

Guidelines to Teaching Staff

1. The medium of communication with students is English in the classroom and outside within the campus.
2. Teach right from the platform or before the first row for greater effectiveness.
3. When a student asks a doubt, the explanation should be given to the whole class treating it as a common doubt, without going to the student and explaining it privately.
4. Teachers should not dictate notes during class as it is an unnecessary waste of time. Teachers can give a copy of the printed notes to the class leader to be Xeroxed and distributed.
5. Teachers should use the blackboard writing the key ideas to get them struck in their minds.
6. Teachers should know the names of all the students whom they teach.
7. Teachers should take care of not only the diligent and the disciplined, but also the difficult and the dull. Be a facilitator to the diligent, a guide to the disciplined, a friend to the difficult and an alchemist to the dull. Make arrangements to bring up the slow learners involving the diligent and the disciplined.
8. Whatever is prescribed in the syllabus should be wholly taught by the teacher, without being distributed to the students as seminar assignments. The assignments given to the students should complement the syllabus.
9. Each class that you take should be an infotainment: both informative and entertaining. Make it as interesting and interactive as possible, without wasting time unnecessarily.
10. Classes should be taken not only from the point of view of university examinations, but also from the perspective of their upcoming career and their real life situations.
11. The course plan should be prepared meticulously, allotting all the modules in the syllabus ensuring that everything is covered ahead of time, with the required time set apart even for study leave before the university examinations.
12. There should be required library hours for students for each and every course (paper), monitored and verified by the concerned teacher. If needed, academic schedule can be extended for the UG students.




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13. All the policy decisions announced should be enforced strictly by the staff without fail, treating enforcement of discipline as co-responsibility.
14. It is the prime responsibility of the teacher to equip the students sufficiently for the examinations and the teacher is accountable for the score they secure in the examinations.
15. It is the responsibility of the teacher to ensure that reference books required for teaching are available in the library in consultation with the librarian. Teachers can buy the books and the money shall be reimbursed on submission of the bill. If books are not available in the bookshop, get the books Xeroxed from available libraries.
16. Over familiarity breeds contempt. Ensure that you have ascendancy and control over students, without giving in to their whims and fancies and without going for populist gimmicks. Get respect and acceptance from students on merit and performance.
17. Maintain the attendance register individually to allot the internal marks, apart from the common register maintained by the class teacher.
18. When you are to take leave you have to inform first the Principal and after getting his clearance inform the HoD/Class-In-charge/Course Coordinator to rearrange the timetable so that students will not suffer. Follow all the formalities required for taking leave.
19. Only the Principal can give permission for students to leave the campus before the academic schedule ends except for MCJ and MSW.
20. Teachers are here not just to complete the syllabus. Teachers should be actively involved in extra-curricular activities and should take initiatives in bringing up the department to the best of their ability.
21. Lesson plan should be submitted on Monday. Principal will return it on Tuesday morning. Teachers should re-submit it on Friday for NAAC documentation
22. Whenever you hold an out of the ordinary programme for the students, fulfill all the formalities required for NAAC documentation.
23. Teachers should be punctual not only for the morning assembly but also for the class being with them as a role model.
24. Teachers should be modestly dressed, maintaining the decorum of a respectable teacher.



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Explanations on Lesson Plan

1. **Topic:** Write the specific topic you are going to handle in the given hour.
2. **Relevance:** Explain the specific reasons for teaching this topic from three perspectives: career/job, university examination and application in real life
3. **Method:** Explain the creative methods that you are going to apply for making the class an infotainment, informative and entertaining. Lecture/Experiential Learning Paradigm/dialogical method/ projects/critical pedagogy/Power Point Presentation/SLOs/audio or video clips/newspaper and magazine clippings,
4. **Key Points:** Specify the key ideas that you are trying to explain to students within the topic chosen: not just subheads. You should describe the ideas clearly.
5. **Examples:** Explain the key ideas with examples from the field/life/history/authors/additional reading. Examples should not be confined to a skeleton but should carry flesh.
6. **Conclusion:** Specify the assignment you will give to students as home work. Give as assignment, preparation of notes on the pattern of the university question paper: Essay or short essay or short note or objective type questions.




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