamber

The following points were discussed in the HOD meeting

- \* Discussed to first year Annamalai University Exam time table
- \* Discussed to all year students model exam time table and Exam session.
- \* Discussed about model exam question Paper submission date
- \* model exam start from 19 January 2023

① Dr. P. Kathavarayam

*[Signature]*

② Mrs. A. Suganthi

*[Signature]*

③ Mr. R. Chilambaram

R. Chilambaram



*[Signature]*

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Date: 19/01/2023

Time: 10:30 AM

Meeting No: 2

Venue: Dean Chompen

The following points were discussed in the HOD meeting

- \* Discussed about tuition fees Pending list
- \* Discussed about current third year students rejoining date
- \* Discussed about students leave and late record and informed to parents before 10.00 AM.
- \* ~~show~~ students should not use cell phones in classrooms

① Dr. P. Kathavarayan

*[Signature]*

② Mrs. A. Suganthi

*[Signature]*

③ Mr. R. Chidambaram.

*[Signature]*



*[Signature]*

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Date: 07/02/2022

Time: 1.00 AM

Meeting no: 3

Venue: Dean Chamber

The following points were discussed in the HOD meeting

- \* Discussed about class incharge should monitoring students leave and late coming
- \* Discussed about staff leave and late information 8 CL, 4 medical leave, 8 special leave. Permission allowed before 8.55 (minimum three)
- \* Discussed about HOD and staff maintain and followed Varunda duty, Gate duty
- \* Discussed about staff member should not allowed mobile phone inside the class and before dress wear
- \* Discussed about student attendance percentage who have below 75%. informed to Parents and that list will be give to Principle Sir.

\* Female Staff should not allowed classroom without gown



- ① Dr. P. Kathavarayan
- ② Mrs. A. Suganthi
- ③ Mr. R. Chulambarayan.

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*Jan*  
J. Narayana  
A. Ruy  
R. Chulambay



6. TCF: 1, 2 / 12.1996 மார்ச் - 2019 - 3 ஆம் ஆண்டில் ஏதாவது

7. ஸ்கூலின் விகிதாசாரம் V.C ஆலோசனை பிடி TCF For Remark இயல்புகளில். அமைக்க வேண்டுகிற கமிட்டி உறுப்பினர்களை அறிவிக்கிறோம். அந்த உறுப்பினர்களை அறிவிக்கிறோம்.

8. Campus cleaning program ஏற்பாடு (RRC) போன்றவைகளை மேற்கொள்ள வேண்டும்.

9. Department- சார்பாக நியமிக்கப்பட்ட பிடி வேலைகளை மேற்கொள்ள வேண்டும்.

10. Semester Fee விவரம் குறித்து கமிட்டி உறுப்பினர்களை அறிவிக்கிறோம். அந்த உறுப்பினர்களை அறிவிக்கிறோம்.

*[Handwritten signature]*  
(VP)

ம. குமார்

*[Handwritten signature]*  
(PRINCIPAL)

சு. சிவசுந்தர்

பி. சிவசுந்தர்

சு. சிவசுந்தர்

சு. சிவசுந்தர்

சு. சிவசுந்தர்

சு. சிவசுந்தர்



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*[Handwritten signature]*



Date: 17/12/19

MINUTES OF MEETING

DEPARTMENT OF TAMIL

1) Placement, college fees அமைவுகள் குறித்து 24.12.2019 ~~26.12.2019~~ கடைசி தேதி (Last date). கட்டிடம் லாண்டிங் கட்டணம் அமைவுகள் குறித்து செய்தி தெரிவிக்கப்பட்டுள்ளது.

2) திணைக்களம் 1, 2, Unit. TCF லாண்டிங் கட்டணம் குறித்து அறிவுறுத்தல்கள். 23.12/19 அன்று அனைத்து லாண்டிங் கட்டணம் செய்து Unit, 1, 2 - தரைய TCF குறிப்பாக தெரிவிக்கப்பட்டுள்ளது. தெரிவிப்புகள் விரைவில் பரிசீலனை செய்யப்படும்.

3) விடுமுறை லாண்டிங் கட்டணம் குறித்து notes தயார் செய்து கொடுக்கப்படும். சீரமைப்புகள் குறித்து அறிவுறுத்துவதற்காக Dictation செய்யப்படும். Dictate (விடுமுறை).

