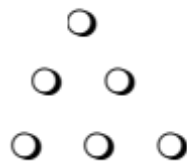


SECAB INSTITUTE OF ENGINEERING & TECHNOLOGY,
BIJAPUR

SERVICE RULES & GUIDELINES FOR FACULTY



INDEX

SL. NO.	CHAPTER NO.	TITLE	PAGE NO.
01	Chapter I	Working hours & Punctuality	01
02	Chapter II	Sanction of Leave	02
03	Chapter III	Classroom Performance	03
04	Chapter IV	Syllabus Completion	04
05	Chapter V	Internal Assessment Tests and University Examinations.	05 - 06
06	Chapter VI	Criticism and Appreciation	07
07	Chapter VII	Increment & Promotion	08
08	Chapter VIII	Documents to be maintained	09
09	Chapter IX	Duties and responsibilities of Head of Department (HOD)	10 - 11
10	Chapter X	Duties & Responsibilities of Academic Co-Ordinator	12 - 13
11	Chapter XI	Duties & Responsibilities of Co-curricular Co-Ordinator	14
12	Chapter XII	Duties & Responsibilities of Class Teacher	15
13	Chapter XIII	General Instruction	16
14	Chapter XIV	Purchase Committee	17

SECAB INSTITUTE OF ENGINEERING & TECHNOLOGY,
BIJAPUR

CHAPTER - I

Working hours & Punctuality

- 1) Working hours of the college shall be subject to change as per the overall requirement of the College and will be finalised by the Principal from time to time.
- 2) Every teacher shall sign the attendance registers twice a day, on all working days at:
 - a) Start of the college (at the Principal Office)
 - b) Staff Movement Register - if moving out of campus.
- 3) Signing after the prescribed time of commencement will be treated as late. Five such late arrivals in a month cause deduction of half day salary from the monthly salary bill
- 4) Missing to punch while leaving the college in the evening will be treated as a half leave on that day.

Note: Under unavoidable circumstances a staff member may leave the college before college timing by sending a written request to the principal through HOD and the same be submitted to the Bio-matric device custodian.

- 5) It is obligatory for the staff to remain present in the campus throughout the day. Any absence from the campus for more than one hour will entail half day leave going out of campus for college work or other genuine reason with the permission of the HOD is permissible.

SECAB INSTITUTE OF ENGINEERING & TECHNOLOGY,
BIJAPUR

CHAPTER - II

Sanction of Leave

- 1) Staff members are entitled to avail a maximum of 15 Casual Leaves (CLs) in a calendar year (Maximum of 2 CLs per month). HOD /Principal not to allow more than 2 CLs /per month. Application for leave by a faculty/staff should be made to the HOD. HOD himself or Principal desiring leave should get it cleared from the President before submitting to Principal/HOD for sanction.
- 2) Leave should not be sanctioned when important task such as preparation for Inspection or other works like arranging admission of students.
- 3) The H.O.D should confirm before the recommendation of leave whether the work allotted to the staff such as, labs, alternate arrangement or any other work is done
- 4) Application for any kind of leave shall be addressed to the Principal and should be submitted to the Class Teacher, who recommends to the HOD and submits the same to the Principal after HODs recommendation.
- 5) Request on phone for the sanction of leave will not be entertained. In case of emergency request for CL may be considered provided leave application should reach the Principal before 12 noon on the same day.
- 6) Attendance on National festivals like Independence Day. Republic Day etc. is obligatory. Absence on such occasions shall be treated as LWP.
- 7) Any programmes or functions conducted by the college or department must be attended by the staff members without fail and it will not be considered as holiday.

SECAB INSTITUTE OF ENGINEERING & TECHNOLOGY,
BIJAPUR

CHAPTER - III

Classroom Performance

- 1) The teacher shall plan and prepare the lecture according to the lesson plan format of BAMS
- 2) He / She shall encourage the students to be interactive during the lecture.
- 3) He / She shall be in the class-room for the stipulated time.
- 4) He / She shall create healthy pleasing environment in the classroom.
- 5) He / She shall establish eye contacts with every student.
- 6) If any student in the class-room misbehaves or creates nuisance, the teacher shall not initiate any action on his own, but he / she shall report it to the HOD for needful action.
- 7) Use of proper teaching aids such as, glass boards, OHP, LCD etc. to make teaching more effective and interesting.
- 8) Practical incharge staff must conduct the practical for the whole 3 hours duration, 1 hour for explanation, 2 hours for practical if any student completes the experiment early he or she should be involved in other activities like viva- voce, report writing, repetition of the experiments if need be.
- 9) He / She shall submit comprehensive notes before 3 weeks from the start of the semester to HOD, HOD to further submit to principal. Both HOD & Principal shall evaluate the effectiveness of the notes material. Notes prepared by a teacher should be crossed checked and only after correctness and effectiveness is observed, notes to be supplied to the students.

