



## PACHHUNGA UNIVERSITY COLLEGE: AIZAWL, MIZORAM

**DEPARTMENTAL MONTHLY REPORT: DEPARTMENT \_\_\_\_\_**

**MONTH: \_\_\_\_\_**

	Name of Teacher	Total Working Days =		Total =		No. of Class Test	No. of Extra Class	No. of ICT	No. of GD	No. of Counseling	No. of Film Shows
		Attendance	%	Class Taken	%						
1											
2											
3											
4											
5											
6											
7											
8											
9											
<b>TOTAL</b>											

Details of teachers on leave					Any other relevant information	
	Name	From	To	Nature		
1	(a)					
	(b)					
	(c)					
Departmental Activity						
2	Number of Field Trip/Study Tour					
3	Number of Invited Lecture/Special Talk Program conducted					
4	Number of Human Values/Moral Education talk conducted					
5	Number of Departmental Meeting conducted					
6	Number of PTA meeting conducted					
7	Number of campus cleanliness program conducted					
8	Number of community services rendered					
9	Number of departmental seminar conducted ( <i>not the prerequisite class presentation</i> )					
10	Number of Financial Assistance given to students & amount					

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