

# GUIDELINES FOR COLLEGE TEACHERS

*The following guidelines are aimed to streamline the work of college teachers to improve the teaching-learning process :*



**How educational psychology is transforming the teaching methodology**

## 1. CLASS ROOM TEACHING

- ▲ No classes should be let off due to shortage of students in the class. Teachers must be present in the class and teach whatever may be the strength of the class. The topics taught during the period should not be repeated in future. Otherwise, it will be an excuse for students for not attending classes.
- ▲ Teachers should strictly adhere to the timetable.
- ▲ Time allotted for library, seminar etc. should be strictly followed.
- ▲ Late arrival and letting off classes before the stipulated time is not allowed. If you let off the class before the completion of the period, it may adversely affect the functioning of other classes.
- ▲ Students practising for different activities like *Youth Festival* should do it in free periods or outside normal working hours and under any circumstances, regular classes should not be disturbed.
- ▲ Teachers are expected to cover the syllabus before the stipulated time prescribed by the university.
- ▲ Even if the teachers complete the topics in advance, they should be present in the class and conduct revision/ test- papers etc.
- ▲ If a teacher is on leave, the HoD can request another teacher who is free to handle the classes of the teacher on leave. If it is not practicable, the HoD may make necessary changes in the timetable so that the particular class will be let free during the last period. However, all classes should be engaged in the forenoon session as the forenoon session is the most productive time. Every weekend, free classes in each department should be displayed.

- ▲ In some colleges, seminars are conducted outside normal working hours.
- ▲ First year's class teacher/class in charge should be a senior teacher.
- ▲ Every teacher should study their students' physical, emotional, intellectual and socio-economic status. Every teacher should have a data sheet or diary of their students which should be kept for three years. Bio data of each student plus their marks for seminar, assignment, internals, attendance and discipline shall be clearly mentioned in the data sheet.
- ▲ Teachers are requested to instruct the students to wear ID card during working hours
- ▲ Total campus solution (TCS) software must be introduced for the smooth functioning of academic affairs.

## 2. PUNCTUALITY

- ▲ Teachers should reach the department in time i.e. at least 15 minutes before the commencement of the classes in the morning. This may help the HoD in arranging substitution work.
- ▲ Teachers are expected to reach the classroom on time.

## 3. INTERNAL & UNIVERSITY EXAMS

- ▲ It is advisable to conduct a mini test after the completion of each module in the syllabus. This will help the students to score high marks in the university examinations. 1,3,5 semester internal exams must be conducted in August and October. 2, 4, 6 semester internal exams should be conducted in January and the beginning of March.
- ▲ The result of internal exams must be published within 10 days from the date of conduct of examination and displayed on the notice board for information of the students.
- ▲ The HoD should carefully examine and double check the marks before publication to avoid any dispute/problem in future.
- ▲ A copy of each internal exam result should be signed by the teacher concerned, HoD and principal.
- ▲ Date of submitting assignments should be clearly mentioned on the first page with the signature of the class in charge.
- ▲ For University exams, constitute a committee comprising a male and a female staff to monitor the overall activities of the exam.
- ▲ For internal exams, constitute a committee comprising a male and a female staff to monitor the overall activities of the exam. Importance of internal exams should not be reduced as a class test and follow university norms and regulations.

## 4. EXAM DUTY

- ▲ Teachers should themselves make arrangements/substitution if they are not able to attend duty for a particular date of examination.
- ▲ Malpractice in exams should be handled with strict measures.
- ▲ If a teacher has exam duty and he/she also has teaching hours at the same time, the HoD should make necessary arrangements so that the teacher is free in the particular period. If re-arrangement is not possible, the classes can be let off.

## 5. LIBRARY

- ▲ The habit of reading should be cultivated among students.
- ▲ Accompany the students to the library, give assignments and evaluate the assignments during library hours.
- ▲ The teacher concerned should visit the library frequently during library hours and motivate the students. It will also generate better teacher-student relation.
- ▲ Generally speaking, the academic interest of students and teachers can be easily gauged by counting the number of books borrowed from the library from time to time per semester.

## 6. HEAD OF DEPARTMENT: DUTIES & POWERS

- ▲ The HoD is the ultimate decision maker in the department and his/her recommendations regarding leave, discipline, condonation etc. are normally accepted by the authority.
- ▲ Leave letter, condonation form etc. will not be accepted without the signature of HoD.
- ▲ Teachers should abide by the rules and regulations laid down by the HoD from time to time.
- ▲ The HoD should ensure that there is punctuality in the teaching-learning process.
- ▲ If there are lapses in the teaching process like late arrival of teachers in the class and early let off of classes, the HoD is responsible and will have to provide explanation to the authority, if necessary.
- ▲ The HoD must collect suggestions from teachers on how to make campus student friendly. Good suggestions will be implemented in the college.
- ▲ Develop an academic calendar and a year plan.
- ▲ All departmental activities should be properly recorded and documented

## 7. PRIOR INFORMATION

- ▲ Any programme (internal or external) organized by the students or teachers should be intimated to the principal and prior permission obtained.