4) Tashreef, class committee meeting / குழுவின் செயல்பாடு குறித்து அமைவுகள் குறித்து Academic Schedule மாற்றம் குறிப்பிட்டு தெரிவிக்கப்பட்டுள்ளது.

5) திணைக்களம் அமைவுகள் குறித்து Late-செய்தல் குறித்து லாண்டிங் கட்டணம் குறித்து செய்தி தெரிவிக்கப்பட்டுள்ளது. அறிவுறுத்துவதற்காக HOD குறிப்பிட்டு தெரிவிக்கப்பட்டுள்ளது. விடுமுறை குறிப்பிட்டு தெரிவிக்கப்பட்டுள்ளது.



Jay.

6. TCF: 1, 2 / 12.1980-2019 - 3000 அளவிற்கு
7. ஸ்கூல்களில் V.C அளவிற்கு பிடி TCF 1 Remark குறிப்பிடும்படி. அமைச்சர் மூலம் ஒதுக்கீடு செய்து தரப்படும் தகவல்களை அனுப்பும்படி கருதுகிறோம்.
8. Campus cleaning program (RRC) (RRC)
9. Department- சான்றிதழ் பெறும்படி பிடி கொடுக்க வேண்டுகிறோம்.
10. Semester Fee விவரம் குறித்து பிடி கொடுக்க வேண்டுகிறோம்.

(VP)

ம. குமார்

(PRINCIPAL)

சு. சிதம்பரம்

சு. சிதம்பரம்

சு. சிதம்பரம்

சு. சிதம்பரம்

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சு. சிதம்பரம்



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சு. சிதம்பரம்

சு. சிதம்பரம்

6) ~~State Duty~~ - Being a member of various  
 organizations and being a member  
 of various committees and  
 clubs.

7) ~~Responsibility~~ - VP Sir. Being a  
 member of various committees and  
 being a member of various  
 committees and clubs.

8) HOD - 1st hour - Being a member of  
 various committees and being a member  
 of various committees and clubs.

9) ~~Oriente - Programme~~ - Being a member of  
 various committees and being a member  
 of various committees and clubs.

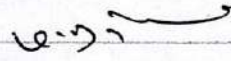
10) ~~PKP - Nursing Admission~~ - Being a member of  
 various committees and being a member  
 of various committees and clubs.



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Calendar of various events and  
 being a member of various committees and clubs.

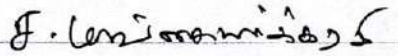
10. ஜெர்மனி

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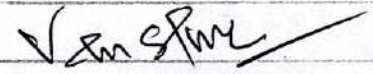
11. சீனா

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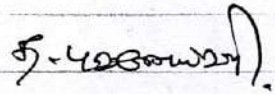
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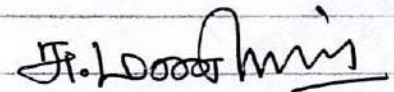
12. மலேசியா

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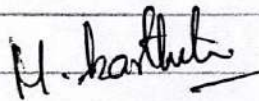
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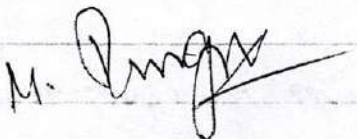
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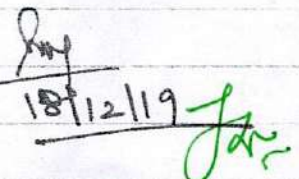
14. பிரெஞ்சு. French

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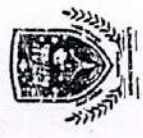


  
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PERAMBAL.

