

ACTIVITY CERTIFICATION

P. ID: _____ Name: _____ Dept.: _____

Date	Group M1 / Md / M2	Item No.	Nature of assignment performed	No. of Hours

Reported by

Certified by

Signature

Signature

ACTIVITY (M1)

01	Teaching
02	Preparation of course plan, study materials, question for mid sem. & end sem. Exam, Assignment and Surprise test question etc.
03	Semester Project
04	Final semester project
05	Invigilation / Supervisor
06	Mid Sem. Paper Evaluation
07	Mentoring
08	Library Studies
09	Practical Classes
10	Attending, Seminar / Conference / Workshop / FDPs / MDPs in concerned Teaching subject

ACTIVITY (M2)

01	Arranging Final Semester Industrial Project (Maximum 50 students)
02	Arranging Final Placement (Maximum 10 students)
03	Publication of Test Books (Maximum 2 nos. in a year)
04	Publication of Research Papers International – 10000 National -3000 Seminar Proceedings - 2000
05	Value added course (Maximum 2)
06	Organizing Seminars / Conferences / MDPs / FDPs/ Workshops (Maximum-2)
07	Organizing sports and games/B-school Meet/Women's day / Utkal divas / any other Miscellaneous Programmes (Maximum-2)
08	Admission work (P. G. Diploma) (Maximum 2 programmes)

ACTIVITY (MD)

01	Semester Seminar
02	Hardware maintenance
03	Server & Networking
04	Software maintenance
05	Exam Coordination
06	Student attendance
07	class coordination
08	Time table
09	Assignments evaluation
10	Allumini meet coordination
11	Class room infra
12	others
13	WEBSITE MAINTENANCE