



*"Verily, with every difficulty,
There is relief"*

PSMO COLLEGE

(Affiliated to University of Calicut)

SAUDABAD, TIRURANGADI

Malappuram, Kerala - 676 306



TEACHERS' WORK DIARY 2019-20



P.S.M.O. COLLEGE

(Affiliated to the University of Calicut)

(RE ACCREDITED AT "A" GRADE BY THE NAAC)

SAUDABAD, TIRURANGADI - 676 306

Malappuram Dist., Kerala, Ph: 0494-2460335

TEACHERS' WORK DIARY

2019-2020

Website: www.psmocollege.ac.in

E-mail: mail@psmocollege.ac.in

CALENDAR 2019-20

JUNE

S	M	T	W	T	F	S
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

APRIL

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Name :

Designation :

Department :

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Address (R) :

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Telephone No. :

Mobile No. :

E-mail :

I N D E X

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CLASS TIME TABLE - I/III/IV SEMESTER

WEEK	09.30 AM 10.30 AM	10.30 AM 11.30 AM	11.30 AM 12.30 AM	12.30 PM 01.30 PM	01.30 PM 02.30 PM	02.30 PM 03.30 PM	03.30 PM 04.30 PM
MONDAY				LUNCH BREAK			
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							

PSMO COLLEGE, TIRURANGADI ACADEMIC CUM EXAMINATION CALENDAR 2019-20

Name of Examination	Issuance of Admission Notification	Commencement of Online registration	Date of entrance exam if applicable	Date of Admission	Commencement of semester	Date of Exam Notification	Last date of submission of APC	Date of commencement of examinations	End of Semester	Last date of uploading internal marks	Date of conclusion of exam (on or before)*	Date of publication of result
UG Courses: BA/BSc/BCom/BBA (CUCBCSS)												
1	2	3	4	5	6	7	8	9	10	11	12	13
I SEMESTER	10/05/19	15/05/19	-	17/06/19 to 25/06/19	24/06/19	28/10/19	08/11/19	27/11/19	14/11/19	31/11/19	17/12/19	03/03/20
II SEMESTER					15/11/19	18/03/20	31/03/20	08/05/20	31/03/20	12/06/20	29/05/20	14/08/20
III SEMESTER					06/06/19	18/10/19	04/11/19	07/11/19	31/10/19	07/12/19	22/11/19	06/02/20
IV SEMESTER					01/11/19	02/03/20	13/03/20	01/04/20	31/03/20	20/05/20	06/05/20	18/07/20
V SEMESTER					06/06/19	16/09/19	05/10/19	14/10/19	31/10/19	15/11/19	31/10/19	16/01/20
VI SEMESTER					01/11/19	03/02/20	26/02/20	03/03/20	31/03/20	30/03/20	18/03/20	30/04/20

PG COURSES: MA/MSc/MCom (CUCBCSS)

I SEMESTER	27/05/19	28/05/19	-	11/06/19 to 28/06/19	17/06/19	01/10/19	15/10/19	01/11/19	11/11/19	25/11/19	08/11/19	24/01/20
II SEMESTER					12/11/19	16/03/20	31/03/20	16/04/20	31/03/20	11/05/20	27/04/20	13/07/20
III SEMESTER					14/06/19	23/09/19	09/10/19	23/10/19	06/11/19	13/11/19	30/10/19	15/01/20
IV SEMESTER					07/11/19	17/02/20	02/03/20	20/03/20	31/03/20	16/04/20	30/03/20	31/05/20

DETAILS OF ELECTION AND OTHER CULTURAL ACTIVITIES

Sl.No.	ACTIVITIES	SCHEDULE
1	College Union Elections	29/08/2019
2	University Union Elections	Third week of August
3	College Level Arts Festival	Second week of November
4	Zonal Festivals	Third week of December
5	Inter Zone Festival	Second week of January
6	Anti ragging campaign	Last week of June
7	College Level Sports Meet	First week of January

I / III / V
SEMESTERS

SEMESTER PLAN - ODD

Course Code	Course Title	Number & Name of Module	Term I / II

For UG & PG

Term I : 1-60% of the Topics Allotted

Term II : 61-100% of the Topics Allotted

Signature of the Teacher

Sign. of HOD

Sign. of Principal

Sign. of IQAC Coordinator

MONTHLY TEACHING SCHEDULE

Month.....		Year.....
Class	Topics to be taught	

Signature of Teacher

Signature of HOD

Seminar Scheduled	Date of Internal Exam	Review of Work Completed

Signature of Teacher

Signature of HOD

MONTHLY TEACHING SCHEDULE

Month.....		Year.....
Class	Topics to be taught	

Signature of Teacher

Signature of HOD

Seminar Scheduled	Date of Internal Exam	Review of Work Completed

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Month.....		Year.....
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Month.....		Year.....
Class	Topics to be taught	