R. Chulambasaran  
Assistant Professor  
Blom CA

# RAAK ARTS & SCIENCE COLLEGE - PERAMBAI



DEPARTMENT OF COMMERCIAL CA WORK DIARY - INDIVIDUAL STAFF WEEKLY REPORT- 21.3.22 to 26.3.22

DATE	CLASS	HOURS	TOPIC DISCUSSED	TOTAL NO. OF STUDENTS	NO. OF STUDENT PRESENT	NO. OF STUDENT ABSENT	REMARKS	STAFF SIGN
21.3.22	I Blom CA I Blom CS I BBA	I	Advertising & Monitoring Skills	36	32 13 17	3 4	Completed	R. Chulambasaran
21.3.22	II Blom CA	II	Merits & demerits of Joint stock company	24	19	5	Completed	R. Chulambasaran
21.3.22	III Blom CA	III	Income from other sources sums taken	54	44	10	Completed	R. Chulambasaran
22.3.22	II Blom CA	I	Corporate A/c test concluded	24	20	4	Completed	R. Chulambasaran
22.3.22	III Blom CS I Blom CA I BBA	II	Writing skills discussed	14 36 21	13 34 9	1 2 12	Completed	R. Chulambasaran
22.3.22	III Blom CA	III	Sums taken Income from other source	54	41	13	Completed	R. Chulambasaran
23.3.22	III Blom CA	I, IV	Income from other sources sums taken	54	49	5	Completed	R. Chulambasaran
23.3.22	II Blom CA	II	Physical facilities & Need for location	24	21	3	Completed	R. Chulambasaran
23.3.22	I Blom CA I Blom CS I BBA	VI	Speaking & listening skills discussed	36 14 21	28 14 16	8 5	Completed	R. Chulambasaran

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# RAAK ARTS & SCIENCE COLLEGE - PERAMBAL

WORK DIARY - INDIVIDUAL STAFF WEEKLY REPORT- 24.3.22 - 26.3.22

B.COM CA

DATE	CLASS	HOURS	TOPIC DISCUSSED	TOTAL NO. OF STUDENTS	NO. OF STUDENT PRESENT	NO. OF STUDENT ABSENT	REMARKS	STAFF SIGN
24.3.22	B.Com CA III	I, II	Sum taken Income from other source	54	48	6	Completed	R. Chelamy
24.3.22	B.Com CA I	III	Exam for ready	36	31	5	Completed	R. Chelamy
24.3.22	II B.Com CA	IV	Physical education discussed	24	18	6	Completed	R. Chelamy
24.3.22	II B.Com CA 2 B.Com CA 2 B.Com CA	VI	Unit 2 Started and discussed	36 14 21	31 13 18	5 1 3	Completed	R. Chelamy
25.3.22	III B.Com CA	I, IV	Sum taken, test conducted	54	36	18	Completed	R. Chelamy
25.3.22	I B.Com CA	I, IV	Value education, unit 3 discussed, Slip test conducted	36	31	5	Completed	R. Chelamy
25.3.22	I B.Com CA I B.Com CA I B.Com CA	VI	Persuasive communication discussed, note completed	36 14 21	31 24 18	5 3 6	Completed	R. Chelamy
26.3.22	I B.Com CA I B.Com CA I B.Com CA	II	test conducted	36 14 21	30 10 16	6 4 6	Completed	R. Chelamy
26.3.22	III B.Com CA	IV	Sum taken, note completed	54	35	19	Completed	R. Chelamy

D. [Signature]

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for

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A-K. GOWTHEM RAJ  
A P / ENGLISH



# RAAK ARTS & SCIENCE COLLEGE - PERAMBAL

WORK DIARY INDIVIDUAL STAFF WEEKLY REPORT: 29.07.2019 - 03.08.2019

DATE	CLASS	HOURS	TOPIC DISCUSSED	TOTAL NO. OF STUDENTS	NO. OF STUDENT PRESENT	NO. OF STUDENT ABSENT	REMARKS	STAFF SIGN
29.07.19	III BA Eng	4	Asking some one to say something	54	47	7	Topic Continues	Ju. Ganesan
29.07.19	II BA Eng	3	The Figure Poem Maces	56	51	5	Topic Continues	Ju. Ganesan
29.07.19	II Bsc Phy	2	Mother Teresa	7	7	-	Topic Continues	Ju. Ganesan
30.07.19	II BA Eng	3	The Figure Poem Maces.	56	51	5	Topic Continues	Ju. Ganesan
30.07.19	II Bsc Phy	1	Mother Theresa	7	7	-	Topic Continues	Ju. Ganesan
31.07.19	-	-	-	-	-	-	No classes	Ju. Ganesan
01.08.19	-	-	-	-	-	-	GRADUATION DAY	Ju. Ganesan
02.08.19	-	-	-	-	-	-	FRESHERS DAY	Ju. Ganesan
03.08.19	-	-	-	-	-	-	NO CLASSES	Ju. Ganesan

JAS



For Ju. Ganesan  
HOD

VP

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A.K. GOWDHERAO  
AP/ENGLISH



# RAAK ARTS & SCIENCE COLLEGE - PERAMBAL

WORK DIARY - INDIVIDUAL STAFF WEEKLY REPORT. 5/08/2019 - 10/05/2019.

