The Duties and Responsibilities of a Teaching Faculty

General

1. The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
2. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
3. The work load of all the staff shall be fixed by the management. The work load of the teacher should not be less than 40 hours a week. Two tutorial hours/two laboratory/Drawing hours will be counted as one teaching hour. The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/Institution.

1. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
2. Faculty Members should attempt to publish text books, research papers in reputed International/Indian Journals/Conferences.
3. The Faculty Member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he/she is interested in or assigned to him/her from time to time.
4. Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

Department

1. The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member’s professional and personal activities.
2. The teaching load will be allotted by the HOD after taking into account the Faculty Member’s interests.
3. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD/Principal in academic, co-curricular or extra curricular activities.
4. Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.
5. Every Faculty Member should maintain student’s attendance records and the absentees roll number should be noted everyday in the Master attendance Register maintained in the Department as soon as the classes/laboratory hours are over.
6. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class/lab/invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
7. The Faculty Member should make himself/herself presentable. The Faculty Member should show no partiality to any segment/individual student.
8. The Faculty Advisor must update the student’s personal file regularly and put up for inspection by HOD/Principal as the case may be.

Class Room Teaching

1. Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan as per Students Attendance Register.
2. The Faculty Member should get the lesson plan and course file - approved by HOD and Principal.

The course file consists of preface, previous year university question papers, notes, hand outs, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), minute paper, feedback analysis report etc.,

1. The Faculty Member’s Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.
2. The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.
3. The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
4. The Faculty Member should engage the full 50 minutes and should not leave the class early.
5. The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well up to 40 minutes and in the last 3 minutes conclude and say what we will see in the next class.
6. The Faculty of Member should cultivate to include humour in the lecture, to break the monotony.
7. Should practice/rehearse the lecture well before going to the class.
8. The Faculty Member should make use of OHP, Models etc., as teaching aids.
9. The Faculty Member should encourage students asking doubts/questions.
10. The Faculty Member should get the feedback from students and act/adjust the teaching appropriately.
11. The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.
12. In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.
13. The Faculty Member shall give possible 2-mark questions with answers for each unit.
14. The Faculty Member should sign in the class log book every day after he/she finishes the lecture.
15. The Faculty Member should interact with the class coordinator or counselor and inform him/her about the habitual absentees, academically backward student, objectionable behavior etc.
16. The Faculty Member should always aim for 100% pass results in his/her subjects and work accordingly.
17. The Faculty member should regularly visit library and read the latest journals/magazines in his/her specialty and keep oneself abreast of latest advancements.
18. The Faculty Member should make himself/herself available for doubt clearance.
19. The Faculty Member should motivate the students and bring out the creativity/originality in the students.

**Laboratory**

1. The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
2. Whenever possible, additional experiments to clarify or enlighten the students must be given.
3. The lab observations/records must be corrected then and there or at least by next class.

**Test / Exam**

1. While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.
2. During invigilation, the Faculty Member should be continuously moving around. He/She should not sit in a place for a prolonged time. He/She should watch closely so that nobody does any malpractice in the exam/test.
3. Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative / Chief Superintendent. (Class co-ordinator and HOD concerned in the case of cycle test / Model Examination).
4. The test papers must be corrected within three days from the date of examination and marks submitted to the HOD for forwarding to ACO / Principal with remarks.
5. The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

**Student – Faculty Rapport**

- The Faculty Member should have a good control of students.
- As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counseling and if it does not being any change the student must be directed to meet the class coordinator, HoD.
- The Faculty Member should act with tact and deal with insubordination by students maturely.
- The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of students.