## 8. ATTENDANCE

- ▲ For attendance, it is advisable to implement a common cut off percentage for different ranges of attendance. For eg: 90% - 100% = 5 marks, 85%-89% = 4 marks, 80% - 84% = 3 marks, 75%-79% = 2 marks, below 75% = 0 mark
- ▲ Rewriting/over writing in the attendance register is not allowed.
- ▲ Attendance percentage of each student must be informed to the student and displayed on the notice board by the 1<sup>st</sup> of every month. It must be got signed by the student concerned. It is better if the attendance percentage of students is also signed by the parents from time to time.
- ▲ Counselling sessions for the students who are likely to suffer from attendance shortage in future should be conducted.

## 9. DISCIPLINE & DRESS CODE

- ▲ Students generally imbibe some qualities from parents, teachers and friends. Hence, teachers should be careful about their behavior and dress code.

- ▲ If there is a law and order problem in the college, all teachers should actively involve themselves to sort out the problem in a peaceful manner. Generally, students have some favourite teachers and their advice may be accepted by them.

## 10. DEPARTMENTAL MEETING

- ▲ Department level meetings should be conducted once or twice a month to evaluate the teaching-learning process.
- ▲ Discipline, future activities and plans, remedial measures, innovative programmes etc. can be discussed during departmental meetings and the decisions should be recorded in the minutes.

## 11. PTA

- ▲ Department wise PTAs must be constituted. Select executive members from each Department PTA and constitute general College PTA.
- ▲ Department wise PTA should be conducted twice in a semester i.e. at the beginning and end of each semester.

## 12. TEACHER'S DIARY

- ▲ Teachers must keep a diary and submit it whenever the authority makes a request in this regard.
- ▲ Important academic activities, extracurricular activities, notable events, visit of parents etc may be recorded everyday with date and time in the teacher's diary.
- ▲ Classroom teaching modules also may be entered in the diary. This is mandatory for NAAC evaluation. It will also ensure the safety of teachers.

## 13. GRIEVANCES CELL

- ▲ A students' grievance cell must be constituted. Separate grievance cells and grievance boxes should be arranged for girls. The girls' grievance box must be kept near their toilet. Principal is the sole authority to open the box and collect information. Grievance boxes should not be kept under camera surveillance.

## 14. SOCIAL MEDIA

- ▲ Teacher student communication through social media is permitted only for academic purposes or emergency situations.

## 15. ORGANISATIONS

Various organizations will be constituted in the college headed by efficient and socially committed teachers with excellent communication skills.

## 16. COLLECTION OF MONEY

- ▲ Teachers should not involve in collecting money from students and if some amount is to be generated for genuine reasons, prior permission from the Principal must be obtained.
- ▲ Collecting fines/donations from students for one reason or other is not encouraged.

## 17. LEAVE

- ▲ All leave including Duty Leave should be informed to the HoD concerned at least three days in advance and forwarded to the office. The signature of HoD is necessary in all leave letters.

- ▲ The HoD should make arrangements to reschedule the hours when a staff member is on leave.
- ▲ Casual Leave on short notice will only be granted on genuine grounds.
- ▲ Duty leave will be sanctioned only if the duty certificate is produced from an agency recognized by the University / Government.
- ▲ Forwarding leave letters after availing leave is not accepted except under genuine circumstances..
- ▲ If leave is due to different internal activities of the college (NSS, different club etc), the teacher concerned should forward a request in advance to the HoD. If that leave is sanctioned, the HoD should re-arrange the classes.
- ▲ Only the specified number of leave will be sanctioned per year.

## 18. USE OF MOBILE PHONE

- ▲ Use of mobile phones by a teacher/student in the classroom/college campus is strictly prohibited except for academic or emergency purposes. However, teachers can use mobile phones in the department.

## 19. FEEDBACK OF TEACHERS

- ▲ Feedback will be collected from the students at the end of each semester. Feedback will focus on the following subjects
  - **Punctuality & Promptness**
  - **Subject knowledge**
  - **Syllabus coverage**
  - **Communication skill,**
  - **Approachability & Availability**
  - **Class test**
  - **Proficiency in English**
  - **Classroom teaching etc.**

### AWARDS

- ▲ By the end of every academic year, the following awards will be declared.
  - Best Teacher award (Male & Female)
  - Best department award
  - Best student award - Department wise (Male & Female)
  - Student who secures maximum attendance – Department wise.

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