



FACULTY GUIDELINES/RULES

The aim of the faculty guidelines is to provide faculty members with a clear, accurate and comprehensive overview of functioning of the departments in the college. It is important that faculty members understand their rights as well as the limits to those rights and this guideline strives to make the faculty members to meet the expectations of the institution.

I. ACADEMIC GUIDELINES

Syllabus

The syllabus prescribed by the Bangalore University should be followed.

Conduct of Classes

- All the teachers have to follow the timetable allotted to them and no diversions shall be entertained thereafter
- Teachers are expected to be inside the class at sharp 8.50 am during the 1st hour of the day
- A class of one hour should be planned properly and conducted as per lesson plan.
- A buffering time of 2 minutes can be given to students to enter the class (applicable only to first hour) beyond which the teacher has all the rights to restrict them from entering the class.
- Teacher having consecutive classes can leave the class 3 minutes early and should go to the next class on time.
- Total teaching hours should be as per university prescribed for each subject.

Attendance/Attendance Register

- All the teachers have to collect the attendance register of classes from the concerned HOD'S on the re-opening day of the college and should maintain in their custody.
- All the information related to subject, subject code, course, semester should be filled clearly in the appropriate columns.
- Entries in the register should be on cumulative basis.

- Date and signature should be clearly filled for each class.
- At the end of each month signature of principal/concerned HOD is to be taken
- The attendance must be marked online as soon as the particular class gets over. In case the faculties have continuous classes, then the same must be updated online as soon as all the classes get over.
- Dates in the lesson plan should coincide with the register and work diary as well.

Class Adjustments

- During planned leave all the classes are to be adjusted in advance so that your absence doesn't hamper the functioning of the regular classes.
- The classes of a faculty who is on an emergency or unavoidable leave must be adjusted by the other faculties who handle subjects for the concerned classes.

Assignments

- Assignments written in the blue book should be corrected and evaluated.
- By the end of the semester all assignment books are to be collected from all students and marks are to be allotted and entered at the back of the register.

Internals

- Internal question paper should be given to the administrator as per the prescribed format within the stipulated date.
- One internal is to be conducted in a semester.
- Internal papers are to be evaluated within 3 working days from the date of completion of the respective exams and marks are to be entered in the mark templates given to the faculties within the stipulated time.
- Proper study material should be given to students well before the commencement of internals.

II. NON- ACADEMIC GUIDELINES

Academic File

A file is to be collected on the opening day by the concerned HOD's.

The academic file should contain the following documents.

- 1. Class and subject allotment sheet**
- 2. Individual time table**
- 3. Class timetable (applicable only for mentors)**

- 4. Calendar of events**
- 5. Syllabus copies of subjects allotted/handled**
- 6. Duly filled lesson plan for all the subjects allocated**
 - All the teachers have to complete the lesson plan within a week from the reopening day.
 - Lesson plan should include the actual date the topic planned and taken besides the date on which it was covered other than the planned date.
- 7. Previous semester individual result analysis**
- 8. Copy of Internals timetable**
- 9. Sample question paper of internals for each subject**
- 10. Scheme of evaluation**
- 11. Work Dairy**
 - In the work dairy the information related to the class, section and topic covered should be entered on hourly basis.
 - Work dairy can either be filled after each hour or at the end of the day without fail.
 - At the end of each week principal's signature has to be taken in the work dairy.

Mentorship (Applicable only to class mentors):

- The mentor for I semester should fill all the general information about the student in the columns specified.
- Mentors for III semester and V semester have to enter the university examination marks at the earliest after receiving the result sheet from the university.
- All the mentoring records are to be updated after each internal examination.
- The attendance status and the marks scored are to be duly entered after each internal examination.
- Counseling given to students at any point of time also should be duly recorded and signed.
- Any medical certificate given by the student to the class mentor should be forwarded to HOD and the same is to be filed only after the approval.

Teacher Mentor-Mentee

- A mentor teacher should conduct mentoring session to the mentee teacher at least twice in a semester and also as and when required. The report on the session should be prepared and filed with the HOD.
- A mentee is free to consult or take guidance from mentor whenever required.

Library

- A teacher can avail the facilities in the library for teaching and research activities.
- Maximum of eight books can be borrowed from the library for reference.
- Teacher with the consent of the HOD can suggest books to the library if finds necessary.

Committees

- Teachers involved in various committees should adhere to the roles and responsibilities given by the respective committee head.
- Teacher should render their full support for the committee.

Leaves& Vacation

- Teachers taking planned leave should fill the leave application in advance.
- If a planned leave is taken the concerned faculty should adjust the classes and mention the adjustments in the leave form.
- A separate sheet clearly mentioning the timing and name of faculty with whom the adjustment is made should be given to HOD along with date and timings of extra classes planned to compensate the missing class.
- Unplanned leave or planned leave for more than three consecutive days or leave taken on LOP would be forwarded to chairman for approval. In such case it should be properly supported.
- Vacations can be availed only after the completion of semester.

III. GENERAL GUIDELINES

- Teachers have to wear the ID cards inside the campus at all times without fail.
 - Teachers having any grievances with the students in the class should be brought to HOD immediately.
 - Teachers must ensure that the students are seated in the front rows during the class hours.
 - All the teachers should ensure that students are wearing the ID cards at all times while in class and inside campus.
 - Teachers should not allow students to walk out of class to canteen or for photocopy during the class hours.
 - Students absenting themselves for more than three consecutive classes should be directed to HOD.
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- PRINCIPAL

