PM-FRM-IP-02-15  **Weekly Work Report**

Table 1.Course Details

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr No** | **Course** | **Code** | **Profile** | **Evaluation** | **Difficulty Level** | **Toughness Quotient** | **Previous Statistics** | **Target this Semester** |
| **1** |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |
| **Average Toughness Quotient:** | | | | | |  |

Signature of Faculty Signature of HOD

Date: Date:

**Note:**

1. Code is to be filled referring to course code given by university.
2. Profile, evaluation and toughness is to be mapped using tables 2, 3 and 4 respectively.
3. Difficulty Level of Subject is determined by the HOD, Dean Academic and faculty members by conducting a meeting for the same.
4. HOD is required to document a report and get it approved by the Principal.
5. Previous statistics may include passing percentage, number of first class students, number of first class students, Average marks, minimum marks, maximum marks etc, of same or similar subject.

Table 2.Mapping for Profile

|  |  |
| --- | --- |
| **Profile** | **Code** |
| Theoretical | A |
| Mathematical | B |
| Analytical | C |
| Design and development based | D |
| Application oriented | E |
| ( , , , )Specify if other | F |

Table 3.Mapping for Evaluation

|  |  |
| --- | --- |
| **Evaluation** | **Code** |
| Quiz | 1 |
| Open book test | 2 |
| Surprize test | 3 |
| Group Discussion | 4 |
| Presentation | 5 |
| ( , , , )Specify if other | 6 |

Table 4.Mapping of Toughness:

|  |  |
| --- | --- |
| **Difficulty Level** | **Toughness Quotient** |
| Level 1 | 0.9 |
| Level 2 | 1 |
| Level 3 | 1.1 |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week 1** | | | | | | | | | | | |
| **Day** | **Date** | **Theory (X)** | | | **Practical/Tutorial (Y)** | | | **Project (Z)** | | | **Remark** |
| ***SUB 1*** | ***SUB 2*** | ***SUB 3*** | ***SUB 1*** | ***SUB 2*** | ***SUB 3*** | ***SUB 1*** | ***SUB 2*** | ***SUB 3*** |  |
| Mon |  |  |  |  |  |  |  |  |  |  |  |
| Tue |  |  |  |  |  |  |  |  |  |  |  |
| Wed |  |  |  |  |  |  |  |  |  |  |  |
| Thurs |  |  |  |  |  |  |  |  |  |  |  |
| Fri |  |  |  |  |  |  |  |  |  |  |  |
| Sat |  |  |  |  |  |  |  |  |  |  |  |
| **Total** | |  |  |  |  |  |  |  |  |  |  |
| **Theory (X):** | |  | **Pract / Tut (Y):** | |  | **Project (Z):** | |  |  |
| **Attendance %** | |  |  |  |  |  |  |  |  |  |  |
| **Avg (A1):** | |  | **Avg (A2):** | |  | **Avg(A3):** | |  |  |
| **Attendance Quotient *:*** | | | | | | | | | |  | |
| **Conduct Score P:** | | |  | **Conduct Score** | | |  | **Conduct Score R:** | | |  |
|  | | | | | | | | | | | |
| **Week 2** | | | | | | | | | | | |
| **Day** | **Date** | **Theory** | | | **Practical/Tutorial** | | | **Project** | | | **Remark** |
| ***SUB 1*** | ***SUB 2*** | ***SUB 3*** | ***SUB 1*** | ***SUB 2*** | ***SUB 3*** | ***SUB 1*** | ***SUB 2*** | ***SUB 3*** |  |
| Mon |  |  |  |  |  |  |  |  |  |  |  |
| Tue |  |  |  |  |  |  |  |  |  |  |  |
| Wed |  |  |  |  |  |  |  |  |  |  |  |
| Thurs |  |  |  |  |  |  |  |  |  |  |  |
| Fri |  |  |  |  |  |  |  |  |  |  |  |
| Sat |  |  |  |  |  |  |  |  |  |  |  |
| **Total** | |  |  |  |  |  |  |  |  |  |  |
| **Theory (X):** | |  | **Pract / Tut (Y):** | |  | **Project (Z):** | |  |  |
| **Attendance %** | |  |  |  |  |  |  |  |  |  |  |
| **Avg (A1):** | |  | **Avg (A2):** | |  | **Avg(A3):** | |  |  |
| **Attendance Quotient *:*** | | | | | | | | | |  | |
| **Conduct Score P:** | | |  | **Conduct Score** | | |  | **Conduct Score R:** | | |  |

**Guidelines:**

1. Faculty needs to fill conduct hours here.
2. Practical and project should be a multiple of 2.
3. Conduct Score Q shouldn’t exceed 100.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week 15** | | | | | | | | | | | |
| **Day** | **Date** | **Theory (X)** | | | **Practical/Tutorial (Y)** | | | **Project (Z)** | | | **Remark** |
| ***SUB 1*** | ***SUB 2*** | ***SUB 3*** | ***SUB 1*** | ***SUB 2*** | ***SUB 3*** | ***SUB 1*** | ***SUB 2*** | ***SUB 3*** |  |
| Mon |  |  |  |  |  |  |  |  |  |  |  |
| Tue |  |  |  |  |  |  |  |  |  |  |  |
| Wed |  |  |  |  |  |  |  |  |  |  |  |
| Thurs |  |  |  |  |  |  |  |  |  |  |  |
| Fri |  |  |  |  |  |  |  |  |  |  |  |
| Sat |  |  |  |  |  |  |  |  |  |  |  |
| **Total** | |  |  |  |  |  |  |  |  |  |  |
| **Theory (X):** | |  | **Pract / Tut (Y):** | |  | **Project (Z):** | |  |  |
| **Attendance %** | |  |  |  |  |  |  |  |  |  |  |
| **Avg (A1):** | |  | **Avg (A2):** | |  | **Avg(A3):** | |  |  |
| **Attendance Quotient *:*** | | | | | | | | | |  | |
| **Conduct Score P:** | | |  | **Conduct Score** | | |  | **Conduct Score R:** | | |  |

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|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week No | Academic Preparation | Student Evaluation | R&D | Departmental/ Institutional work | Co /extracurricular activities | Total hours  (Ti) | Score  (Si) | Academic Conduct score  (Ri) | Faculty Effective Score  (Ei) |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | Average | | |  |  |

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