

Teacher's Daily Activity Report Diary

Month and year.....2021-2022.....

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JAI MAHAKALI SHIKSHAN SANSTHA'S
AGNIHOTRI COLLEGE OF PHARMACY, WARDHA
AGNIHOTRI INSTITUTE OF PHARMACY, WARDHA

Day & Date	Time		Name and Details of Activity
	From	upto	
23/11/21	10.30	11.15	Preparation of lecture
	11.30	12.30	Conduction of lecture of Practice School on B. pharma VII Sem.
	2.00	5.00	Practice school practical
24/11/21	10.30	11.30	Conducted lecture of pharmacy practice on B. pharma VII Sem.
			Students present online:- 50
			Student present offline 50
	12.00	12.45	Prepare the data of pharmacognosy related sub. & send to Wako sir
	12.45	1.20	Meeting with principal sir points discussed
	2.00	5.00	Practice school practical

Teacher's Daily Activity Report Diary 77

Month and year

No. of Beneficiaries & Name	Beneficiaries Signature	Remark
No. of student present online = 24		
No. of student present offline = 42		
No. of student present = 18 66		
→ About In and out route		
→ Know your college, faculty, know your profession.		
→ student hobby		
→ ^{know} your exercise river - AICTE use		
Batah A - No. of students present:- 24		

JAI MAHAKALI SHIKSHAN SANSTHA'S
OF PHARMACY

26/11/21	10:30	11:15	Preparation of lecture of B.pharm
			VII semester
	11:30	12:30	Conducted lecture of pharmacy practice
	2.00	4.45	Diploma Induction programme

78

Month and year

No. of student present offline = 38
No. of student present online = 20

JAI MAHAKALI SHIKSHAN SANSTHA'S
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Day & Date	Time		Name and Details of Activity
	From	upto	
29/11/21	10.30	11.20	Preparation of lecture.
	11.30	12.15	Registration for Journal site.
	12.30	1.30	Conduction of lecture of pharmacy practice on B.pharm VII sem.
	2.00	4.30	Performed remaining practical of fiber content → under practice school
30/11/21	10.30	11.20	Preparation of lecture.
	11.30	12.30	Conduction of lecture of pharmacy practice
	12.45	1.00	In principal's cabin for discussion of IQAC.
	1.00	1.30	Search for IQAC format
	2.00	5.00	Practice school practical

Teacher's Daily Activity Report Diary - 79

Month and year

No. of Beneficiaries & Name	Beneficiaries Signature	Remark
No. of student present = 40 + 20 = 60		
No. of student present 42 + 20 = 62		
No. of student present = 18		

JAI MAHAKALI SHIKSHAN SANSTHA'S
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Teacher's Daily Activity Report Diary 80

Month and year

Day & Date	Time		Name and Details of Activity
	From	upto	
1/12/21	10.30	11.30	Conducted lecture of pharmacy practice on B.pharm VII seme.
	11.45	1.30	Downloaded graphpad prism
	2.00	5.00	Conducted practical of practice school of B.pharm VII seme.
2/12/21	10.30	12.30	Downloaded the documents related to SOAC.
	12.30	1.00	Discussion with principal sir for formation of committee (SOAC)
	2.00	5.00	Demo-practical of TLC of B.pharm VII seme.
	4.45	7.55	Discussion with principal sir for Monthly meeting.
3/12/21	10.30	11.30	Conducted lecture of pharmacy practice on B.pharm VII seme.
	12.00	1.15	checked project report of practice
	2.15	3.30	Exam related work.
	4.00	4.45	checked TLC plates of the student

No. of Beneficiaries & Name	Beneficiaries Signature	Remark
No. of student present - 56		
No. of student present - 18		
No. of student present 40+18 = 58		
School		
→ practical B.pharm VII seme.		

