

- d) Recording the minutes of the fortnightly department level meetings

3.1.4 Department Secretary

Department Secretaries are appointed by the Management to lessen the heavy load of academic and disciplinary activities of the HODs.

The responsibilities of the Department Secretary are:

- a) Result analysis immediately after the announcement of the University examination results and series examination by the Institution.
- b) Organising meetings in the department after each sessional examination and adopting suitable remedial measures if required.
- c) Submitting the report to the Director/Manager through the Principal after evaluating in the results in the Department meeting.
- d) Releasing of the Department Newsletters on time.

3.1.5 Teaching Staff

A teacher is constantly under the gaze of his students and their parents. Society keeps the teachers on a high pedestal and expects exemplary behavior from them and to practice what they teach. In particular, they should

- a) Manage their private affairs in a manner consistent with the dignity of their profession.
- b) Seek to make professional growth through continuous study and research.
- c) Actively participate in professional meetings, seminars and conferences with a view to not only contribute knowledge but also to keep them acquainted with the latest developments in areas of their professional interest.
- d) Perform, with diligence and dedication, their duties in teaching, tutorial, practical, seminar, research work, mentoring, etc.
- e) Cooperate and assist in carrying out functions relating to educational responsibilities of the College and the University such as appraising applications for admission, advising and counseling students, assisting in the conduct of college and University examinations including supervision, invigilation and evaluation.
- f) Participate in co-curricular and extra-curricular activities including community service.

- g) Encourage students to express their views on curricular and extracurricular matters and patiently try to clarify their doubts.
- h) Deal with the students with absolute impartiality regardless of their religion, caste, economic or social position, particularly in the assessment of their merit.
- i) Recognize the difference in aptitude and capabilities among the students and try to meet their individual needs.
- j) Inculcate scientific outlook, respect for physical labor & ideals of democracy, patriotism and concern for fellow human beings & environment among the students.
- k) Make themselves available to the students even beyond the class hours and help and guide the students without consideration for remuneration or reward.
- l) Treat other members of the profession with respect and refrain from making unsubstantiated allegations against them and render assistance for their professional betterment. Never speak or behave with disrespect to the colleagues, especially in the presence of the students.
- m) Refrain from undertaking any other employment or commitment including private tuition or coaching classes which are likely to affect professional responsibilities in the institution.
- n) Adhere to the rules and regulations of the institution in the discharge of professional responsibilities and respect the hierarchy of authority and render necessary assistance to higher authorities in matters like maintenance of discipline, attainment of academic excellence, development of cocurricular activities, advancement of research and other academic and related matters.
- o) Actively participate in the mentoring activity undertaken by VJCET and help in regularly monitoring the academic and all-round performance of the students entrusted to their care and appraise the guardians at regular intervals about the progress or problems of the students through progress reports and personal contacts.

3.1.5.1 General Guidance on Teaching Practice and Procedures

- a) Course plan for succeeding semester should be prepared as soon as the current semester classes are over, so that no classes are taken in the succeeding semester without course plan. Course plan must be developed (in the prescribed format) collectively by all teachers of the same subject, endorsed by the H.O.D. Due consideration must be paid to the course objective and the paper objective,

while preparing the course plan to ensure proper documentation of such course plan.

- b) Teaching must strictly follow the order in the course plan. The course plan should be used as teaching schedule for the teacher. At the end of every class, the topic to be dealt with in the next class must be announced and the students should be asked to read the topic before they come for the next class. The teacher must ask simple questions on the topic before commencing the explanation.
- c) At the end of every class, a few minutes should be spent to summarize what was taught in the class.
- d) Explanation must be in simple language with adequate illustrations.
- e) As far as possible make use of Information and Communication Technology (ICT) tools to improve the effectiveness of teaching-learning process.
- f) Dictation of notes should be restricted to tough topics and these notes should be prepared by the teacher himself. On other points, encourage the students to develop their own notes.
- g) After each topic, familiarize the students about the type of questions that may be asked therefrom.
- h) Suggest how to answer questions which uses terms like define, explain, discuss, critically analyze, elucidate, clarify etc.
- i) Assignments for internal assessments must be such that reference to library materials and Internet would be necessary for its completion. Mere copying from reference material must be wholly discouraged while evaluating internal assignments.
- j) No class must be left free for reasons of non-availability of faculty.
- k) Engagement of guest faculty must be done only if the inadequacy of internal resources is established.

3.1.5.2 Job Description of Teaching Staff

- a) Preparation of course plan with detailed break up of syllabus for the subject handled, as per the guidelines, and decide on the prescribed textbook for the study.
- b) Preparation of daily faculty report (work diary) in the prescribed format.
- c) Fortnightly review of the faculty report along with other faculty handling the same subject for the same class of other divisions/departments.

