

Guidelines for staff members

All the faculty members who are handling subjects and/or labs for DS department students are requested to follow the following guidelines. We are requesting you all to please kindly cooperate.

1. The faculty member must complete the syllabus in-time (Extra hours will be provided if needed).
2. Teaching notes digitization and unit wise PPTs
3. The faculty member must post the hourly attendance after completion of his/her lecture hour in the online hourly attendance portal.
4. The faculty member must execute his/her additional duties like floor duties, posting of attendance, MCQs, Slip test marks, works related to NBA, NAAC, FFC, NIRF,...without fail and in case of leave he/she must adjust those duties to others.
5. Study hours (**for every subject the Teacher must give 3 questions along with answers for the students, one or two days before the day of study hour without fail. from those 3 the teacher has to give any 2 questions to the students to answer on the day of study hour. The teacher has to evaluate the test for 20 marks, on next day the faculty member has to post the marks through online using our portal)**)
6. The faculty member must identify slow learners in his/her subject and take remedial classes for those students.
7. The faculty member must fix a target of pass percentage for his/her subject(s), must have an action plan to implement that target. In case any additional resources are needed to implement your action plan please bring it to the notice of the HOD.
8. The faculty member must provide Important questions along with answers (should cover all topics in the Unit and preferably JNTUK previous question papers at least for three years) at least for 4 units in his/her subject.
9. The faculty member must communicate in English with the students as well as staff with in the campus.
18. The faculty who are dealing with Labs must do continuous evaluation and award the marks in the record(s) for every experiment regularly.
10. The faculty member must update the teaching notes periodically; the updated content must be highlighted by **red** color.
11. **Don't allow the late comers into the classroom, ask them to sit outside of the class and give two assignment questions to write.**
12. **The teacher needs to conduct a weekly one descriptive test, evaluate it for 20 marks and need to post the marks in our google sites. (weekly test schedule is specified in the time tables)**
13. **The way of handling class everyday:**
 - a. First 5 minutes the teacher must revise the topics covered in the previous lecture.
(The teacher can assess the students by asking questions)
 - b. The teacher needs to write the names of the topics (and key points related to those topics) to be covered in the current lecture at the Right Upper corner of the board.
 - c. Last 5 minutes the teacher must instruct the students to write
Summary of the topic covered in the current lecture.
 - d. Before leaving the class the teacher must announce the names of the topics to be covered in the next class.
 - e. The teacher must give assignment (A topic in depth or 2 to 3 short answer questions) everyday **(need to post the assignment question in our google sites everyday)**

(Please instruct the students to keep separate notebook to write summary and daily assignment, along with running notes of your subject)

- 14. The teacher should be punctual (must attend the class/lab in-time)**
- 15. The teacher must handle the class(s) in a strict manner.**
16. In case of leave/OD/Permission the teacher must adjust the class work and post those details to the work adjustment register maintained at HOD. If we found any section without teacher then action will be taken against the respective teacher (We will go through the time table)
17. All the teachers must attend the meetings planned to be conducted by the HOD/Principal.
- 18. The teacher must follow the dress code.**
- 19. The staff member is not allowed to use mobile in the class room and/or lab.**
20. The teacher can bring to the notice of Class In-charge / Lab In-charge / HOD in case of any special issues related to discipline, academics ...

We will monitor the above points on a regular basis. If anyone failed to execute these points properly sever action will be taken against those individual teachers.

HOD, DS