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Day & Date	Time		Name and Details of Activity
	From	upto	
4/12/21	10.30	11.30	M.pharm notices printing work related to the ICPC and discuss with hemant sir for M.pharm Gazette.
	11.45	2.00	
5/12/21	10.30	1.30	Preparation of google form for Pharmacy practice second sessional Examination.
	2.00	5.00	Preparation of format for lab. charges
			Preparation of agenda and meeting minutes of meeting format.
7/12/21	10.30	11.30	Preparation of formats for meeting & circulated to all dept.
	11.45	2.00	Preparation of google form for pharmacy practice.
	2.15	3.30	check practice school project.
	4.00	5.00	Staff Meeting.

Teacher's Daily Activity Report Diary 81

Month and year

No. of Beneficiaries & Name	Beneficiaries Signature	Remark
Minutes of Meeting → 07/12/2021	10.20	In time for teachers from Monday.
1) Saturday timing change to 5.00pm timetable to be change as per time.		
2) 2 lectures per day at the max but theory should not be adjusted as per practical.		
3) Implementation of thumb machine.		
HLH? only one to per staff no it will be allot to LHL CL will be manage for it. 2 staff only.		
Diwali vacation / summer vacation first & last day compulsory.		
Birthday leave should not be associated with any ML & CL		
For over working period one LWP is considered as 2 LWP.		
For examination period only one LWP will be considered.		
4) IPA & RTMNU recognised conference → prepare health related models. → per model 1000 Rs.		
IQAC notices inward-outward no.		
NAPC meetings for degree colleges.		
IQAC for ACP & BATU. - Committee formation.		

JAI MAHAKALI SHIKSHAN SANSTHA'S

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8/12/21	10.30	11.15	Correction in google form
	11.30	12.30	Conduction of second sessional examination of pharmacy practice.
	12.45	1.15	Ward school
	2.00	3.30	Checking of practice school project.
	3.45	5.00	Prepare minutes of ^{staff} meeting conducted on 7/12/2021
9/12/21	10.30	12.30	Discussion regarding the conference form different committee for it.
	12.30	1.30	Prepare marksheet of second sessional exam & submitted
	2.15	5.00	Checked practice school project report of B.pharm VII sem.

Teacher's Daily Activity Report Diary

82

Month and year

[illegible]

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Day & Date	Time		Name and Details of Activity
	From	upto	
10/12/21	10.30	1.30	Practice school viva-voce (project) of B.Pharm VII seme.
	2.00	4.00	Continued practice school viva-voce.
	4.00	5.00	Meeting with principal sir related to Conference (in month) of Feb.
11/12/21	10.30	2.30	Practice school project viva-voce of B.Pharm VII seme. (Offline)
	2.00	2.30	Prepare Marksheet of practice School second semester
13/12/21	10.30	1.30	Filling of sessional register, Entry or marks in computer.
	2.00	3.00	Checking of project of B.Pharm VII semester
	3.30	5.00	Completed the extraction procedure of the samples.

Teacher's Daily Activity Report Diary 83

Month and year		
No. of Beneficiaries & Name	Beneficiaries Signature	Remark
Staff meeting for PharmaFiesta		
Probable date of event → 1st Feb.	Venue :- Hall (AEP)	
BOI → Labare. Babyst → register.	near Yameer lawn. Milkul	
Prashant Mude → NABAS → MSME		SK
What is MSME - Udyog adhar		
2nd planary session :- Export-Import.		
Inauguration programme →		
Registration team - 7.00 clock.	7.00 to 8.30 a.m.	
800 for working → 4 students.	600 for nonworking	
200 Rs registration for student		
Judges :- Anil Pethe, Engi. science college principals.		
Madhya sir, Khedekar sir.		
Shrikant Kulkarni - Resource person.		
Golhar madam / - Memento.		
Hi-Tea for guest		
Final year → only boys for 15 Jan.		

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	From	upto	
14/12/21	10.30	12.30	Exam related work regarding B.pharm & M.pharm examination
	12.30	1.30	Checked data on Magnesium Software.
	2.00	3.30	Practice school viva of remaining students Prepare IQAC formats
	4.00	4.45	Taken practice school viva of remaining student.
15/12/21	10.30	12.30	Filled the Gazette of M.pharm I sem.
	12.30	1.30	Prepare Result Analysis of B.pharm - 20-21
	2.00	4.45	Result analysis preparation of M.pharm I to IV sem.
16/12/21			