

PSMO COLLEGE TIRURANGADI

(Affiliated to University of Calicut & Re-accredited by NAAC with A Grade) SAUDABAD, TIRURANGADI Malappuram, Kerala - 676 306



TEACHERS' WORK DIARY 2021-22





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

2021-2022

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

CALENDAR 2021-22

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| | Date of publication of result | BSc | 13 | | | | | | |
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| SEMESTER | PG COURSE W | ITH OU PG Dipl | PG COURSE WITH OUT ENTRANCE:- MA/MSc/MCom/MLISc/MTA (Master of Tourism Administration)/ PG Diplom Course (Only 2 Semesters) (Semester-CUCSS and CCSS Patters) | ALISc/MTA (Master of Tourism Ad emester-CUCSS and CCSS Patters) | ministration)/ |
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| SI.No. ACTIVITIES SCHEDULE SI.No. ACTIVITIES SCHEDULE 2 University Union Elections 3 Zonal Festivals 4 Inter Zone Festival 5 International Student Festival 6 Anti ragging campaign | IV SEMESTER | | | | |
| ACTIVITIES College Union Elections University Union Elections Zonal Festivals Inter Zone Festival International Student Festival Anti ragging campaign | | DE | TAILS OF ELECTION AND OTH | IER CULTURAL ACTIVITIES | |
| | | SI.No. | | SCHEDULE | |
| | | 1 | College Union Elections | | |
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| | | 3 | Zonal Festivals | | |
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| | | 5 | International Student Festival | | |
| | | 9 | Anti ragging campaign | | |

CLASS TIME TABLE - I/III/V SEMESTER

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

I/III/V SEMESTERS

SEMESTER PLAN - ODD

| Term I / II | | | | | |
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| | | | | Signature of the Teacher | Sign. of IQAC Coordinator |
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| | | | | 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% of th Term II : 61-100% o | Sign. of HOD |

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DETAILS OF ADMINISTRATIVE CHARGES

| SI. No. | Nature of Administrative duty | Date, Time & Duration of Meetings conducted | No. of Hrs. spent |
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SEMINAR/CONFERANCE/WORKSHOP/SYMPOSIA ATTENDED

| Date & Period | | | | |
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| Organising Institution | | | | |
| Resource person/ participant | | | | |
| Funding Agency | | | | |
| Title | | | | |
| International/ National/ State/ Regional | | | | |
| Seminar/ Conferance/ Workshop/ Symposia | | | | |
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LIST OF PAPERS PUBLISHED

| ISSN No. & Impact Factor | | | | |
|-----------------------------|------|--------|------|--|
| Name of Journal | | | | |
| Issue, Year & Page Nos. | | | | |
| Name of Paper | | | | |
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LIST OF SEMINAR PROCEEDINGS PUBLISHED

| Page Nos. | | | | |
|------------------------------|--|--------|------|--|
| Organising Institute | | | | |
| Name of Seminar/ Symposia | | | | |
| Name of Paper | | | | |
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| ISBN No. | | | |
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| Year | | | |
| Name of Publisher | | | |
| Name of Book | | | |
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LIST OF PAPER PRESENTATIONS

| | | | Teache | 13 11011(15. | lai y 2021-22 |
|-------------|---|--|--------|--------------|---------------|
| | Name of Paper | | | | |
|)) i | Organizing Institute | | | | |
| | Name of Seminar/Conference & Subject Area | | | | |
| | Date | | | | |
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LEVEL ACADEMIC/CO CURRICULAR/EXTRA CURRICULAR ACTIVITIES PARTICIPATION IN COLLEGE LEVEL & UNIVERSITY

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

Teachers' Work Diary 2021-22

MEETINGS ATTENDED IN THE COLLEGE

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

Teachers' Work Diary 2021-22

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

| No. of hrs. spent | | | | | |
|-----------------------------------|--|--|--|--|--|
| Institution | | | | | |
| Course & Semester | | | | | |
| Theory/Practical/ Project Viva | | | | | |
| Date | | | | | |
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DETAILS OF EXTERNAL EXAMINATION DUTIES

| No. of hrs. spent | | | | | |
|-----------------------------------|--|--|--|--|--|
| Institution | | | | | |
| Course & Semester | | | | | |
| Theory/Practical/ Project Viva | | | | | |
| Date | | | | | |
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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 | | | | | |
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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 | | | | | |
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SUPERVISION OF STUDENTS' PROJECT

| No. of hrs. spent | | | | | |
|------------------------|--|--|--|--|--|
| No. of students | | | | | |
| Date, Time & Duaration | | | | | |
| Course & Semester | | | | | |
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SUPERVISION OF STUDENTS' PROJECT

| No. of hrs. spent | | | | | |
|------------------------|--|--|--|--|--|
| No. of students | | | | | |
| Date, Time & Duaration | | | | | |
| Course & Semester | | | | | |
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SUPERVISION OF STUDENTS' PROJECT

| No. of hrs. spent | | | | | |
|---------------------------|--|--|--|--|--|
| No. of students | | | | | |
| Date, Time & Duaration | | | | | |
| Course & Semester | | | | | |
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DETAILS OF REMEDIAL CLASSES CONDUCTED

| No. of hrs. spent | | | | | |
|--------------------------|--|--|--|--|--|
| No. of Students | | | | | |
| Topics engaged | | | | | |
| Date, Time & Duration | | | | | |
| Course & Semester | | | | | |
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DETAILS OF REMEDIAL CLASSES CONDUCTED

| No. of hrs. spent | | | | | |
|--------------------------|--|--|--|--|--|
| No. of Students | | | | | |
| Topics engaged | | | | | |
| Date, Time & Duration | | | | | |
| Course & Semester | | | | | |
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DETAILS OF EXTRA CURRICULAR/CLUB/FIELD STUDY AND OTHER PROGRAMMES

| No. of hrs. spent | | | | | |
|--------------------------|--|--|--|--|--|
| Nature of Activity | | | | | |
| Date, Time & Duration | | | | | |
| SI. No. | | | | | |

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

| No. of hrs. spent | | | | | |
|--------------------------|--|--|--|--|--|
| Nature of Activity | | | | | |
| Date, Time & Duration | | | | | |
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| Date | Day |
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| Date | Dav |

| Work Hours | Class | Topic / Activity |
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| I st Hour | | |
| II nd Hour | | |
| III rd Hour | | |
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| Tutorial Hour | | |
| Additional Wo | ork | |
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| Work Hours | Class | Topic / Activity |
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| II nd Hour | | |
| III rd Hour | | |
| IV th Hour | | |
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| Tutorial Hour | | |
| Additional Wo | ork | |
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Signature of Teacher

| Data | Davi | |
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| Date | Dav | |

| Work Hours | Class | Topic / Activity |
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| I st Hour | | |
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| Work Hours | Class | Topic / Activity |
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Signature of Teacher

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| Work Hours | Class | Topic / Activity |
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| Work Hours | Class | Topic / Activity |
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| Work Hours | Class | Topic / Activity |
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| Work Hours | Class | Topic / Activity |
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Signature of Teacher

| Date | Day | |
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| Work Hours | Class | Topic / Activity |
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| Work Hours | Class | Topic / Activity |
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| Work Hours | Class | Topic / Activity |
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| Work Hours | Class | Topic / Activity |
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| Work Hours | Class | Topic / Activity |
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| Work Hours | Class | Topic / Activity |
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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 |
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| | | | | 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% of Term II : 61-100% | Sign. of HOD |

| Month | Year | |
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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 | |

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

Signature of Teacher

LEAVE RECORD

| DATE | CL | DL | HPL | Any other Leave |
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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: | | | |