DATE	CLASS	HOURS	TOPIC DISCUSSED	TOTAL NO. OF STUDENTS	NO. OF STUDENT PRESENT	NO. OF STUDENT ABSENT	REMARKS	STAFF SIGN
05/08/2019	II BA ENG	3	The Figure Poem Makes	56	48	8	Topic Completed	Ju. Ganesan
05/8/2019	II BSC phy	2	Indian Women	7	7	-	Topic Continues	Ju. Ganesan
06/8/2019	II BA ENG	3	The Glass Menagerie - DRAMA -	56	51	5	Topic Continues	Ju. Ganesan
06/08/2019	I BSC phy	1	Indian Women	7	7	-	Topic Completed	Ju. Ganesan
07/08/19	II BA ENG	6	The Glass Menagerie - DRAMA -	56	48	8	Topic Completed	Ju. Ganesan
07/8/19	II BSC phy	3	The Professor.	7	7	-	Topic Continues.	Ju. Ganesan
05/08/19 to 10/08/19	III BA ENG	-	-	-	-	-	Placement Class	Ju. Ganesan
08/08/19 to 10/08/19	II BA ENG or II BSC phy	-	-	-	-	-	Placement class	Ju. Ganesan

Ju.  
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VP

Ju. Ganesan  
HOD

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A.V. UOMHMKHD  
A/P ENGLISH



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WORK DIARY - INDIVIDUAL STAFF WEEKLY REPORT - 12/06/2019 - 15/06/2019

DATE	CLASS	HOURS	TOPIC DISCUSSED	TOTAL NO. OF STUDENTS	NO. OF STUDENT PRESENT	NO. OF STUDENT ABSENT	REMARKS	STAFF SIGN
12/06/2019	III BA Eng	6	Syllabus Introduction	53	48	05	Syllabus Discussed	Jee. @ Perambal
12/06/2019	II BA Eng	2	Syllabus Introduction	56	51	05	Syllabus Discussed	Jee. @ Perambal
12/06/2019	II Bsc Phys	3	Syllabus Introduction	07	07	0	Syllabus Discussed	Jee. @ Perambal
13/06/2019	-	-	-	-	-	-	LOCAL HOLIDAY	Jee. @ Perambal
14/06/2019	II BA Eng	3, 4	Greeting.	53	43	10	Topic Completed	Jee. @ Perambal
14/06/2019	II BA Eng	6	Among Crumbling People - E.E Cummings	56	45	11	Topic Completed	Jee. @ Perambal
14/06/2019	II Bsc Phy	2	The Right to Public Amnesia -	07	06	01	Topic Completed	Jee. @ Perambal
15/06/2019	II BA Eng	3	Among Crumbling People - E.E Cummings	56	41	15	Topic Completed	Jee. @ Perambal
15/06/2019	II Bsc Phy	5	The Right to Public Amnesia -	07	07	0	Topic Completed.	Jee. @ Perambal

M.H. @ Perambal  
15/06/2019  
HOD



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A. K. Gowthamrao  
 AP / ENGLISH



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WORK DIARY - INDIVIDUAL STAFF WEEKLY REPORT- 17/06/19 - 22/06/19

DATE	CLASS	HOURS	TOPIC DISCUSSED	TOTAL NO. OF STUDENTS	NO. OF STUDENT PRESENT	NO. OF STUDENT ABSENT	REMARKS	STAFF SIGN
17/06/19	III BA Eng	4	Making Requests	54	44	10	Topic Completed	AP @ Gowthamrao
17/06/19	II BA Eng	3	Anecdote of Jar About Wallace Stevens	56	41	15	Topic Continued	AP @ Gowthamrao
17/06/19	I Bsc Phy	2	Time & Love Poem	07	07	00	Topic Completed	AP @ Gowthamrao
18/06/19	II BA Eng	3	Anecdote of Jar Stanzas-1 Lady Macbeth	56	45	11	Topic Continued	AP @ Gowthamrao
18/06/19	II Bsc Phy	1	"Introduction"	07	07	00	Topic Continued	AP @ Gowthamrao
19/06/19	III BA Eng	2	Securing Permission	54	46	08	Topic-Continued	AP @ Gowthamrao
19/06/19	I BA Eng	6	Anecdote of Jar - Stanzas-2 Lady Macbeth	56	49	07	Topic Continued	AP @ Gowthamrao
19/06/19	I Bsc Phy	3	Tragedy	07	07	00	Topic Continued	AP @ Gowthamrao
20/06/19	II BA Eng		Anecdote of Jar - Stanzas-3	56	50	06	Topic Continued	AP @ Gowthamrao

