



## **Faculty Guidelines (Core/ Visiting)**

The following rules have been drawn for creating a conducive and a healthy academic environment in the University. All the faculty members are requested to observe the same both in letter and spirit.

- The **classes should commence sharply at the scheduled time** and should be left at the scheduled time only, even if the teacher has completed the planned lecture. Leaving the class beforehand may cause disturbance to other ongoing classes.
- The faculties need to **intimate beforehand** for the adjustment of their classes to their respective coordinators. **No class would be adjusted** if intimation is received on the day on which the lecture is scheduled.
- The faculty members can **avail leave** only after prior approval of the Dean and intimation to the Coordinator. Faculty members are requested to adjust their classes in consultation with the course coordinators before availing leave.
- The students should **not be given any break** during the lecture period.
- The students are expected to be in the class as soon as the bell rings. However it the sole discretion of the concern faculty member to permit a student in the class not latter than 10 minutes of commencement of the class.
- It is the entire responsibility of the teacher to maintain the discipline in the class.
- Faculties should ensure that all the **Mobiles of the students are on switched off mode** before the commencement of the lecture. Also the faculty members are requested to keep their mobile phones **either on switched off mode or on silent mode** and not to attend any call during the class.
- The attendance will be maintained in **Cumulative** form e.g. 1, 2, 3, 4. Faculty members are requested to take the attendance themselves & the same should be signed after calculating the daily class strength.
- Faculties should take the **Attendance at the end of the lecture**, & not in between or in the beginning to avoid the class-bunking.
- Faculty members are requested to provide subject notes to the students, give assignments and conduct class tests regularly.

- They need to update the **Teaching Assignment Form** regularly w.r.t. Lecture Dates, Course/ topic covered in subsequent lectures.
- Faculty members are requested to assign minimum **2 Class Tests & 3 Assignments** during the Semester & submit the marks for the same to the coordinator in the prescribed **Student Assessment Sheet** at the Semester End in order to **Update the Internal Assessment** of the student concerned.
- It is essential to attach one copy of the **Assignment given, Class Tests conducted, Notes/ Handouts distributed** in the Attendance Register for office record.
- Faculty members are requested to cover the syllabus unit wise and lesson plan wise.
- Faculty members are requested to discuss the progress of the course covered, as well as class discipline with the course coordinator/HOD as & when required.
- Faculty members are requested to **cover 60% of the syllabi** before Mid-term Examinations. The Mid-term Examinations would generally be scheduled after 8 weeks of subsequent teaching.
- **Faculty members need to conclude their syllabi within the assigned module as mentioned in the syllabus**
- Faculty members are also expected to discuss the **Previous Year's Question Papers in subsequent class lectures**. They should take **Extra efforts with slow learners** to improve their performance.
- **For LCD/ LAB requirements** please intimate the respective Course Coordinator at least one week in advance.
- **It is also desired that faculties will regularly discuss the course coverage with other faculty members taking the same paper in a given semester.**
- **Faculties will be preparing a Common Question Paper for Mid-term & a Model Question paper for End-term Examination & submit the same in a soft copy to the Controller of Examinations when specified.**

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