

## **V.S.B ENGINEERING COLLEGE, KARUR**

### **Procedures for Teaching Faculty**

**VSBE/HRD / PTF / 03**

**04/07/2013**

1. Staff members should enter the college and sign in the Attendance Register at Principal Office between 8.30 a.m. and 8.50 a.m. and in the evening after 5pm before leaving.
2. Lesson Plan for teaching the subjects should be prepared by the teaching staff and should be submitted to the HOD and Principal for approval.
3. The Staff should prepare the notes of lesson as per Lesson plan and Academic schedule and submit the same to the HOD before the commencement of every semester.
4. All the teaching Staff should follow the Academic schedule and daily schedule of activities issued from the Principal's office. Before taking classes they should prepare well (preparation of notes, charts, models, transparencies, etc.).
5. They should enter into the class on time and leave the class only after the bell.
6. While taking attendance, mark the students who are absent correctly and avoid overwriting.
7. They should write the log book as per the class taken and submit it to the HODs.
8. The Lesson plan, notes of lesson and log book must be correlated. Otherwise it may be treated as deficiency in performance. If any amendment in Lesson plan is found necessary during the course of action, the staff shall intimate the same to the Principal well in advance and not after the date of execution.
9. They should conduct Unit tests, internal tests and Model examination as per the Academic schedule and Time Table.
10. They should evaluate the answer scripts correctly and submit the same to the HOD within four days from the date of test.
11. The copies of the mark list should be submitted to the HOD immediately, without any delay.
12. They should conduct Retest in the evening between 5.00 p.m. and 6.30 p.m. to the students, who failed in any subject.
13. The practical classes should not be cancelled at any cost.

14. Staff should correct the observation notes and value the Records periodically. Accumulation of records for verification and signing with ante-date will be viewed seriously.
15. The teaching staff should implement the tutorial system effectively.
16. The staff in-charge for the project work should submit the details regarding the title of the project work, No. of students in a batch and name of the guide in time to the HOD.
17. The staff should instruct the students to keep the area in and around the class rooms as well as respective laboratories clean.
18. The teaching staff should instruct the students to come with proper dress, identity cards and shoes.
19. They should check and warn the students not to involve in any immoral activities.
20. The teaching faculty members are responsible for problems in the class rooms, irregularity of students etc., They should maintain complete discipline among the students.
21. If the teaching staff comes across any problems relating to students' discipline and conduct, it should be reported to the HOD immediately and then to the knowledge of the Principal.
22. Memo will be issued to those who
  - a) are irregular
  - b) do not follow the rules and regulations
  - c) do not discharge the duties properlyIssuing of 3 memos will be viewed seriously.
23. Principal must be informed in advance by the Department in-charge about the requirements for the Labs, Library, etc. for the forthcoming year as per the Anna University Syllabi.
24. The staff shall be in his / her department. They are not permitted to go to other departments during the working hours to chat with other staff.
25. Male staff members should wear formals, shirts properly tucked in, along with tie, shoes and ID Card.
26. Female staff members should wear Saree, overcoat and ID card.

27. Teaching staff have to work hard with dedication and involvement. They are expected to discharge their duties as per the guidelines given above without any deviation or shortcoming. The students' problems should be sorted out immediately at the grass root level itself.
28. The faculty members are expected not to take leave without proper reason. For genuine reasons, they can avail maximum 12 days leave per year at the rate of one day per month with the leave application duly submitted and leave sanctioned in advance. In case of emergency, they can opt for 3 days CL continuously. The faculty members are expected not to take leave on Saturdays and Mondays. The staff may be called for explanation if they fail in their duties in any aspect and subsequently action will be taken.
29. The teaching faculty, in addition to their regular academic work are expected to actively participate in training and placement of students, publication of papers, organizing conferences/seminars/workshops and undertaking funded research projects. The College grants ODs for this purpose.
30. 6 months of maternity leave with 3 months salary is granted for women faculty members.
31. Appreciation will be there with rewards to the teachers who are identified as the best teachers.