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Seminar Scheduled	Date of Internal Exam	Review of Work Completed

Signature of Teacher

Signature of HOD

MONTHLY TEACHING SCHEDULE

Month.....		Year.....
Class	Topics to be taught	

Signature of Teacher

Signature of HOD

Seminar Scheduled	Date of Internal Exam	Review of Work Completed

Signature of Teacher

Signature of HOD

DETAILS OF ADMINISTRATIVE CHARGES

Sl. No.	Nature of Administrative duty	Date, Time & Duration of Meetings conducted	No. of Hrs. spent

REFRESHER/ORIENTATION COURSES ATTENDED

sl. No	Type of programme	University/Institution	period

SEMINAR/CONFERENCE/WORKSHOP/SYMPOSIA ATTENDED

Sl No	Seminar/ Conference/ Workshop/ Symposia	International/ National/ State/ Regional	Title	Funding Agency	Resource person/ participant	Organising Institution	Date & Period

LIST OF PAPERS PUBLISHED

Sl. No.	Name of Paper	Issue, Year & Page Nos.	Name of Journal	ISSN No. & Impact Factor

LIST OF SEMINAR PROCEEDINGS PUBLISHED

Sl. No.	Name of Paper	Name of Seminar/ Symposia	Organising Institute	Page Nos.

LIST OF BOOKS/CHAPTER IN BOOKS PUBLISHED

Sl. No.	Name of Book	Name of Publisher	Year	ISBN No.

LIST OF PAPER PRESENTATIONS

Sl. No.	Date	Name of Seminar/Conference & Subject Area	Organizing Institute	Name of Paper

**PARTICIPATION IN COLLEGE LEVEL & UNIVERSITY
LEVEL ACADEMIC/CO CURRICULAR/ EXTRA CURRICULAR ACTIVITIES**

Sl. No.	Name of Activity	Description	Date/Period	No. of hrs. spent

[illegible]

MEETINGS ATTENDED IN THE COLLEGE

Sl. No.	Date, Time & Duration	Type/ Details of meeting	Venue	No. of hrs.spent

[illegible]

MEETINGS ATTENDED IN THE COLLEGE

Sl. No.	Date, Time & Duration	Type/ Details of meeting	Venue	No. of hrs.spent

[illegible]

MEETINGS ATTENDED IN THE COLLEGE

Sl. No.	Date, Time & Duration	Type/ Details of meeting	Venue	No. of hrs.spent

[illegible]

MEETINGS ATTENDED AT UNIVERSITY/OTHER INSTITUTIONS

Sl. No.	Date, Time & Duration	Type/ Details of meeting	Venue	No. of hrs.spent

[illegible]

DETAILS OF EXAMINATION INVIGILATION DUTIES IN THE COLLEGE

Sl. No.	Date & Session	Theory/ Practical/ Project viva	University / Internal	Name of Examination	No. of hrs. spent

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Sl. No.	Date & Session	Theory/ Practical/ Project viva	University / Internal	Name of Examination	No. of hrs. spent

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Sl. No.	Date & Session	Theory/ Practical/ Project viva	University / Internal	Name of Examination	No. of hrs. spent

DETAILS OF EXTERNAL EXAMINATION DUTIES

Sl. No.	Date	Theory/ Practical/ Project Viva	Course & Semester	Institution	No. of hrs. spent

DETAILS OF EXTERNAL EXAMINATION DUTIES

Sl. No.	Date	Theory/ Practical/ Project Viva	Course & Semester	Institution	No. of hrs. spent

[illegible]

EVALUATION OF STUDENTS' SEMINAR

Sl. No.	Course & Semester	Date, Time & Duration	No. of students	No. of hrs. spent

[illegible]

EVALUATION OF STUDENTS' SEMINAR

Sl. No.	Course & Semester	Date, Time & Duration	No. of students	No. of hrs. spent

[illegible]

EVALUATION OF STUDENTS' SEMINAR

Sl. No.	Course & Semester	Date, Time & Duration	No. of students	No. of hrs. spent

[illegible]

