

"Verily, with every difficulty, There is relief"

PSMO COLLEGE

(Affiliated to University of Calicut)

SAUDABAD, TIRURANGADI Malappuram, Kerala - 676 306

TEACHERS'

WORK DIARY

2020-21





P.S.M.O. COLLEGE

(Affiliated to the University of Calicut)
(RE ACCREDIATED AT "A" GRADE BY THE NAAC)

SAUDABAD, TIRURANGADI - 676 306 Malappuram Dist., Kerala, Ph: 0494-2460335

TEACHERS' WORK DIARY

2020-2021

Website: www.psmocollege.ac.in E-mail: mail@psmocollege.ac.in

CALENDAR 2020-21

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6 13 20	M 7 14 21	T 1 8 15 22	W 2 9 16 23	T 3 10 17 24	F 4 11	5 12	31 3 10 17	4 11 18	5 12 19	W 6 13 20	7 14 21	1 8 15 22	2 9 16 23
6 13	M 7 14	T 1 8 15	W 2 9 16 23 30	T 3 10 17 24 31	F 4 11 18	5 12 19	31 3 10	4 11	5 12 19 26	W 6 13 20 27	7 14	1 8 15	2 9 16
6 13 20 27	7 14 21 28	T 1 8 15 22 29	2 9 16 23 30	T 3 10 17 24 31	F 4 11 18 25	5 12 19 26	31 3 10 17 24	4 11 18 25	5 12 19 26	W 6 13 20 27	7 14 21 28	1 8 15 22 29	2 9 16 23 30
6 13 20	7 14 21 28	T 1 8 15 22 29 TEE	W 2 9 16 23 30 BRU	T 3 10 17 24 31 ARY	F 4 11 18 25	5 12 19 26	31 3 10 17	4 11 18 25	5 12 19 26 M	6 13 20 27 ARC W	T 7 14 21 28	1 8 15 22 29	2 9 16 23 30
6 13 20 27	7 14 21 28 M	T 1 8 15 22 29 T 2	W 2 9 16 23 30 BRU/ W 3	T 3 10 17 24 31 ARY T 4	F 4 11 18 25 F 5	5 12 19 26 S 6	31 3 10 17 24	4 11 18 25 M 1	T 5 12 19 26 M	W 6 13 20 27 ARC W 3	T 7 14 21 28 H T 4	1 8 15 22 29 F 5	2 9 16 23 30 S 6
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6 13 20 27 S	M 7 14 21 28 M 1 8 15	T 1 8 15 22 29 T 2 9 16	W 2 9 16 23 30 BRU W 3 10 17	T 3 10 17 24 31 ARY T 4 11 18	F 4 11 18 25 F 5 12 19	5 12 19 26 S 6 13 20	31 3 10 17 24 S	4 11 18 25 M 1 8 15	T 5 12 19 26 M T 2 9 16	W 6 13 20 27 ARC W 3 10 17	T 7 14 21 28 H T 4 11 18	1 8 15 22 29 F 5 12 19	2 9 16 23 30 S 6 13 20
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6 13 20 27 S 7 14 21 28	M 7 14 21 28 M 1 8 15 22	T 1 8 15 22 29 FEE T 2 9 16 23	W 2 9 16 23 30 BRU W 3 10 17 24	T 3 10 17 24 31 ARY T 4 11 18 25	F 4 11 18 25 F 5 12 19 26	5 12 19 26 S 6 13 20 27	31 3 10 17 24 S 7 14 21 28	4 11 18 25 M 1 8 15 22 29	T 5 12 19 26 M T 2 9 16 23 30	W 6 13 20 27 ARC W 3 10 17 24 31	T 7 14 21 28 H T 4 11 18 25	1 8 15 22 29 F 5 12 19 26	2 9 16 23 30 S 6 13 20 27
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6 13 20 27 S 7 14 21 28	M 7 14 21 28 M 1 8 15 22	T 1 8 15 22 29 FEE T 2 9 16 23	W 2 9 16 23 30 8RU W 3 10 17 24	T 3 10 17 24 31 ARY T 4 11 18 25	F 4 11 18 25 F 5 12 19 26	5 12 19 26 S 6 13 20 27	31 3 10 17 24 S 7 14 21 28	4 11 18 25 M 1 8 15 22 29	T 5 12 19 26 M T 2 9 16 23 30 T	W 6 13 20 27 ARC W 3 10 17 24 31 MAY	T 7 14 21 28 H T 4 11 18 25	1 8 15 22 29 F 5 12 19 26	2 9 16 23 30 \$ 6 13 20 27
6 13 20 27 S 7 14 21 28	M 7 14 21 28 M 1 8 15 22	T 1 8 15 22 29 FEE T 2 9 16 23 T 6	W 2 9 16 23 30 8RU W 3 10 17 24 PRI W	T 3 10 17 24 31 ARY T 4 11 18 25	F 4 11 18 25 F 5 12 19 26 F 2	5 12 19 26 S 6 13 20 27	31 3 10 17 24 S 7 14 21 28 S 30 2	4 11 18 25 M 1 8 15 22 29 M 31 3	T 5 12 19 26 M T 2 9 16 23 30 T	W 6 13 20 27 ARC W 3 10 17 24 31 MAY W	T 7 14 21 28 H T 4 11 18 25 T	1 8 15 22 29 F 5 12 19 26	2 9 16 23 30 \$ 6 13 20 27
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Designation	:	
Department	:	••
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Address (R)	:	••
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Telephone No.	:	
Mobile No.	·	
E-mail	:	

