



BVV Sangha, Bagalkot
AMRUTA INSTITUTE OF ENGINEERING & MANAGEMENT SCIENCES

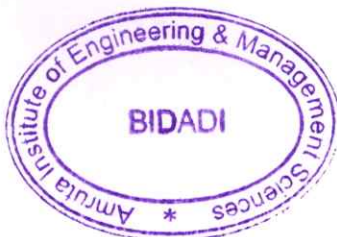
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AIEMS
BENGALURU

AIEMS-Internal Quality Assurance Cell

ROLE AND CONDUCT OF A TEACHER

- The Staff should come well dressed to the Institution, so as to uphold the dignity of the noble profession. A Gent faculty shall be in full sleeve shirt / Half shirt and a Nehru/Modi jacket and while the Lady faculty shall come in sari with Nehru/Modi jacket.
- The lesson plan and the course material have to be prepared during vacation and should be handed over to HOD. HOD's in turn should follow up and give the detailed report to the Head of the Institution every fortnight.
- The faculty is expected to take the challenging subjects every semester.
- The faculty shall take the teaching workload and other workloads as mentioned by the affiliating University/Board.
- The faculty shall take the number of hours of classes for each subject as stipulated by the affiliating University.
- The classes should be taken as per the time table. The faculty should enter the class in time and shall not leave the class before time. The class adjustments are not allowed except for the genuine reasons for which the HOD's prior written consent is taken.
- The faculty shall not entertain any student coming late to the class nor allow them to go out of the class in between.
- The staff should not entertain the students missing your or any other classes.
- The staff shall feel free to question the students found outside the class during class hours.
- The faculty should ensure that the front benches are occupied before the start of the class.
- Each faculty shall be responsible for counselling around 20 students allotted to them by the Institution.
- The staff is diplomatically warned to maintain an acceptable distance from the students.
- The staff shall not have any personal grudge / favour on any individual/group/section.
- No staff is permitted to inflict corporal punishment on a student.
- The staff shall not use the mobile phones in the classroom/labs/corridor/library.




PRINCIPAL

Amruta Institute of Engineering & Management Sciences
Bidadi Industrial Area Near Toyota Kirloskar Motors
Bidadi, Bangalore-562 109



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- The staff and students are not supposed to use mobiles in the class and if candidate use the mobiles in the class, faculty should handover it to the HOD. The HOD shall report it to the Head of the Institution.
- The faculty should mark the attendance of all the students in every class. The attendance should be marked in the cumulative numbering format.
- The faculty should call out the names of the students and not the roll number while marking the attendance.
- The faculty shall not entertain any of the students coming on to the dais for checking the attendance. Instead ask the students to look into the notice board for any information regarding attendance & act accordingly.
- The faculty shall not hand over the class registers to the students or ask them to handle them for any reason.
- The faculty shall monitor the attendance of the students from day one & should counsel the students regarding the attendance shortage and punctuality. The shortage should be brought to the notice of the student's parent/guardian.
- If the students fail to improve their attendance, then it should be brought to the notice of HOD & also published on the notice board. It may also be taken up with the Head of the Institution and try to solve the issue.
- The faculty may go round the class twice or thrice during the class as
 1. It increases the rapport between the students and the teachers.
 2. It will make students more cautious and hence more attentive.
 3. He/she will take down the notes correctly.
 4. The student feels happy that you are more caring.
 5. He/she may ask more doubts.
 6. Avoid writing nonsense on the desks.
- The faculty shall patiently clear the doubts regarding the subject raised by the students in the class or in the faculty hall.
- The faculty shall guide the students to keep the classroom clean.
- The faculty shall clean the board neatly before leaving the class.
- In consultation with the HOD, the faculty shall organize the intensive coaching programme (ICP) for the slow learners and poor performers.




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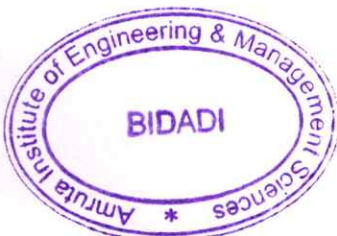
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- The staff shall exhibit the professional ethics in conduction of Tests and Examination.
- Setting the question paper for the test and maintaining the secrecy should be done with utmost sincerity.
- The Test coordinator/Exam in-charge should ensure that the benches are placed spaciouly during the conduction of examination.
- The invigilator/test coordinator shall make sure that nothing has been written on benches/board before starting the test.
- The faculty shall value the test papers/blue books in time and announce the results on the notice board in the prescribed format on the prefixed date.
- The faculty shall finalize the internal assessment marks and the attendance of the students within the date prescribed by the University.
- No teacher shall undertake private tuition or any other assignment in any other institutes, Government departments, NGOs etc, without explicit permission from the Head of the institution.
- The faculty should upgrade their knowledge by attending seminars, workshops, conferences, training programmes and value addition courses.
- The faculty shall take initiative in inviting the experts and arrange for the guest lectures and seminars in consultation with their HOD.
- The faculty should be involved in research activities viz. writing technical articles and presenting technical papers.
- Publishing at least one technical paper in the National / International Journal is mandatory to aspire for higher levels.
- In addition to the normal class-room duties, the staff shall cooperate carefully and faithfully with the head of the institution and other members of the teaching staff in promotion of an atmosphere of Academic excellence and the performance of extra duties and devoting extra time which is required for the welfare of the student or the institution in general.



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