

CREATIVE TECHNO COLLEGE

MONTHLY PLAN
(MONTH & YEAR)

FACULTY NAME :

JOB DESCRIPTION

ACADEMIC	OTHERS
<ul style="list-style-type: none">• Preparation of the Mentor Report of BSC- 1st Sem for the month October and November• Course Diary to be checked.• Audit of notes and assignments of 1st 3rd & 5th semester students.• Admission Registers to be update of BSC 1st year admitted students.• Internal test to be conducted.• Student attendance should be checked• Student Feedback Regarding the papers unit wise to be collected and preparation of the action plan.• Coordinate in the NAAC work.• Notice File for Exam Cell to be ready.	<ul style="list-style-type: none">• Coordination in extra curricular activities.• Co-ordinate with Principal Sir in University work (Mark Updation and Form Fillup)• Special guidance to be provided to irregular & weaker students• Role play on Environmental Pollution to be conducted of BSC 1st Sem students• Role play on Urbanization and Effects to be conducted of BCA 1st Sem students• Role play on Advertisement to be conducted of BBA 5th Sem students