

L.T.K. College Code of Conducts (HoDs and faculty members)

Roles and Responsibilities of the HOD

1. Allocate the papers/units to the faculty members well in advance before commencement of the semester/year.
2. Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
3. Make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the class work.
4. Send staff attendance register after making necessary entries to the principal office by 10.00 A.M every day.
5. Interact with students (Section wise) of their branch 15 days once, identify the problems and find solutions in consultation with the principal.
6. Verify the student attendance registers, teachers logbook and diary once a week and submit to the principal for verification once in a fortnight.
7. Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the principal. The evaluated answer sheets along with award sheet filled by the concerned faculty member have to be submitted to the exam section as per the schedule given. Softcopy of the Assignment Exams & Assignment test also to be submitted to the exam branch as per schedule.
8. Observe the dress code among students and instruct the respective class advisors to implement the dress code among the students.
9. Convene departmental staff meeting once in a week on the day allotted and record the minutes of the meeting.
10. Collect the student feedback about the faculty member's subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format as decided by principal. Communicate a copy to the principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor whether the faculty members are improving from year/semester to year/semester.
11. Maintain registers of higher secondary and degree courses, departmental proceedings and other records in corporation with other teacher members.
12. Communicate the attendance particulars and internal marks to the students through departmental notice board and also inform the concerned parents of the progress of students from time to time by organising parents guardian meet.
13. Counsel the students who are absent for the mid test or irregular to the class work.
14. Form the student batches and allot the projects as per the requirement of the course.
15. Designate faculty member who will be the Head i/c during his/her absence and make sure that all files and records are available for Head in- charge. Give contact telephone number to enable the authorities to consult them in emergency when he/she is away from headquarters.
16. Arrange departmental meetings for midterm revision of the course and if necessary re-allot the course to complete it within the stipulated time. If necessary special classes shall be organised for the benefit of academically poor students.

Janki
5/3/2021
Principal
L.T.K. College, Azad
North Lakhimpur

17. Inform the concerned authorities of any important information of events taking place in the Department from time to time
18. Arrange special classes if necessary for the benefit of below average students.
19. Ensure academic discipline in the department.
20. Follow the guidelines / instructions given by the principal from time to time.
21. Make arrangements to lock and seal all the laboratories before leaving the premises.
22. Plan and conduct the online course of studies (MOOC) meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the Principal.
23. Provide necessary inputs to the principal for conducting Academic Council / Governing Council Meeting.
24. If the HoD goes on leave he/she shall handover his/her charge to a senior faculty and also make arrangements for re-allotting his/her classes during the period of his/her leave.
25. The students shall be notified of his leave and also the names of teachers who shall take his/her classes during the period through departmental notice board.
26. Take steps for result analysis after the announcement of results by the University or College.
27. Arrange for mentoring the students in corporation with departmental teachers.

The Duties and Responsibilities of Teachers

1. Plan, schedule, organize and carry out lecture and practical classes as assigned to his/her.
2. Complete the syllabi in the subjects assigned to him/her in stipulated time.
3. Prepare Lecture Plan/ Lecture Materials/ Course Material
4. Conduct at least three internal Tests during each semester in the subjects assigned to him/her.
5. Encourage students to participate in co-curricular and extra-curricular activities.
6. Plan, deliver and evaluate theoretical / practical performance of the students.
7. Participate in professional development activities
8. Involve in at least one task for Institutional Development during a semester
9. Any other responsibilities that may be assigned by the HOD.
10. Take all needful steps for Research and Development towards establishing a Centre of Excellence.
11. Take up steps for providing the students by inviting guest faculty from other departments or institutions.
12. Publish at least one paper in international conference and journals of repute every year.
13. Organize an International Conference on any thrust area on relevant subject.

General

1. He/she shall reach the college by 9-00 AM and stay on duty till 3-30. Leaving the college campus during college hours without information shall be considered as violation of academic discipline.
2. All the Faculty Members are expected to follow the rules and regulations of the institution as prevalent from time to time.
3. Two tutorial hours/two laboratory/Drawing hours will be counted as one teaching hour.


Principal
L.T.K. College, Azad
North I - Khirpur

4. The work plan of teachers shall ensure, in the most productive manner, the utilisation of stipulated 40 working hours per week.
5. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management
6. Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
7. The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.

Department

1. The Faculty Member shall intimate the HoD about his/her professional and academic activities.
2. The teaching load will be allotted by the HoD.
3. In addition to the teaching, the Faculty Member shall take additional responsibilities as assigned by HoD / Principal in academic, co-curricular or extracurricular activities.
4. Every Faculty Member must present a seminar paper on his/her subject of interest at least once in each semester.
5. Every Faculty Member should maintain student's attendance records. The absentees should be motivated/counselled at personal level to ensure his/her regularity in the class.
6. Whenever a Faculty Member intends to take leave, he/she shall apply through the HoD and after getting approval from the HoD his/her application shall process to the principal. The HoD shall re-allot his/her classes among the faculty members during the period his/her leave. In the absence of the HoD the next senior faculty must be informed with appropriate alternate arrangements made.


Principal
L.T.K. College, Azad
North Lakhimpur