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ACADEMIC CUM EXAMINATION CALENDAR 2020-21 PSMO COLLEGE, TIRURANGADI

Last date of Date of uploading conclusion publication of exam of result marks (on or before)*		11 12 13	23/04/21 09/04/21 16/06/21	22/11/21 08/11/21 29/01/22	05/12/20 23/11/20 05/02/21	12/05/21 28/04/21 16/07/21	21/11/20 07/11/20 28/01/21	30/03/21 18/03/21 15/04/21
End of Semester	(S:	10	12/03/21	27/09/21	16/11/20	31/03/21	10/11/20	31/03/21
Last date of comsubmission of examina-of APC tions	JG Courses: BA/BSc/BCom/BBA (CUCBCSS)	6	31/03/21	20/10/21	16/11/20	07/04/21	23/10/20	02/03/21
Last date of submission of APC	n/BBA ((8	10/03/21	27/09/21	28/10/20	31/03/21	10/10/20	16/02/21
Date of Exam Notifi- cation	Sc/BCor	7	27/02/21	07/09/21	19/10/20	10/03/21	24/09/20	05/02/21
Commence- ment of semester	s: BA/B	9	02/11/20	15/03/21	01/06/20	11/11/20	01/06/20	11/11/20
Date of Admission	Course	5	08/10/20 to 15/01/21					
Date of entrance exam if applicable	ΘN	4						
Com- mencement of Online registration		က	03/08/2021					
Issuance of Admission Notification		2	 					
Name of Examination		-	SEMESTER 03/08/2021	II SEMESTER	SEMESTER	N SEMESTER	V SEMESTER	VI SEMESTER

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SEMESTER	27/08/20	27/08/20	ı	06/11/20 to 20/01/21	23/11/20	08/03/21	23/11/20 08/03/21 22/03/21 07/04/21 26/03/21 03/05/21 20/04/21 06/05/21	07/04/21	26/03/21	03/05/21	20/04/21	06/05/21	
II SEMESTER					29/03/21	27/09/21	29/03/21 27/09/21 13/10/21 28/10/21 13/10/21 29/11/21 11/11/21 31/01/22	28/10/21	13/10/21	29/11/21	11/11/21	31/01/22	
III SEMESTER					01/06/20	02/10/20	01/06/20 02/10/20 16/10/20 03/11/20 10/11/20 01/12/20 17/11/20 06/02/21	03/11/20	10/11/20	01/12/20	17/11/20	06/02/21	
IV SEMESTER					11/11/20	22/02/21	11/11/20 22/02/21 06/03/21 22/03/21 31/03/21 26/04/21 09/04/21 31/05/21	22/03/21	31/03/21	26/04/21	09/04/21	31/05/21	

