



SRI KRISHNA ADITHYA

COLLEGE OF ARTS AND SCIENCE

KOVAIPUDUR, COIMBATORE – 641042

Roles and Responsibilities of Faculty

Duties of a best teacher

- ✓ Preparation of lesson plan, course plan and course materials
- ✓ Posting the Course Content, Course Plan, Lesson Plan, Model Question Paper and Academic Calendar in Google class
- ✓ Delivery of the course in the classrooms
- ✓ Effective use of interactive board
- ✓ Posting of Assignments in Google Class and Evaluating it within two days
- ✓ Conducting Internal Assessments, evaluating within three working days and submitting the consolidated report to the Principal within five working days
- ✓ Preparation of rubrics for each experiment
- ✓ Conduct of Practical Examinations
- ✓ Assessment of Practical on the same day
- ✓ Conducting Internal Assessments for Practical
- ✓ Expected to produce 100% result in semester examinations

Placement Activities

- ✓ Signing of MoU with Industries
- ✓ Skill enhancement through Professional Bodies
- ✓ Certification courses by corporates
- ✓ Organising Value Added Courses
- ✓ Organizing events through Clubs and Societies
- ✓ Facilitating Internship and Industrial Visit

Research and Development

- ✓ Selecting an interested field for research leading to Ph.D.
- ✓ Providing research guidance to the students
- ✓ Applying for research grant to funding agencies
- ✓ Conducting Workshops, Seminars, Conferences and Guest Lectures in thrust areas
- ✓ Executing sponsored research projects
- ✓ Participation at least in one FDP / conference / seminar / workshop, publication in journal/conference, doing an online certification course and an organiser of any event per semester

Essential Attributes of Faculty Members

- ✓ Understanding duties and accepting responsibilities readily
- ✓ Arriving on time and available for students during working hours
- ✓ Committed with involvement to his/her work
- ✓ Supporting and following Institution's policies and guidelines
- ✓ Updating their knowledge
- ✓ To be an effective team member and giving clear directions and listening to co-workers
- ✓ Good rapport with students
- ✓ Passion for Excellence

Faculty appraisal will be based on the following parameters

- ✓ Results produced
- ✓ Papers Published in Conferences and Journals
- ✓ Activities Participated
- ✓ Activities Organized
- ✓ Contribution to the Department
- ✓ Contribution to the College
- ✓ Achievements and Awards Received
- ✓ Mentorship

PRINCIPAL