

DAILY PROGRESS REPORT

BAPTIST COLLEGE, KOHIMA
PROGRESS REPORT

Name of Asst. Professor _____ Department _____ Date _____

| SLNO. | CLASS | PAPER NO. | TIME | TOPIC TAUGHT | REMARK |
|-------|-------|-----------|------|--------------|--------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Counter Signature of HoD

N.B.: To be submitted to the Head of Department daily.

Assistant Professor's Signature

MONTHLY DEPARTMENTAL REPORT

BAPTIST COLLEGE : KOHIMA

MONTHLY DEPARTMENTAL REPORT

Name of Department _____ Month _____ Year _____

| | <u>Name of Lecturer</u> | <u>CLASS</u> | | | <u>Lecturer's Signature</u> |
|----|-------------------------|--------------|---------------|--------------|-----------------------------|
| | | <u>Taken</u> | <u>Missed</u> | <u>Leave</u> | |
| 1. | _____ | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ | _____ | _____ |

Name of HOD _____

.....
(Signature with Date)

DAILY ATTENDANCE REGISTER

Attendance Register

No. of Working day
in the month,
No. of Holidays

February 2023
District _____

Name MH. Kezhalelhou Name DH. Khakeri Name DH. Sentinaro

| Time of Arrival | Signature | Time of Departure | Signature | Time of Arrival | Signature | Time of Departure | Signature | Time of Arrival | Signature | Time of Departure | Signature | Signature of H. Master |
|-----------------|--------------------|-------------------|--------------------|-----------------|-----------|-------------------|-----------|--------------------|-----------|--------------------|-----------|------------------------|
| 9.00 | <i>[Signature]</i> | 5.00 | <i>[Signature]</i> | 9.00 | wt | 12.30 | 8.50 | <i>[Signature]</i> | 2.00 | <i>[Signature]</i> | | |
| 9.00 | <i>[Signature]</i> | 5.30 | <i>[Signature]</i> | 9.30 | wt | 2.30 | 8.58 | <i>[Signature]</i> | 2.00 | <i>[Signature]</i> | | |
| 9.00 | <i>[Signature]</i> | 5.00 | <i>[Signature]</i> | 9.00 | wt | 12.30 | 8.58 | <i>[Signature]</i> | 1.30 | <i>[Signature]</i> | | |
| 9.00 | <i>[Signature]</i> | 5.30 | <i>[Signature]</i> | 10.00 | wt | 12.00 | | | | | | |
| 9.00 | <i>[Signature]</i> | 4.50 | <i>[Signature]</i> | 9.00 | wt | 12.30 | 8.58 | <i>[Signature]</i> | 2.40 | <i>[Signature]</i> | | |
| 9.00 | <i>[Signature]</i> | 3.30 | <i>[Signature]</i> | 9.30 | wt | 2.30 | 9.58 | <i>[Signature]</i> | 2.40 | <i>[Signature]</i> | | |
| 9.00 | <i>[Signature]</i> | 5.30 | <i>[Signature]</i> | 9.00 | wt | 12.30 | 9.58 | <i>[Signature]</i> | 2.00 | <i>[Signature]</i> | | |
| 9.00 | <i>[Signature]</i> | 5.00 | <i>[Signature]</i> | 9.30 | wt | 2.30 | 8.58 | <i>[Signature]</i> | 2.00 | <i>[Signature]</i> | | |
| 9.00 | <i>[Signature]</i> | 5.30 | <i>[Signature]</i> | 9.00 | wt | 12.30 | 8.58 | <i>[Signature]</i> | 2.00 | <i>[Signature]</i> | | |
| Saturday | | | | | | | | | | | | |
| Sunday | | | | | | | | | | | | |
| 9.00 | <i>[Signature]</i> | 6.00 | <i>[Signature]</i> | 9.00 | wt | 12.30 | 8.58 | <i>[Signature]</i> | 2.30 | <i>[Signature]</i> | | |
| 9.00 | <i>[Signature]</i> | 5.15 | <i>[Signature]</i> | 9.30 | wt | 2.30 | 8.58 | <i>[Signature]</i> | 2.30 | <i>[Signature]</i> | | |
| 9.00 | <i>[Signature]</i> | 6.00 | <i>[Signature]</i> | 9.00 | wt | 2.30 | 8.58 | <i>[Signature]</i> | 3.30 | <i>[Signature]</i> | | |
| 9.00 | <i>[Signature]</i> | 5.00 | <i>[Signature]</i> | 9.30 | wt | 1.30 | 9.00 | <i>[Signature]</i> | 4.00 | <i>[Signature]</i> | | |
| 9.00 | <i>[Signature]</i> | 5.30 | <i>[Signature]</i> | 9.00 | wt | 12.30 | 9.05 | <i>[Signature]</i> | 4.10 | <i>[Signature]</i> | | |
| 9.00 | <i>[Signature]</i> | 1.00 | <i>[Signature]</i> | 9.30 | wt | 11.30 | 9.58 | <i>[Signature]</i> | 1.30 | <i>[Signature]</i> | | |
| Sunday | | | | | | | | | | | | |
| 9.00 | <i>[Signature]</i> | 2.30 | <i>[Signature]</i> | 9.00 | wt | 12.45 | 8.58 | <i>[Signature]</i> | 2.40 | <i>[Signature]</i> | | |
| 9.00 | <i>[Signature]</i> | 2.30 | <i>[Signature]</i> | 9.00 | wt | 2.30 | 9:40 | <i>[Signature]</i> | 2.30 | <i>[Signature]</i> | | |
| 9.00 | <i>[Signature]</i> | 2.30 | <i>[Signature]</i> | 9.00 | wt | 2.30 | 8:59 | <i>[Signature]</i> | 1.00 | <i>[Signature]</i> | | |
| 9.00 | <i>[Signature]</i> | 2.30 | <i>[Signature]</i> | 9.30 | wt | 11.30 | 8:59 | <i>[Signature]</i> | 3:10 | <i>[Signature]</i> | | |
| | | | | | | | 9:10 | <i>[Signature]</i> | 2:30 | <i>[Signature]</i> | | |