DETAILS OF ELECTION AND OTHER CULTURAL ACTIVITIES

SI.No.	ACTIVITIES	SCHEDULE
-	College Union Elections	27/08/2020
2	University Union Elections	Third week of August
က	College Level Arts Festival	Third week of November
4	Zonal Festivals	Third week of December
2	Inter Zone Festival	Second week of January
9	Anti ragging campaign	First week of November
7	College Level Sports Meet	First week of January

CLASS TIME TABLE - I/III/V SEMESTER

Tutorial Hour					
V th Hour					
IV th Hour					
		LUNC	H BREAK		
III rd Hour					
II nd Hour					
Ist Hour					
WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

I/III/V SEMESTERS

SEMESTER PLAN - ODD

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

				her	nator
				Signature of the Teacher	Sign. of IQAC Coordinator
)ig	Sig
				p	Sign. of Principal
				For UG & PG Term I: 1-60% of the Topics Alotted Term II: 61-100% of the Topics Alloted	Sign
				or UG & PG rm I : 1-60% of th rm II : 61-100% o	Sign. of HOD
				고 한 한	S

Month	Year	
Class	Topics to be taught	

Seminar Scheduled	Date of Internal Exam	Review of Work Completed

Month	Year	. Year	
Class	Topics to be taught		

Seminar Scheduled	Date of Internal Exam	Review of Work Completed

Month	Year	. Year	
Class	Topics to be taught		

Seminar Scheduled	Date of Internal Exam	Review of Work Completed

Month	Year	. Year	
Class	Topics to be taught		

Seminar Scheduled	Date of Internal Exam	Review of Work Completed

Month	Year	. Year	
Class	Topics to be taught		

Seminar Scheduled	Date of Internal Exam	Review of Work Completed

Month	Year	. Year	
Class	Topics to be taught		

Seminar Scheduled	Date of Internal Exam	Review of Work Completed

DETAILS OF ADMINISTRATIVE CHARGES

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

REFRESHER/ORIENTATION COURSES ATTENDED

sl. No	Type of programme	University/Institution	period

SEMINAR/CONFERANCE/WORKSHOP/SYMPOSIA ATTENDED

Date & Period				
Organising Institution				
Resource person/ participant				
Funding Agency				
Title				
International/ National/ State/ Regional				
Seminar/ Conferance/ Workshop/ Symposia				
S S				
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Teachers' Work Diary 2020-21

LIST OF PAPERS PUBLISHED

ISSN No. & Impact Factor				
Name of Journal				
Issue, Year & Page Nos.				
Name of Paper				
SI. No.				
	 	_ 28 _	 	

LIST OF SEMINAR PROCEEDINGS PUBLISHED

Page Nos.				
Organising Institute				
Name of Seminar/ Symposia				
Name of Paper				
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		- 29 -		

LIST OF BOOKS/CHAPTER IN BOOKS PUBLISHED

ISBN No.				
Year				
Name of Publisher				
Name of Book				
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LIST OF PAPER PRESENTATIONS

			reacrie	.10 ,,011(35	iai y 2020-21
	Name of Paper				
)) i	Organizing Institute				
	Name of Seminar/Conference & Subject Area				
	Date				
	SI. No.				