BIJAPUR

CHAPTER - IV

Syllabus Completion

- 1) Every semester should start atleast 2 weeks before the commencement date notified by the University.
- 2) The teacher shall complete theory syllabus (100% 160 marks) for each and every semester, in all subject allotted to him by engaging a minimum of 52 hours (duration as per VTU Syllabus) of teaching per theory subject per semester as prescribed by V.T.U.
- 3) He / She shall conduct extra classes on Saturday / Free slots in working days to make good the loss (teaching hours), due to Holidays, Leave & OOD (ON Office Duty) etc. Govt. / Non. Govt. Holidays.
- 4) He / She shall complete all the experiments prescribed by the University for each semester.
- 5) He / She shall deal the subject in accordance with the weightage of marks in the VTU question papers / models. (Shall solve some previous semester exam papers).
- 6) The teacher shall give equal emphasis on theory as well as Numerical problems (if any) and the subject concepts.
- 7) The teacher shall prepare lesson plans for every semester according to BAMS formats, and display the same on the department notice board as mentioned below & submit a copy of the same to the HOD & Principal.
 - a) For the first internal assessment test 80 marks (50%) of syllabus must be completed.
 - b) For the second internal assessment test additional 80 marks (50%) syllabus to be completed
 - c) No option for IIIrd Internal Test (except in genuine cases, which should not exceed more than 10% of the total absent students who had remained absent for any one of the first 2 tests)
- 8) Twice in a semester, the teacher shall submit the status of syllabus signed by him / her to the academic co-ordinator. The HOD may cross check status of syllabus through the students and report the same to the Principal. If Principal feels it necessary, can cross check the status of syllabus with the students.
- 9) In addition to the HOD the task of completion of syllabus and the priority of taking important chapters on which further study is based.

Internal Assessment Tests and University Examinations.

- 1) Preliminary requirement:

The teacher should assess day to day work of each of the students, so that the students feels comfortable to answer the I.A test and University exam.

- 2) Based on the syllabus covered, the teacher shall set the 3 unique sets of question papers as per the lesson plan & must submit at least 3 days before the commencement of the IA Test.
- 3) The question paper shall be kept confidential.
- 4) He / She shall assist in examination work if required.
- 5) I. A. Test and University examination work such as submission of question paper on time / exam invigilation / valuation of blue books etc. is mandatory. Failing which one day's salary will be deducted from his or her account. In case of emergency, if he / she is unable to perform the duties mentioned shall seek permission from the Principal by written application & the same to be forwarded to the exam Co-ordinator.
- 6) He / She shall evaluate the Blue Books as per the VTU guidelines and submit the same to the Academic co-ordinator of his / her respective department within stipulated time.
- 7) He / She shall analyze the results of I. A. Tests and report to the Class Teacher, who inturn will report to the HOD.
- 8) He / She shall allot the I. A. Marks to the students purely on the basis of his / her performance. He / she is authorized to allot marks on the basis of Assignment.
- 9) a) The Internal marks in practical's must be allotted based on following criteria.
- i) Attendance, discipline
 - ii) Regularity
 - iii) Performance in lab test.
 - iv) Submission of journals in time and its quality of work, &
 - v) Performance in viva-voce conducted during the lab test.
- b) At the end of the 2nd I.A. Test after evaluation of blue books, the teacher shall allot the marks for 2nd internal in the following order given in the pre-final format.

c) Instructions for submission of I. A. marks.

A faculty shall follow the following procedure to submit the I. A. Marks in his /her subject.

- i) Prepare the consolidated marks list of all the two I. A. tests (in the given format).
- ii) Obtain the signature of every student for having seen his /her I. A. marks.
- iii) Display the consolidated list of marks on the notice board for a period of 4 days.
- iv) In case of any discrepancy reported by the students, the necessary changes may be made as per the marks allotted in the Blue books.
- v) The consolidated final list of I. A. Marks shall be submitted to the Principal through class teacher and HOD for verification & approval.
- vi) Before the final entry of I.A marks in the I.A tally sheet of V.T.U. the I.A marks should be verified and approved by the class teacher, HOD and the principal.
- vii) Principal should discuss the I.A marks of each student with the President before forwarding to the University.

