



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

# PSMO COLLEGE TIRURANGADI

(Affiliated to University of Calicut & Re-accredited by NAAC with A Grade)

SAUDABAD, TIRURANGADI Malappuram, Kerala - 676 306

**Break**  
the  
**chain**  
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## TEACHERS' **WORK DIARY** 2021-22





# **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**

## **2021-2022**

Website: [www.psmocollege.ac.in](http://www.psmocollege.ac.in)

E-mail: [mail@psmocollege.ac.in](mailto:mail@psmocollege.ac.in)

# CALENDAR 2021-22

## JUNE

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			

## 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
31					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

## 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					

## APRIL

S	M	T	W	T	F	S
31					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	31

## 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
30	31					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

## 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 : .....  
.....

Address (R) : .....  
.....  
.....  
.....  
.....

Telephone No. : .....

Mobile No. : .....

E-mail : .....

# I N D E X

Page No.

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# UNIVERSITY OF CALICUT ACADEMIC CUM EXAMINATION CALENDAR 2021-22

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 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
<b>UG Course without Entrance (Semester-CCSS):- BA/BSc/BCom/BBA/BA Afsal UI Ulama/BSW/BTA/BMMC BSc Microbiology/Medical Bio-Chemistry/Medical Lab Technology/Costume &amp; Fashion Designing</b>												
1	2	3	4	5	6	7	8	9	10	11	12	13
I SEMESTER												
II SEMESTER												
III SEMESTER												
IV SEMESTER												
V SEMESTER												
VI SEMESTER												

## DETAILS OF ELECTION AND OTHER CULTURAL ACTIVITIES

Sl.No.	ACTIVITIES	SCHEDULE
1	College Union Elections	
2	University Union Elections	
3	Zonal Festivals	
4	Inter Zone Festival	
5	International Student Festival	
6	Anti ragging campaign	

CLASS TIME TABLE - I/III/IV SEMESTER

WEEK	I <sup>st</sup> Hour	II <sup>nd</sup> Hour	III <sup>rd</sup> Hour	LUNCH BREAK			IV <sup>th</sup> Hour	V <sup>th</sup> Hour	Tutorial Hour
MONDAY									
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									

**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.....
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


**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


**DETAILS OF EXTERNAL EXAMINATION DUTIES**

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

[illegible]

## DETAILS OF EXTERNAL EXAMINATION DUTIES

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



## EVALUATION OF STUDENTS' SEMINAR

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


EVALUATION OF STUDENTS' SEMINAR

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


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


**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 & Duaration	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


**DETAILS OF REMEDIAL CLASSES CONDUCTED**

Sl. No.	Course & Semester	Date, Time & Duration	Topics engaged	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

[illegible]

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

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

[illegible]

**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
I <sup>st</sup> Hour		
II <sup>nd</sup> Hour		
III <sup>rd</sup> Hour		
IV <sup>th</sup> Hour		
V <sup>th</sup> Hour		
Tutorial Hour		
Additional Work		

Signature of Teacher

Signature of HOD

## DAILY EVENTS

Date.....Day .....

Work Hours	Class	Topic / Activity
I <sup>st</sup> Hour		
II <sup>nd</sup> Hour		
III <sup>rd</sup> Hour		
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V <sup>th</sup> Hour		
Tutorial Hour		
Additional Work		

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CLASS TIME TABLE - II/ IV /VI SEMESTER

WEEK	I <sup>st</sup> Hour	II <sup>nd</sup> Hour	III <sup>rd</sup> Hour	LUNCH BREAK			IV <sup>th</sup> Hour	V <sup>th</sup> Hour	Tutorial Hour
MONDAY									
TUESDAY									
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

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Tutorial Hour		
Additional Work		

Signature of Teacher

Signature of HOD

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:



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