- d) Effectively utilize the teaching hours for the benefit of the students duly adapting to the teaching methodology as may be specified for the particular course, including holistic education classes.
- e) Ensure that any teaching hour lost due to leave or other exigencies is compensated by filling in the leave hours of any other faculty of the same class.
- f) Prepare and conduct monthly class tests as per the guidelines.
- g) Prepare a question bank along with suggested answers progressively for the topics covered, jointly with other faculty handling the same subject for the same class of another divisions/ department.
- h) Prepare question paper for the subject handled for mid-semester examination.
- i) Prepare and evaluate internal assessment exercises.
- j) Evaluate the answer sheets of the mid-semester and end semester examinations and prepare post examination "Examiner's Report" in the prescribed format.
- k) Update oneself on the current developments in the subjects handled by regular reference to publications and internet.
- l) Participate in academic discussions initiated by the HOD.
- m) Suggest areas of modification, improvement or changes required in the curriculum.
- n) Suggest relevant study materials/magazines/books on the subject for student reading and/or procurement for the college library.
- o) HOD may specify any other responsibility.

3.1.5.3 Additional Responsibilities of Tutor/Faculty Advisor

To be responsible for all matters concerning the class under his/her charge, particularly:

- a) Attendance, attitude, dress code, conduct, behavior, academic performance, extra and co-curricular activities of the students.
- b) Identify non/under-performing students and ensure their improvement by suitable measures including mentoring and remedial classes.
- c) Assist in choosing class representatives, one for boys and one for girls, and delegating role responsibilities.
- d) Interact with students discreetly and with a class representative to know difficulties experienced by the students and take measures for their rectification.

- e) Interact with other faculty of the class for feedback on student performance and ensure appropriate corrective action.
- f) Consolidate period-wise attendance data for the class on a daily basis for necessary follow up on habitual late comers and absentees.
- g) Consolidate and review mark details of the students of the class for internal assessments/mid-term examinations to initiate steps on underperforming students.

3.1.5.4 Examination Duty

- a) Attending examination duty by faculty/staff as per work allotment given by the Controller of Examination is mandatory.
- b) The invigilators should report at least 15 minutes before the scheduled start of the examination. Request for adjustment in the allotted schedule should be done well in time with the permission of the Controller of examinations.
- c) No leave shall be granted during the examination days except in cases of extremely unavoidable exigencies.
- d) Any leave approval during the examination period should be cleared by the Controller of Examinations.

3.1.5.5 Mentoring Activity

- a) In consultation with the HOD and the Student Welfare Officer, the class tutor will divide each class into small groups put each group and put in the charge of a faculty. Departments that have two batches may also utilize the services of the faculty of Science and Humanities department, in consultation with the HOD of that department.
- b) The faculty (mentor) will meet the group (mentees) on a convenient date and time, for half an hour every fortnight and discuss with the mentees the progress in their studies, problems they face in academic and personal matters and the help they need to overcome these problems. If the mentor thinks that a mentee is not sufficiently forthcoming during these discussions, he/she should encourage the mentee to have a private discussion with him/her and if the mentor thinks that he/she is not able to help the student himself/herself, he/she should seek the help of colleagues, student welfare officer, HOD or higher authorities. In some cases, it may be necessary to inform the guardians and ensure their cooperation to solve the problem of the mentee. The mentor should keep a brief note of these meetings in the teacher's diary. The HODs should see these diaries once in a quarter and

the Principal may see them at random to make sure that the scheme works effectively and it benefits the students. VJCET considers that mentoring activity will immensely help in improving the academic performance and extra-curricular activities of the institution and the all-round development of the students and therefore attaches great importance to it. VJCET expects the wholehearted cooperation and support of the faculty in this endeavor.

3.1.5.6 Grievance Redressal Machinery

Grievances of staff if any, should be presented in person and in writing before the HOD, Principal, Director or Manager. The concerned authority shall make an effort to solve the problem and redress the grievance informally but if he does not succeed in this, a grievance committee shall be formed, the composition of which shall be decided by the Principal, or the Manager, depending upon the nature and gravity of the grievance. The committee shall look into the grievance objectively and with due regard to the rules and the institutional and academic goals, recommend appropriate action to redress the grievance.

3.1.6 Technical Staff

The technical supporting staff such as Instructors and Technicians are employed in the workshops and laboratories of various departments. As far as practical classes in the laboratory are concerned, the technical staff is responsible

- a) To assist the faculty for an effective and orderly conduct of practical courses.
- b) To ensure whether all the equipment and machineries are in proper working condition before the commencement of lab classes.
- c) To ensure the safety of the students during lab classes by carefully following the safety instructions
- d) To arrange the equipment/instruments for conducting experiments by students.
- e) To keep the working tables in their respective labs always in working condition by proper maintenance.
- f) To issue the required equipment, instruments, meters, components etc., to the students during practical classes and receiving the same back after checking for any malfunctioning, damage caused etc., and reporting to the faculty any damages etc., if noticed.
- g) To help the students in the fabrication of working models/ in the preparation of specimens required etc. as part of their work.
- h) To maintain the laboratory clean.
- i) All the other works assigned to them by HOD/higher authorities.