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AP @ Gowthamrao

HOD



K. GOWTHAM RAO  
P / ENGLISH



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2/2

WORK DIARY - INDIVIDUAL STAFF WEEKLY REPORT- 17/06/2019 - 22/06/2019

DATE	CLASS	HOURS	TOPIC DISCUSSED	TOTAL NO. OF STUDENTS	NO. OF STUDENT PRESENT	NO. OF STUDENT ABSENT	REMARKS	STAFF SIGN
20/06/19	II BSc Phy	5	Lady Macbeth Act - II Scene V	57	07	00	Topic Continued	J. P. Senthil Kumar
20/06/19	III BA Eng	3, 4	Seeking Permission	54	49	05	Topic Completed	J. P. Senthil Kumar
21/06/19	II BA Eng	6	Anecdote of Jax - Summary	56	51	05	Topic Completed	J. P. Senthil Kumar
21/06/19	II BSc Phy	2	Lady Macbeth Act - II Scene - V	07	07	00	Topic Continued	J. P. Senthil Kumar
22/06/19	II BA Eng	3	Mirror Poem Introduction.	56	46	10	Topic Continued	J. P. Senthil Kumar
22/06/19	II BSc Phy	5	Lady Macbeth	57	07	00	Topic Completed	J. P. Senthil Kumar

Jay



J. P. Senthil Kumar  
VP

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PRINCIPAL

J. P. Senthil Kumar  
HOD

A.K. YOWTHEMBAJ  
AP/ENGLISH



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WORK DIARY - INDIVIDUAL STAFF WEEKLY REPORT - 24/06/19 - 28/06/19

DATE	CLASS	HOURS	TOPIC DISCUSSED	TOTAL NO. OF STUDENTS	NO. OF STUDENT PRESENT	NO. OF STUDENT ABSENT	REMARKS	STAFF SIGN
24/06/19	III BA ENGLISH	4	Slip test - 1	54	45	9	Test conducted	J. P. Srinivas
24/06/19	II BA ENGLISH	3	Mirror Poem	56	47	9	Topic Completed	J. P. Srinivas
24/06/19	II BSc PHYSICS	2	On Saying Please - A.C. Gardiner	7	7	-	Topic Continues	J. P. Srinivas
25/06/19	II BA ENGLISH	3	Slip test - 1	56	51	5	Test Conducted	J. P. Srinivas
25/06/19	II BSc PHYSICS	2	Slip test - 1	7	7	-	Test Conducted	J. P. Srinivas
26/06/19	III BA ENGLISH	2	The Persuading	54	51	3	Topic Completed.	J. P. Srinivas
26/06/19	II BA ENGLISH	6	The Yachets	56	53	3	Topic Continues.	J. P. Srinivas
26/06/19	II BSc PHYSICS	3	On Saying Please - A.C. Gardiner	7	7	-	Topic Continues	J. P. Srinivas
27/06/19	II BA ENGLISH	1	The Yachets	56	54	2	Topic Continues.	J. P. Srinivas



By V.P. Srinivas  
28/6

HOD

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PERAMBAL

PRINCIPAL



# RAAK ARTS & SCIENCE COLLEGE - PERAMBAL

WORK DIARY - INDIVIDUAL STAFF WEEKLY REPORT- 24/06/2019 - 28/06/2019.

DATE	CLASS	HOURS	TOPIC DISCUSSED	TOTAL NO. OF STUDENTS	NO. OF STUDENT PRESENT	NO. OF STUDENT ABSENT	REMARKS	STAFF SIGN
27/06/19	II BSc - PHYSICS	5	On Saying Please - A.G. Gardiner.	7	7	-	Topic & Completed	[Signature]
28/06/19	III BA ENGLISH	3,4	Congratulating In English.	54	52	2	Topic Continues.	[Signature]
28/06/19	II BA ENGLISH	6	The Yachete Topic	56	52	4	Topic Continues	[Signature]
28/06/19	II BSc PHYSICS	2	On Saying Please A.G. Gardiner.	7	7	-	Topic Completed	[Signature]