9) The teacher shall be responsible for the valuation of blue books, the teacher must use red pen for valuation of answers & should not skip any of the answers and must allot the marks to all the answers & re-total the same before signing. If any correction is done teacher must sign for each correction. The record should be kept in safe custody & to be returned to the exam Co-ordinator.

10) Internal marks to the student shall be awarded as per OB.4 of 1 / 11 Semester syllabus of VTU.

Further Note: The process of assessment as to whether a student is understanding the lecture should proceed from day one. If it is observed that if any student is not showing proportionate progress, the student should be warned him/her parent to be informed, and still with a month he does not show progress his/her name should be kept aside for consideration discontinuation of name for the study during the semester.

SECAB INSTITUTE OF ENGINEERING & TECHNOLOGY,
BIJAPUR

CHAPTER - VI

Criticism and Appreciation

- 1) Feedback obtained from the students, shall be brought to the notice of concerned teacher, confidentially by the Principal along with the department Head and necessary steps should be taken if required.
- 2) In case of positive feedback teachers will be appreciated for their performance. If he / she gets a negative feedback the same shall be entered in his /her service register.
- 3) Any feedback whether positive or negative shall be updated in the Central Service Register, the contents of which shall be used towards all the Human Resource activities such as promotions, demotions, increments, scaling - up Salaries, Terminations, giving out responsibility & authority, etc.,

SECAB INSTITUTE OF ENGINEERING & TECHNOLOGY,
BIJAPUR

CHAPTER - VII

Increments & Promotions

- 1) The sanction of annual increment shall be on the basis of the confidential report submitted to the Management by academic co-ordinator HOD & the Principal.
The confidential report comprises of punctuality, syllabus completion, results, attitudes, Student's feedback etc. If the confidential report is not satisfactory then the Management, may take suitable action.
- 2) Promotion: A teacher will be promoted to the next higher cadre on the basis of the following.
 - a) Confidential report.
 - b) Punctuality (No. of days late comings, No. of days early leaving the college etc. will be observed regularly (as per report of biometric device)
 - c) No. of publications to his credit.
 - d) Participation in Seminars / Symposium / Workshops.
 - e) Participation in refresher or orientation courses as per AICTE norms.
 - f) Authoring any technical books.
 - g) Research projects undertaken.
 - h) Up-gradation of qualification
 - i) Contribution towards Institute - Industry linkage.
 - j) Participation in Community Services
 - k) Participation in consultancy services
 - l) Participation in QIP (like NBA, ISO etc..).

Note: 1) Any suggestions from the teaching faculty are welcome.

2) Any change or modifications. If any, will be circulated to the faculty from time to time.

SECAB INSTITUTE OF ENGINEERING & TECHNOLOGY,
BIJAPUR

CHAPTER - VIII

Documents to be maintained

Atleast last 3 years documents to be maintained by the teacher & submit the same to the office of the Principal / NBA Co-ordinator / Academic Co-Ordinator for the department / HOD - as & when required.

- a) Students Attendance Register
- b) Valued Blue Books
- c) Record books of assessed practical's
- d) Stock Register.
- e) Record of I. A. Marks
- f) Work Load
- g) Individual Time Table
- h) Certificates for having attended / Participated in Seminars / Conferences / Symposia / Workshops.
- i) Copies of the papers presented.
- j) Details of Remedial classes conducted for the weak students.
- k) Performa of the details of completion of the syllabus.
- l) Details of Guest Lecturers organized in every semester.
- m) Details of Higher studies persued after joining the college.
- n) Action taken in respect of the absentees.

SECAB INSTITUTE OF ENGINEERING & TECHNOLOGY, BIJAPUR

CHAPTER - IX

Duties and Responsibilities of Head of the Department (HOD)

The Head of the department is the team leader who builds cohesive team, foster team spirit. He / she is responsible for the overall development of the department and the students. In addition to his / her regular teaching work. He / she shall also shoulder the following responsibilities.