EVALUATION OF STUDENTS' SEMINAR

Sl. No.	Course & Semester	Date, Time & Duration	No. of students	No. of hrs. spent

[illegible]

SUPERVISION OF STUDENTS' PROJECT

Sl. No.	Course & Semester	Date, Time & Duaration	No. of students	No. of hrs. spent

SUPERVISION OF STUDENTS' PROJECT

Sl. No.	Course & Semester	Date, Time & Duuration	No. of students	No. of hrs. spent

SUPERVISION OF STUDENTS' PROJECT

Sl. No.	Course & Semester	Date, Time & Duaration	No. of students	No. of hrs. spent

[illegible]

DETAILS OF REMEDIAL CLASSES CONDUCTED

Sl. No.	Course & Semester	Date, Time & Duration	Topics engaged	No. of students	No. of hrs. spent

DETAILS OF REMEDIAL CLASSES CONDUCTED

Sl. No.	Course & Semester	Date, Time & Duration	Topics engaged	No. of students	No. of hrs. spent

DETAILS OF EXTRA CURRICULAR/CLUB/FIELD STUDY AND OTHER PROGRAMMES

Sl. No.	Date, Time & Duration	Nature of Activity	No. of hrs. spent

DETAILS OF EXTRA CURRICULAR/CLUB/FIELD STUDY AND OTHER PROGRAMMES

Sl. No.	Date, Time & Duration	Nature of Activity	No. of hrs. spent

[illegible]

DAILY EVENTS

Date.....Day

Work Hours	Class	Topic / Activity
09.30 am 10.30 am		
10.30 am 11.30 am		
11.30 am 12.30 pm		
12.30 am 01.30 am	LUNCH BREAK	
01.30 am 02.30 am		
02.30 am 03.30 am		
03.30 am 04.30 am		
Additional Work		

Signature of Teacher

Signature of HOD

DAILY EVENTS

Date.....Day

Work Hours	Class	Topic / Activity
09.30 am 10.30 am		
10.30 am 11.30 am		
11.30 am 12.30 pm		
12.30 am 01.30 am	LUNCH BREAK	
01.30 am 02.30 am		
02.30 am 03.30 am		
03.30 am 04.30 am		
Additional Work		

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02.30 am 03.30 am		
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Signature of HOD

CLASS TIME TABLE - II/ IV /VI SEMESTER

WEEK	09.30 AM 10.30 AM	10.30 AM 11.30 AM	11.30 AM 12.30 AM	12.30 PM 01.30 PM	01.30 PM 02.30 PM	02.30 PM 03.30 PM	03.30 PM 04.30 PM
MONDAY							
TUESDAY				LUNCH BREAK			
WEDNESDAY							
THURSDAY							
FRIDAY							

**II / IV / VI
SEMESTERS**

SEMESTER PLAN - EVEN

Course Code	Course Title	Number & Name of Module	Term I / II

For UG & PG

Term I : 1-60% of the Topics Allotted

Term II : 61-100% of the Topics Allotted

Signature of the Teacher

Sign. of HOD

Sign. of Principal

Sign. of IQAC Coordinator

MONTHLY TEACHING SCHEDULE

Month.....		Year.....
Class	Topics to be taught	

Signature of Teacher

Signature of HOD

Seminar Scheduled	Date of Internal Exam	Review of Work Completed

Signature of Teacher

Signature of HOD

MONTHLY TEACHING SCHEDULE

Month.....		Year.....
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10.30 am 11.30 am		
11.30 am 12.30 pm		
12.30 am 01.30 am	LUNCH BREAK	
01.30 am 02.30 am		
02.30 am 03.30 am		
03.30 am 04.30 am		
Additional Work		

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LEAVE RECORD

DATE	CL	DL	HPL	Any other Leave

LEAVE RECORD

[illegible]

STUDENTS' EVALUATION OF TEACHERS

1. Communicative Ability of the Teacher
2. Manners and Behaviours of the Teacher
3. Knowledge base of the Teacher in the Subject and his/her understanding about the current trends in the subject:
4. Teaching Method of the Teacher:
5. Devotion and Sincerity of the Teacher
6. Availability of the Teacher to the Students outside the class room
7. Punctuality of the Teacher in engaging classes and Evaluating Answer Sheets and Assignments:
8. Willingness to conduct Special Classes:
9. Completion of Topic in Time:
10. Relationship of the Teacher with Students:

Strengths of the Teacher:

Weakness of the Teacher:

Your Suggestions:



PSMO COLLEGE

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