

Format 18

To  
The Principal  
Pillai College of Architecture, New Panvel

Name of the Faculty: \_\_\_\_\_

I was Subject incharge for following subjects and records submitted as under::

Yr	Sem	Subject	Term Plan - Term I	Term Plan - Term II	Course Report	Remedial Classes Reports	Course File with all docs Handed over

I was Class incharge for following subjects and records submitted as under::

Yr	Sem	Horizontal meeting 1	Horizontal meeting 2	Marks Review MoM	Class records file with all documents handed over	Parents meeting Report

Mentor Mentee Reports

Meeting report 1 with mentee's signatures	Meeting report 2 with mentee's signatures	Mentor report regarding the general issues and take away	Records file handed over

NAAC Work

Designation Head/ co-head	Criteria	google form submitted	All evidences collected	Records folder updated and shared

I conducted following events during this Term and the records submitted as below:

Sr. No.	Date	<b>Titles of All Events / Guest Lectures / Workshops / Site Visits / study tour</b>	For yr /s	Under Subject	Google form filled	Event report Handed over

I attended following FDP during this Term and the records submitted as below:

Sr. No.	Dates From -to	<b>Title of FDP</b>	Applica tion to attend FDP	Filled google form	Submitted certificate	Submitted fees paid receipt

I am co-ordinator of following committees / club and the records submitted as below:

Sr. No.	Date	<b>Name of committee / Club</b>	Meeting 1 MoM	Meeting 2 MoM	Google form filled	Report file Handed over

Details of Records as Lab in-charge

Name of the Lab	Instruments purchased	Register of lab visits with students attendance

Details of Records of Examination responsibilities

Subject	Paper evaluation completed	Paper moderation	Jury letters submitted in case at other colleges	Jurors feedback completed in case you are subject in-charge

Any other responsibilities than mentioned above that you have completed, give details of the same. (Your role, type of work /event, uploaded report and submitted hard copy)

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My other achievements such as publications, conference presentations, guest lecture at other institutes, etc. are as follows and google form submitted for the same:

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I hereby declare that -

My assigned work in this semester \_\_\_\_\_ AY \_\_\_\_\_ was as mentioned above and I have completed all the work.

**Signature of the faculty**

**Name of the Faculty**

**Date:** \_\_\_\_\_