- 1) Regular conduct of all the classes by making alternate arrangement if required (with the help of academic co-ordinator)
- 2) Ensure completion of syllabus in time (before the last day of the term) by all the faculty of his / her department.
- 3) With the help of Academic Co-ordinator shall monitor attendance of all the student and send the reports to the parents of such students.
- 4) Counsel the absentees & take required steps to make them as regular and upto the mark.
- 5) Redress the grievances of the faculty and students.
- 6) Welfare of the faculty and students.
- 7) Solve the dispute if any among students, faculty, students & faculty.
- 8) Look into the complaints of the students if any and solve.
- 9) He / She may seek the help of Academic / Co-curricular Co-ordinator for solving any problems. If situation demands may seek the help of the Principal.
- 10) Prepare time table for the next semester and allot the subjects before the closure of the current semester.
- 11) Question papers of I. A. tests & blue books are to be kept in safe custody. In case of leakage of Q. P. and malpractice in I. A. he / she only be held responsible.
- 12) Establish personal contact with principal to solve the problems or issues concerning the department.
- 13) Totally responsible for the stock / dead stock/ all the material of his / her department.
- 14) Conduct stock verifications annually.
- 15) Prepare calendar of events for the next two semesters well before the closure of the current semester.
- 16) He / She shall maintain stock register, inward & outward register of his / her department.
- 17) He / She shall prepare the list of material requirement for the next semester during the current semester and submit to the Principal for needful action.
- 18) He / She shall submit the staff requirement for the next semester during the current

semester to the Principal for arrangements.

- 19) Reach department atleast 5 minutes before college timing and shall remain in the department / campus till the day's work is completed.
- 20) Shall furnish all the details of the department as and when called for by the Principal.
- 21) Shall prepare all the requirements needed for V.T.U, NBA, AICTE (like inspections, online approval process etc..) & face the committee with his /her team.
- 22) He / She & his / her team members shall contribute for the news letter, college magazines etc..
- 23) He / She shall send information to the parents regarding, attendance & performance.
- 24) He / She shall help in local hospitality for NBA -team, LIC team of VTU, AICTE team, resource persons, any guest to the college etc.
- 25) He / She shall maintain the leave accounts of his /her staff (teaching & non teaching).
- 26) Contribute for the development of the department and college.
- 27) Take care of smooth conduct of college & department functions. Detailed programme to be approved in writing by the Principal
- 28) Conduct meeting of the faculty atleast once in a week.
- 29) With the help of the academic co-ordinator, co-curricular, co-ordinator & department conduct atleast one guest lecture in each subject in every semester.
- 30) Arrange departmental level seminars every week with the help of the co-ordinators & faculty of his /her department.
- 31) Encourage faculty and students for participation for presentation of papers in the seminars / symposia / workshop / conference etc.
- 32) He /she shall organize atleast one district level / state level / National level / International level / Symposia / Conference / workshop per year.
- 33) He / She shall cross check status of syllabus with the students.
- 34) The appointment of an HOD or a Co-ordinator for different activities will be based in his /her performance sincerity, area of interest and confidential report of the HOD (predecessor) and the Principal. He shall hold the respective post minimum for a period of 1 year and maximum 2 years .This shall be on rotation basis for a period of one year and can be extendable up to two years.
Since students are in professional courses, exposure to industries, Research Institutions, Real work experience on sites is very beneficial to the students HOD shall organise atleast one visit to such institution in a semester.
- 35) Responsibilities like co-ordinator for different activities & HOD should give on basis of his performance, sincerity, area of interest and confidential report of the HOD (predecessor) and Principal. He shall hold the respective post for a period on 1 year minimum and 2 years maximum. This shall be on rotation basis for a period of one year & extendable to two years.

BIJAPUR

CHAPTER - X

Duties & Responsibilities of Academic Co-ordinator

- 1) Whoever is the incharge of all the academic activities, like,
 - a) Conduct of Regular classes.
 - b) Completion of Syllabus.
 - c) I. A. Test supporting in I. A. test to the exam co-ordinator.
 - d) Alternate arrangements for classes in the absence of regular faculty on leave.
 - e) He / She is also responsible to do alternate arrangement for subjects, till the end of semester, if any faculty has left in between.
 - f) He / She is responsible for the students attendance, incase of any student / students absent in the class for more than two days. He shall get the information of the absentees from the concern faculty & shall call the student or through students friends, and counsel the student, and get the undertaking first time.
- 2) I. A. Marks to be taken from the concern faculty. (consolidation of IA marks)
- 3) He / She shall monitor the I.A. marks displayed on the notice board by the concerned faculty and
- 4) a) I. A. marks inspection.
- 5) He shall maintain the record of results of I. A. test, & University examination, minimum of 5 years.
- 6) He shall prepare the academic calendar of events of coming semester along with HOD & Principal & Director before starting of every semester and display the same on notice board with the sign of Academic Co-ordinator, HOD & the Principal, one week before the end of the present semester.
- 7) He shall prepare the time table signed by himself, HOD & Principal and display on the notice board, one week before the commencement of semester.

