

**EASWARI ENGINEERING COLLEGE**  
BHARATHI SALAI, RAMAPURAM,  
CHENNAI - 6000 089.

TAMIL NADU.

**GUIDELINES, RULES AND REGULATIONS FOR TEACHING STAFF**

JULY - 2003



**VALLIAMMAI SOCIETY**  
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WEST MAMBALAM  
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## FOREWORD

"Education should impart culture and refinement. Education is not the mere study of books. It consists in the training of the mind to observe, to experience, to think intelligently, to feel nobly and to act divinely " said Philosopher, J.Krishna murthy.

To achieve the above objectives of education, the teaching faculty members have to work devotedly acting as a role model to the students. Instructions have been issued by way of circulars and staff meetings at various points of time on the responsibilities of faculty members. It was felt that it is desirable to have all these guidelines, Rules & Regulations consolidated and made available as a single document for easy reference. This document will also be very useful for new faculty members to understand their roles and responsibilities easily and join the main stream.

All faculty members are advised to go through the guidelines and follow them in letter and spirit. This will enhance the quality of education in our college and bring good name to the college and the teaching faculty members.

Dr. T. Krishnan  
Principal

### FOREWORD

Education should first of all be a process of self-education. Education is not a mere study of books. It consists in the learning of the ways of life, an experience in that knowledge is the only end to which it should be directed. Education is a process of self-education.

In order to achieve the above objectives of education, the teaching staff members have to work tirelessly and as a team in the schools. The school has been blessed by the way of education and the staff members have been working in the school for many years.

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All faculty members are pleased to be through the process and follow their in their own ways. The school has been blessed by the way of education and the staff members have been working in the school for many years.

Dr. T. K. K. K.  
Principal

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9. Responsibilities of Counsellor
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## 1.0. THEORY SUBJECTS

### 1.1 Lesson Plan

The staff members should maintain the lesson plan for the subjects handled by them for every class from the beginning to the end of the semester.

They must prepare lesson plans at the beginning of the semester and give copies to student representative, HOD and Principal. They must have time management to cover the syllabus in time. Assignment and tests will be conducted for the assessment of the students.

Assignments / Tests must be promptly corrected by the staff member concerned before the following week end and the students informed of their performance. The parents are to be informed along with the attendance details for all the students. All records of attendance and academic performance should be kept properly i.e. computerized as well as hard copy. The HOD/teachers must keep a record of question paper for tests and assignments and also mark statements.

### 1.2 Corrective action

- a) If the students have not completed the assignment (subject wise), attendance will not be given till they submit the assignment.
- b) Students who have got below 45% are to be counselled.
- c) The HOD may call such students and discuss their academic problems along with the class coordinator and offer whatever help possible.

d) The case of students who have poor academic performance or inadequate attendance will be reviewed at staff council meeting. After one default, counseling will be done. After second default, they will not be recommended for scholarship and participation on behalf of college. After third default, they will not be recommended for campus placement / given letter of recommendations for higher studies.

### 1.3 Feedback from the Students

The HOD and the class coordinator may explain to the students about the need for the feedback. Feedback forms may be taken when the staff members have covered about 85% of the portion and the students have a better understanding of manner in which the subject is taught.

### 1.4 Monitoring of Faculty

- a) HOD shall conduct weekly staff meeting, monitor the progress on the coverage of syllabus by staff member and record in the log book. The staff is advised to take corrective action whenever there is deficiency.
- b) The HOD may visit and attend the classes of the staff members to assess their teaching performance. i.e., their strength and weakness. The HOD may then discuss with them and suggest ways and means to improve their performance.
- c) The HOD may also discuss with the students in general to find their opinion about how the various subjects are handled. This should be done in a very informal manner, so that no staff member feels hurt.
- d) The HOD may also find out how the syllabus is covered in various subjects during his discussion with the students and then take corrective measures wherever necessary.

e) The HOD may take part in the meeting of the class co-ordinator with the students to find their problems and take corrective measures.

## **2.0. LABORATORY CLASSES**

### 2.1 Record books and observation books

- a) Observation books must be got ready in all respects before allowing the students to commence the experiments. Observations and calculations should be checked and got approved at the end of the lab class.
- b) Students must be allowed to perform any experiment only after the teacher is satisfied that they have adequate background in relevant theory. This may be ascertained through a viva about theory of the experiment at the start of lab classes.
- c) Laboratory records should be written only after staff approves the observation book. Laboratory records, neatly written and completed in all respects should be submitted by the students while coming to the next lab class.
- d) Correction of laboratory records must be completed within one day after submission.
- e) The teacher handling a laboratory class should maintain a record as given in Appendix - I.
- f) The teacher handling laboratory class should insist on overcoat for students from safety point of view.

### 2.2 Model Tests:

- a) Tests are to be conducted at the end of every cycle of 5/6 experiments.
- b) Weak students are to be identified, counselled and extra help given. Their names should be forwarded to the HOD.

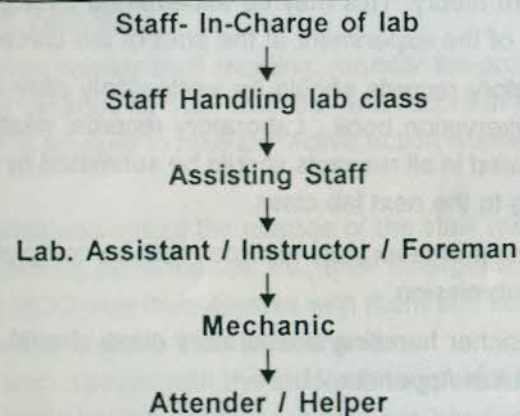
- c) The results of the tests are to be communicated to the students within a week after the test.

### 2.3 Practical Examination:

Before the start of every practical examination, the teacher concerned should ensure that the various equipments, components, machines and meters are in proper working condition to avoid hardship to the students during the examinations.

## 3.0 STAFF-IN-CHARGE OF LABORATORIES

### LABORATORY ORGANISATION CHART:



### 3.1 Staff- In-Charge of lab :

#### Administration / Maintenance activities

- Procurement, erection, installation and commissioning of lab equipments
- Procurement and storage of materials, tools and instruments.
- Planning, scheduling, organizing and coordinating with staff handling lab classes.

Planning and organizing development program for supporting staff.

- Managing the maintenance of equipments and tools in the lab. Including preventive and break down maintenance / safety procedure. Maintaining a repair and maintenance register for regular and periodical maintenance.
  - Participating in professional development activities.
  - Suggesting the removal of obsolete and condemned equipments.
  - Breakage list and explanations are to be sent to HOD at the end of every semester.
  - Stock register to be maintained by the lab- in-charge concerned for machinery/ equipment and consumables.
  - Monitoring supporting staff in their work and maintaining discipline.
  - Recommending leave and permission for supporting staff.
  - Displaying Rules and Regulations, safety precautions for the students in the laboratory.
  - Main switch board and fire extinguisher position should be displayed Prominently.
  - Intimating the electrical maintenance section in case of adding any electrical equipments.
  - Ensuring proper security of lab equipments,
  - Ensuring locking of laboratory after college hour safter switching off- of Electric power, air conditioners, fans , lights etc.
- ### 3.2 Staff Handling laboratory classes :
- Responsible for conducting the lab classes for that semester and particular subject.
  - One or two teaching staff will assist him / her.

