*Date Created: 30th August, 2021*

*Last Updated: 25th February, 2021*

## SOC Academician Checklist

* Have you checked the Timetable and Workload sent by RTE?
* Have you received the Google Classroom invitation for the module you have been assigned to from the IT Dept?
* Have you received the semester calendar and have you checked the important dates (Assessment week, Copy checking time period, deadline for moderation pack completion and Board Date)
* Have you received the Attendance sheet for the student group you have been assigned to? (RTE)
* Have you received the module content from the module leader?
* Do you know your module team members?
* Have you received the sheet to enter the weekly Module Journal?
* Do you have necessary materials (clicker, marker, converter cable)
* Have you completed the Departmental orientation (By IT Academic Management Team)
  + Student Service Department
  + HR Department
  + RTE Department
  + IT Department
  + IT Academics
  + BD Department
  + Resource Department
* Have you completed the first teacher’s training (when you joined the Herald College)
* Plot your timetable in Google Calendar as a recurring event. (Ask to Prabin Sapkota if required help on this)

## SOC Module Leader Checklist

* Finalized all the module content and assessment. Inquire if the module contents and assessments have changed or not (inquire with UK Module leader)
* Assessment Detail Finalization
* Please know the moderation pack completion deadline
* Pre-meeting with your module team (Before the SOC) (please include the above 3 points in the pre meeting)

## Know Things: Checklist (addressing towards professionalism)

* Please mark the attendance sheet with the full literal of "A" or "P". Please do not leave the cell empty if students are absent.
* Please complete the attendance sheet during the same class itself.
* Please RSVP email whenever a meeting/invitation has been planned
* Please apply for a leave - at least two days prior via the HRM system. (If not able to apply via HRM, please contact to HR - Datta sir)
* In case of a last-minute cancellation or a day before cancellation of a class, please email/phone Course Leader, **Student Service**, and **RTE**. (so that the information can be spread out quickly without a dependency)
* Please complete your academic journal in a timely manner. Normally it would be at the end of the week with one day a grace period.
* Let’s try to start meeting at the right time and please do not create a situation where you have to be followed on for the meeting and important events.
* Please turn up in the office in a formal attire/dress
* Please turn up in the class 5 min earlier to the actual class starting time.
* Know about 15 LD Policy (talk to student Service Dept. if you are not aware of it)
* *In case of online classes/sessions -* Please post the link before the class time (an hour prior)