**ARASU ENGINEERING COLLEGE, KUMBAKONAM – 612 501**

**Instructions to Faculty Members for Strict Compliance:**

1. All the faculty members should follow the timings and dress code strictly. They should go to the class in time and use it effectively till the period ends.
2. They should have the habit of greeting the students whenever they enter the class. Also at the beginning of every class they should summarize what they had discussed in the previous class.
3. They are solely responsible for making all the students to get pass in the University examination. Faculty members who are producing very good results will be given monetary benefits like incentives, additional increments, etc.

1. They, whenever go to the class, should check the students for wearing ID cards, shoes, proper dressings, neat shaving and proper hair cut.
2. They should take the attendance immediately when they enter the class.

1. They should give attendance only to those students who are physically present in the class. All others should be marked absent irrespective of the fact whether they are on leave, OD, etc. On duty for the students will be marked in the office after receiving the OD form through the faculty advisor, HoD, Vice-Principal and Principal.
2. They are informed not to carry text books to the class room. They are informed to go to the class with thorough preparation and well prepared lecture notes.

1. Dictation of notes to the students in the class room should be avoided; instead the staff member can give the required notes to the library so that all the students can take Xerox copies. The staff members are expected to utilize the entire time for teaching, lecturing and interacting with students.
2. They should keep an updated question bank in the general library for each subject they handle at the beginning of the semester, and ask the students to take Xerox copy of the question bank.
3. They should submit a detailed lesson plan for both theory and practical subjects before the commencement of the classes; and ensure completion of the syllabus as per the lesson plan on time.
4. They should get approval for their Course Material and Master Record from the HoD.
5. At the end of every class, the staff members should give some sort of home work to the students in the subject they teach in order to make them study that particular subject at home; and at the beginning of every class they should check whether the students have completed the assigned home work properly. The students those who are not doing the home work may be once warned by the Faculty advisor and HoD; and repeaters should be brought to the notice of the Principal through the Faculty advisor and HoD.

13. In every class, at the beginning, the faculty members should recall what they taught in the previous class, and at the end of the class, they should summarize what they have taught in that particular class.

14. They should evaluate the answer scripts correctly. Awarding more marks for unworthy and irrelevant answer is not only unjust but also not in the interest of the student. The valued answer scripts will be re-evaluated by the Academic Monitoring Committee.

15. They are instructed repeatedly to take the classes in English.

16. They should not make the students to stand outside the class by way of giving punishments; instead, they can make the students to stand beside the board or at the back side of the class room. Also they should not allow the students to go out of the class during working hours.

17. They should take with them the required teaching aids such as chalk, duster, etc. while going to the class; they should not ask the students to bring them.

18. The Assessment tests and Model exam question papers should be submitted to the exam cell by the HoD in time. The question papers should not be submitted by the individual faculty.

19. The students’ Observation and Record notes should be corrected and signed by the faculty with date then and there. They should not correct and sign the observation and record notes at the end of the semester. In this regard, the Heads of departments are asked to monitor their colleagues in the department.

20. In the laboratory, the teaching faculty should teach and demonstrate the experiments to the students, and they should not leave this task to the lab assistants.

21. The daily test, assessment test and model examination marks statement should be submitted to the Principal along with the answer scripts and get signed, and entered in the Inspro plus software within two days from the date of examination.

22. For making the Tutor ward system more effective, the faculty advisors should meet their ward regularly and at least two students in a day.

23. Faculty members are strictly informed that they should get prior permission by submitting the leave form before availing leave/ on duty. In case of any emergency, they can avail leave by informing through phone to the HoD, and after their return they should submit the leave application form in the same day itself. Failure to do so will entail loss of pay.

24. They are informed to update their ISO files, records, counseling notes, work diary, etc. then and there.

25. Finally, the faculty members are informed to update their qualifications, technical knowledge and skill. Necessary helps including monetary support will be readily given by the Management and the Principal.

**PRINCIPAL**