- 8) He shall collect the lesson plan from the faculty and display the same on and the department notice board one week before the commencement of the semester duly signed by the Academic co-ordinator, HOD & the Principal.
- 9) He shall keep the record of work load of the current and previous semester allotted by the HOD
- 10) On the last working day he shall collect the syllabus completion report from each faculty, No. of hours engaged per subject, duly signed by the faculty, Academic co-ordinator, HOD & the Principal and retain a copy of the same for the department and submit one copy to the Principal.
- 11) He should see that each faculty invites a minimum of one or two guest speakers in their respective subjects.
- 12) Academic co-ordinator shall organise academic competitions amongst the students, like quiz, Technical Lectures, Essay, etc.

Duties and Responsibilities of Co-curricular Co-ordinator

Every department will have one co-ordinator to organise the co-curricular activities of the department. The job of a co-curricular co-ordinator is given to one of the faculties of the department for a period of one year (can be extended to 2 years). In addition to his / her teaching work, he shall look after the following activities with the help of the HOD.

- 1) To organise all the co-curricular activities of the department.
- 2) He / She shall obtain the prior permission from the Principal to organise any activity.
- 3) He / She shall get the minute to minute programme approved by the Principal.
- 4) He / She cannot alter the programme without the permission of the Principal.
- 5) He / She shall be present during the programme right from the beginning till the end.
- 6) If any programme extends beyond college hours, he / she shall see that the boys & girls students reach their respective hostels / homes safely.
- 7) Though the Institution is run by a minority management it's all activities shall be secular. Every event must start with the recitation of verses from the Holy Quran & followed by Holy Bhagwatgeeta.
- 8) He / She shall organise one educational tour / Industrial Visit in each semester and one fresher party in every odd semester and Annual Day / Farewell in every even semester. He shall accompany the team with one male & one female faculty.
- 9) He / She shall organise all the activities without disturbing academic work & without damaging the discipline of the college.
- 10) He / she shall organise one or two guest lectures on personality development, general knowledge test, quiz, group discussion, motivational lectures by Industrialist / experts in the field.
- 11) He / She shall organise a minimum of one paper presentation per semester for the students at departmental level / city level / state level / national level / International level.
- 12) He shall maintain all the documents for all the activities conducted.
- 13) Co-curricular co-ordinator of all the departments shall organise the college level activities.

CHAPTER - XII

Duties & Responsibilities of Class Teacher

- 1) Class teacher shall monitor the student's attendance. If any student remains absent for more than three days continuously, it shall be brought to the notice of the students and his / her parents & shall keep the record for the same.
Class teacher shall also display the attendance of all the students on the notice board.
- 2) He shall prepare along with HOD & Principal & Director the academic calendar of events of coming semester before starting of every semester and display the same on notice board with the sign of Academic Co-ordinator, HOD & Principal, one week before the end of the present semester.
- 3) He shall prepare the time table signed by himself, HOD & Principal and display on the notice board, one week before the commencement of semester.
- 4) He shall collect the lesson plan from the faculty and display the same on the notice board one week before the commencement of the semester, duly signed by the Academic co-ordinator, HOD & the Principal.
- 5) He shall keep the record of work load of the current and previous semester allotted by the HOD.
- 6) He shall collect, the academic report before every test, from each faculty, regarding.
 - a) Status of syllabus.
 - b) No. of hours engaged as per time table.
 - c) No. of extra classes engaged and deficiency if any.
- 7) He shall conduct student's seminars weekly.
- 8) He should see that each faculty invites a minimum of one or two guest speakers in their respective subjects.

CHAPTER - XIII

General Instruction

- 1) Administration at the Departmental level will be taken care by the Head of the respective department with the help of Academic co-ordinator.

For the administration at the college level the Principal may create posts like VTU CoF ordiantor, Placement Officer, Students welfare officer, Public Relation officer, Officer on special duty, administrative co-ordinator etc. Teaching & Non-Teaching staff holding any of the above posts shall be directly under the control of Principal they need not forward the letters /information through HOD.