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

No. of hrs. spent					
Date/Period					
Description					
Name of Activity					
SI. No.		- 32 -			

Teachers' Work Diary 2020-21

MEETINGS ATTENDED IN THE COLLEGE

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

Teachers' Work Diary 2020-21

MEETINGS ATTENDED IN THE COLLEGE

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

MEETINGS ATTENDED IN THE COLLEGE

No. of hrs.spent						
Venue						
Type/ Details of meeting						
Date, Time & Duration						
SI. No.		- 38				

MEETINGS ATTENDED AT UNIVERSITY/OTHER INSTITUTIONS

No. of hrs.spent						
Venue						
Type/ Details of meeting						
Date, Time & Duration						
SI. No.		- 40				

DETAILS OF EXAMINATION INVIGILATION DUTIES IN THE COLLEGE

No. of hrs. spent					
Name of Examination					
University / Internal					
Theory/ Practical/ Project viva					
Sl. No. Date & Session					
SI. No.		40			

DETAILS OF EXAMINATION INVIGILATION DUTIES IN THE COLLEGE

No. of hrs. spent					
Name of Examination					
University / Internal					
Theory/ Practical/ Project viva					
Date & Session					
SI. No.		4.4			

DETAILS OF EXAMINATION INVIGILATION DUTIES IN THE COLLEGE

No. of hrs. spent					
Name of Examination					
University / Internal					
Theory/ Practical/ Project viva					
Sl. No. Date & Session					
SI. No.		- 46 -			

DETAILS OF EXTERNAL EXAMINATION DUTIES

DETAILS OF EXTERNAL EXAMINATION DUTIES

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

EVALUATION OF STUDENTS' SEMINAR

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

EVALUATION OF STUDENTS' SEMINAR

No. of hrs. spent					
No. of students					
Date, Time & Duration					
Course & Semester					
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EVALUATION OF STUDENTS' SEMINAR

No. of hrs. spent					
No. of students					
Date, Time & Duration					
Course & Semester					
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EVALUATION OF STUDENTS' SEMINAR

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

SUPERVISION OF STUDENTS' PROJECT

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

				Teache	rs' Wor	k Diary	2020-21

SUPERVISION OF STUDENTS' PROJECT

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

SUPERVISION OF STUDENTS' PROJECT

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

DETAILS OF REMEDIAL CLASSES CONDUCTED

No. of hrs. spent					
No. of Students					
Topics engaged					
Date, Time & Duration					
Course & Semester					
S. Ö.					

DETAILS OF REMEDIAL CLASSES CONDUCTED

No. of hrs. spent					
No. of Students					
Topics engaged					
Date, Time & Duration					
Course & Semester					
S. .o					

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

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

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

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

Teachers' Work Diary 2020-21

Date	Day
Date	Dav

Work Hours	Class	Topic / Activity
I st Hour		
II nd Hour		
III rd Hour		
IV th Hour		
V th Hour		
Tutorial Hour		
Additional Wo	ork	

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Work Hours	Class	Topic / Activity
I st Hour		
II nd Hour		
III rd Hour		
IV th Hour		
V th Hour		
Tutorial Hour		
Additional Wo	ork	

Signature of Teacher

Data	Davi	
Date	Dav	

Work Hours	Class	Topic / Activity
I st Hour		
II nd Hour		
III rd Hour		
IV th Hour		
V th Hour		
Tutorial Hour		
Additional Wo	ork	

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Work Hours	Class	Topic / Activity
I st Hour		
II nd Hour		
III rd Hour		
IV th Hour		
V th Hour		
Tutorial Hour		
Additional Wo	ork	

Signature of Teacher

Data	Davi	
Dale	Dav	

Work Hours	Class	Topic / Activity
I st Hour		
II nd Hour		
III rd Hour		
IV th Hour		
V th Hour		
Tutorial Hour		
Additional Wo	ork	

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Date	1147	

Work Hours	Class	Topic / Activity
I st Hour		
II nd Hour		
III rd Hour		
IV th Hour		
V th Hour		
Tutorial Hour		
Additional Wo	ork	

Signature of Teacher

Data	Davi	
Date	Dav	

Work Hours	Class	Topic / Activity
I st Hour		
II nd Hour		
III rd Hour		
IV th Hour		
V th Hour		
Tutorial Hour		
Additional Wo	ork	