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WORK DIARY - INDIVIDUAL STAFF WEEKLY REPORT: 01.07.2019 - 06.07.2019

DATE	CLASS	HOURS	TOPIC DISCUSSED	TOTAL NO. OF STUDENTS	NO. OF STUDENT PRESENT	NO. OF STUDENT ABSENT	REMARKS	STAFF SIGN
05.07.19	III BA ENG	3,4	Expressing Sympathy	54	47	07	Topic continues	Ju. P. S. D. N.
05.07.19	II BA ENG	6	To Brooklyn Bridge	56	54	02	Topic continues	Ju. P. S. D. N.
05.07.19	II BSC PHY	2	Lexical Skill	07	06	01	Topic continues	Ju. P. S. D. N.
06.07.19	II BA ENG	3	Brooklyn Bridge	56	50	06	Topic continues	Ju. P. S. D. N.
06.07.19	II BSC PHY	2,4	Lexical Skill	07	07	0	Topic continues	Ju. P. S. D. N.

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M. H. R.  
 HOD





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WORK DIARY - INDIVIDUAL STAFF WEEKLY REPORT- 01.07.2019 - 06.07.2019.

DATE	CLASS	HOURS	TOPIC DISCUSSED	TOTAL NO. OF STUDENTS	NO. OF STUDENT PRESENT	NO. OF STUDENT ABSENT	REMARKS	STAFF SIGN
01.07.2019	III BA ENG	4	Congratulating	54	52	2	Topic Completed	Jai. Ganesan
01.07.2019	II BA ENG	3	The Yaachts	56	43	09	Topic Continues.	Jai. Ganesan
01.07.2019	II BSc PHY	2	Antony & Cleopatra	07	07	-	Topic continues	Jai. Ganesan
02.07.2019	II BA ENG	3	The Yaachts	56	51	05	Topic Continues.	Jai. Ganesan
02.07.2019	II BSc PHY	1	Antony & Cleopatra	07	07	-	Topic Continues	Jai. Ganesan
03.07.2019	II BA ENG	2	Expressing Sympathy	54	48	6	Topic Continues.	Jai. Ganesan
03.07.2019	II BA ENG	6	The Yaachts	56	53	3	Topic Completed	Jai. Ganesan
03.07.2019	II BSc PHY	3	Antony & Cleopatra	07	06	01	Topic Completed	Jai. Ganesan
04.07.2019	-	-	-	-	-	-	Went for Rally	Jai. Ganesan

*Jai*



M. S. HOD

VP

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PRINCIPAL

A.K. Govindaraj  
A/P English.



# RAAK ARTS & SCIENCE COLLEGE - PERAMBAL

WORK DIARY - INDIVIDUAL STAFF WEEKLY REPORT. 08/07/2019 - 12/07/2019.

DATE	CLASS	HOURS	TOPIC DISCUSSED	TOTAL NO. OF STUDENTS	NO. OF STUDENT PRESENT	NO. OF STUDENT ABSENT	REMARKS	STAFF SIGN
08/07/2019	III BA Eng	4	Apologizing	54	51	3	Topic Continues	A.K. Govindaraj
08/07/2019	II BA Eng	3	Bells for White side's Daughter Antony & Cleopatra	56	54	2	Topic Continues.	A.K. Govindaraj
08/07/2019	II BSc Phy	2	Antony & Cleopatra	57	57	-	Topic Continues	A.K. Govindaraj
09/07/2019	II BA Eng	3	Bells for Whiteside's daughter Antony & Cleopatra	56	54	2	Topic Continues.	A.K. Govindaraj
09/07/2019	I BSc Phy	1	Antony & Cleopatra	57	55	2	Topic Completed	A.K. Govindaraj
10/07/2019	III BA Eng	2	Starting a conversation Bells for Whiteside's daughter	54	51	3	Topic Continues.	A.K. Govindaraj
10/07/2019	II BA Eng	6	Bells for Whiteside's daughter Lexical skills	56	53	3	Topic Continues	A.K. Govindaraj
10/7/2019	II BSc Phy	3	Lexical skills	57	57	-	Topic Continues	A.K. Govindaraj
11/07/2019	II BA Eng	2	Bells for White side daughter	56	52	4	Topic Continues	A.K. Govindaraj

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HOD  
M. K. Govindaraj

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# RAAK ARTS & SCIENCE COLLEGE - PERAMBAL

WORK DIARY - INDIVIDUAL STAFF WEEKLY REPORT - 8/7/19 - 12/7/19.