- 2) The teacher shall keep the students attendance registers up to date every day for the subject he /she is teaching.
- 3) The teacher shall inform about absentees weekly to the Academic co-ordinator in writing.
- 4) The teacher shall sign with date of all the journals of students & allot the marks.
- 5) The teacher incharge of Lab has to maintain & keep the stock register up-to-date.
- 6) The faculty incharge of the lab shall inform well in advance to the Principal, through HOD about equipments, deficiency in tools, equipments & furniture, cleanliness of the lab etc..
- 7) The teacher /lab incharge shall place indent for requirement, he /she shall send the indent to the Principal through the Instructor /Supervisor Incharge forwarded /recommended by the HOD.
- 8) Each faculty shall organise a minimum of one /two Guest Lecturers in their respective subjects, by inviting a renowned Professor /Industrialist of neighboring area.

SECAB INSTITUTE OF ENGINEERING &
TECHNOLOGY, BIJAPUR

CHAPTER - XIV

Purchase Committee

Department-Wise		General	
1) Principal	- Chairman	1)Principal	- Chairman
2) HOD	- Member	2)Any one HOD	- Member
3) Sr. Lecturer	- Member	3)Office Registrar	- Member
4) Office Registrar	- Member	4)Accountant	- Member
5) Accountant	- Member		

The above revised service rules w.r.t. “SECAB Institute of Engineering & Technology, Bijapur” are approved by the Governing Council of the college and the Board of Management.

Place: Bijapur

Date: 01.08.2013

(S. A. Punekar)

Duties & Responsibilities of Academic Co-ordinator

- 1) Whoever is the incharge of all the academic activities, like,
 - a) Conduct of Regular classes.
 - b) Completion of Syllabus.
 - c) I. A. Test supporting in I. A. test to the exam co-ordinator.
 - d) Alternate arrangements for classes in the absence of regular faculty on leave.
 - e) He / She is also responsible to do alternate arrangement for subjects, till the end of semester, if any faculty has left in between.
 - f) He / She is responsible for the students attendance, incase of any student / students absent in the class for more than two days. He shall get the information of the absentees from the concern faculty & shall call the student or through students friends, and counsel the student, and get the undertaking first time.
- 2) I. A. Marks to be taken from the concern faculty. (consolidation of IA marks)
- 3) He / She shall monitor the I.A. marks displayed on the notice board by the concerned faculty and
- 4) a) I. A. marks inspection.
- 5) He shall maintain the record of results of I. A. test, & University examination, minimum of 5 years.
- 6) He shall prepare the academic calendar of events of coming semester along with HOD & Principal & Director before starting of every semester and display the same on notice board with the sign of Academic Co-ordinator, HOD & the Principal, one week before the end of the present semester.
- 7) He shall prepare the time table signed by himself, HOD & Principal and display on the notice board, one week before the commencement of semester.

- 8) He shall collect the lesson plan from the faculty and display the same on and the department notice board one week before the commencement of the semester duly signed by the Academic co-ordinator, HOD & the Principal.
- 9) He shall keep the record of work load of the current and previous semester allotted by the HOD
- 10) On the last working day he shall collect the syllabus completion report from each faculty, No. of hours engaged per subject, duly signed by the faculty, Academic co-ordinator, HOD & the Principal and retain a copy of the same for the department and submit one copy to the Principal.
- 11) He should see that each faculty invites a minimum of one or two guest speakers in their respective subjects.
- 12) Academic co-ordinator shall organise academic competitions amongst the students, like quiz, Technical Lectures, Essay, etc.

SECAB INSTITUTE OF ENGINEERING & TECHNOLOGY,
BIJAPUR

CHAPTER - XII

Duties & Responsibilities of Class Teacher

- 1) Class teacher shall monitor the students attendance. If any student remains absent for more than three days continuously, it shall be brought to the notice of the students and his /her parents & shall keep the record for the same.
Class teacher shall also display the attendance of all the students on the notice board.
- 2) He shall prepare along with HOD & Principal & Director the academic calendar of events of coming semester before starting of every semester and display the same on notice board with the sign of Academic Co-ordinator, HOD & Principal, one week before the end of the present semester.
- 3) He shall prepare the time table signed by himself, HOD & Principal and display on the notice board, one week before the commencement of semester.
- 4) He shall collect the lesson plan from the faculty and display the same on the notice board one week before the commencement of the semester, duly signed by the Academic co-ordinator, HOD & the Principal.
- 5) He shall keep the record of work load of the current and previous semester allotted by the HOD.
- 6) He shall collect, the academic report before every test, from each faculty, regarding.
 - a) Status of syllabus.
 - b) No. of hours engaged as per time table.
 - c) No. of extra classes engaged and deficiency if any.
- 7) He shall conduct student's seminars weekly.
- 8) He should see that each faculty invites a minimum of one or two guest speakers in their respective subject