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Date	L Jav	

Work Hours	Class	Topic / Activity
I st Hour		
II nd Hour		
III rd Hour		
IV th Hour		
V th Hour		
Tutorial Hour		
Additional Wo	ork	

Signature of Teacher

Date	Day	
Date	Day	

Work Hours	Class	Topic / Activity
I st Hour		
II nd Hour		
III rd Hour		
IV th Hour		
V th Hour		
Tutorial Hour		
Additional Wo	ork	

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1 10to	1101/	
Dale:	1147	

Work Hours	Class	Topic / Activity
I st Hour		
II nd Hour		
III rd Hour		
IV th Hour		
V th Hour		
Tutorial Hour		
Additional Wo	ork	

Signature of Teacher

Data	Davi	
Date	Dav	

Work Hours	Class	Topic / Activity
I st Hour		
II nd Hour		
III rd Hour		
IV th Hour		
V th Hour		
Tutorial Hour		
Additional Wo	ork	

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Dale:	1147	

Work Hours	Class	Topic / Activity
I st Hour		
II nd Hour		
III rd Hour		
IV th Hour		
V th Hour		
Tutorial Hour		
Additional Wo	ork	

Signature of Teacher

Data	Davi	
Dale	Dav	

Work Hours	Class	Topic / Activity
I st Hour		
II nd Hour		
III rd Hour		
IV th Hour		
V th Hour		
Tutorial Hour		
Additional Wo	ork	

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Work Hours	Class	Topic / Activity
I st Hour		
II nd Hour		
III rd Hour		
IV th Hour		
V th Hour		
Tutorial Hour		
Additional Wo	ork	

Signature of Teacher

Date	Day	
Date	Day	

Work Hours	Class	Topic / Activity
I st Hour		
II nd Hour		
III rd Hour		
IV th Hour		
V th Hour		
Tutorial Hour		
Additional Wo	ork	

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Date	L Jav	

Work Hours	Class	Topic / Activity
I st Hour		
II nd Hour		
III rd Hour		
IV th Hour		
V th Hour		
Tutorial Hour		
Additional Wo	ork	

Signature of Teacher

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Work Hours	Class	Topic / Activity
I st Hour		
II nd Hour		
III rd Hour		
IV th Hour		
V th Hour		
Tutorial Hour		
Additional Wo	ork	

Date Da	V
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Work Hours	Class	Topic / Activity
I st Hour		
II nd Hour		
III rd Hour		
IV th Hour		
V th Hour		
Tutorial Hour		
Additional Wo	ork	

Signature of Teacher

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CLASS TIME TABLE - II/ IV /VI SEMESTER

Tutorial Hour					
V th Hour					
IV th Hour					
		LUNC	H BREAK		
III rd Hour					
II nd Hour					
Ist Hour					
WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

II/IV/VI SEMESTERS

SEMESTER PLAN - EVEN

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

				Signature of the Teacher	Sign. of IQAC Coordinator
				For UG & PG Term I : 1-60% of the Topics Alotted Term II : 61-100% of the Topics Alloted	Sign. of Principal
				For UG & PG Term I : 1-60% Term II : 61-100	Sign. of HOD

Month	Year	
Class	Topics to be taught	

Seminar Scheduled	Date of Internal Exam	Review of Work Completed

Month	Year	
Class	Topics to be taught	

Seminar Scheduled	Date of Internal Exam	Review of Work Completed

Month		Year	
Class	Topics to be taught		

Seminar Scheduled	Date of Internal Exam	Review of Work Completed

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Work Hours	Class	Topic / Activity
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Signature of Teacher

LEAVE RECORD

DATE	CL	DL	HPL	Any other Leave

LEAVE RECORD

DATE	CL	DL	HPL	Any other Leave

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.	Availibility 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:				
Yo	Your Suggestions:			









PSMO COLLEGE

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