DATE	CLASS	HOURS	TOPIC DISCUSSED	TOTAL NO. OF STUDENTS	NO. OF STUDENT PRESENT	NO. OF STUDENT ABSENT	REMARKS	STAFF SIGN
11/07/2019	II BSc phy	6	Functional Grammar	07	07	-	Topic Completed	Ju. Ganeshi
12/07/2019	III BA Eng	3.4	Ending a Conversation.	54	48	6	Topic completed	Ju. Ganeshi
12/07/2019	II BA Eng	6	Slip test. -2	56	50	6	Test conducted	Ju. Ganeshi
12/07/2019	II BSc phy	2	Communication Skill.	07	07	-	Topic Completed	Ju. Ganeshi

Ju. Ganeshi

Ju. Ganeshi  
VP



N.M. HOD  
12/7/2019

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# RAAK ARTS & SCIENCE COLLEGE - PERAMBAL

WORK DIARY - INDIVIDUAL STAFF WEEKLY REPORT: 22/07/19 - 27/07/19.

DATE	CLASS	HOURS	TOPIC DISCUSSED	TOTAL NO. OF STUDENTS	NO. OF STUDENT PRESENT	NO. OF STUDENT ABSENT	REMARKS	STAFF SIGN
07/19	II BSc Phy	5	Obituary	7	7	0	Topic continues	Au. Gowtham
07/19	III BA Eng	6	Asking for Information.	54	50	4	Topic continues.	Au. Gowtham
07/19	II BA Eng	2	Figure a Paper Moves.	58	52	6	Topic continues.	Au. Gowtham
27/19	II BSc Phy	3.4	Obituary	7	6	1	Topic completed.	Au. Gowtham
07/19	-	-	-	-	-	-	Parents Meeting	Au. Gowtham

Jay



M. K. ...  
HOD

VP

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PERAMBAL

A.K. Gowthamraj  
A/P English.



# RAAK ARTS & SCIENCE COLLEGE - PERAMBAL

WORK DIARY - INDIVIDUAL STAFF WEEKLY REPORT. 15/07/2019 - 20/7/19.

DATE	CLASS	HOURS	TOPIC DISCUSSED	TOTAL NO. OF STUDENTS	NO. OF STUDENT PRESENT	NO. OF STUDENT ABSENT	REMARKS	STAFF SIGN
15/7/2019 20/07/2019	BA (Eng) BFA (Eng)	-	-	-	-	-	JIAI EXAM	A.K. Gowthamraj



M.H.R.  
HOD

J.S.

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PRINCIPAL



A.K.GOWTHAM (RA)  
A P / ENGLISH

# RAAK ARTS & SCIENCE COLLEGE - PERAMBAL

WORK DIARY - INDIVIDUAL STAFF WEEKLY REPORT- 22/07/19 - 27/7/19

DATE	CLASS	HOURS	TOPIC DISCUSSED	TOTAL NO. OF STUDENTS	NO. OF STUDENT PRESENT	NO. OF STUDENT ABSENT	REMARKS	STAFF SIGN
22.07.19	I BSc Phy	2	With Photographs	7	7	-	Topic Continues	Ju. Gowsani
22/07/19	II BA Eng	-	-	-	-	-	IA-1 EXAM	Ju. Gowsani
22/07/19	III BA Eng	-	-	-	-	-	Placement Class	Ju. Gowsani
23/07/19	II BA Eng	3	Figure a poem Makes	58	50	8	Topic Continues	Ju. Gowsani
23/07/19	II BSc Phy	1	With Photographs	7	7	-	Topic Continues	Ju. Gowsani
24/07/19	III BA Eng	6	Asicing For Informant.	54	49	5	Topic Continues	Ju. Gowsani
24/07/19	II BA Eng	2	Figure a poem Makes	58	51	7	Topic Continues	Ju. Gowsani
24/07/19	II BSc Phy	3	With Photograph	7	7	-	Topic Completed.	Ju. Gowsani
25/07/19	II BA Eng	1	Figure a poem Makes	54	50	4	Topic Continues	Ju. Gowsani

JAG



M. HOD

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