

INSTRUCTIONS TO THE FACULTY & HODs

In Order to conduct the academic program smoothly, effectively and efficiently all the Faculty/Staff members are required to comply with the following instructions

1. Faculty/Staff shall mark the Arrival/Leaving Time in the biometric system and shall sign in the attendance register.
2. Faculty shall engage the classes regularly as per the time table and shall maintain punctuality in handling the classes.
3. Faculty/ Staff shall make alternative arrangements for their class work, whenever they apply for leave. If the class work adjustment is not possible, a class can be let off only during the last period(s) after necessary sliding with the prior permission of HOD. The cancellation of class work shall be informed to the students only just before sending them home.
4. Faculty/Staff shall record in the movement register whenever they seek permission from HOD to leave the campus during the working hours, the time at which they leave the college and the time when they come back. However if they seek permission in the morning or in the evening, they have to record one entry (Morning: Reporting time, Evening: Leaving time). The Movement register shall be available with the HOD concerned. The maximum allowable permission time is one hour only.
5. Faculty shall submit two copies of the lesson plan of their subject to the HOD before commencement of the class work. One copy will be returned to them after approval. Faculty are advised to prepare the Lesson plan based on the Lesson Dairy of the previous academic year. Faculty shall also communicate the lesson plan to the students.
6. Faculty shall maintain teaching dairy (in the attendance register). Teaching dairy should be attested by HOD every month.
7. Faculty shall maintain the course file consisting of Syllabus, Lesson plan, Lecture notes, Model question paper, Old End and Sessional question papers, tutorial sheets etc.
8. Faculty /Staff shall be present in the laboratory classes and practice classes during the respective class timings without fail.
9. Faculty shall be prompt in evaluating the records of practical classes handled by them.
10. Faculty shall collect the lab records of the students at the end of the semester, for the final evaluation and for the signature of the HOD on the certificate. The responsibility to return the records to the concerned students lies with the respective faculty member only.
11. Lab in-charges shall submit the requirements (indent form) to the HOD at the end of every month

12. Faculty shall offer projects on latest topics preferably involving the application of software packages and shall avoid study projects.
13. Faculty shall offer counselling to the students attached to them and motivate the students to concentrate on studies and career development and they shall record the minutes of each counselling session.
14. Faculty shall read out the circulars signed by only the Principal or HODs in the class rooms and not to allow the students to make any announcements or to canvass in the class rooms
15. Faculty shall inform the HOD about the attendance of the students in special classes like GATE, remedial classes, etc to enable HOD to monitor the situation
16. Faculty shall submit a report on seminars/ workshops/ summer or winter school attended by them immediately after they come back.
17. Faculty/Staff shall not assign the work allotted to them to any other Faculty/Staff without permission of HOD.
18. The faculty shall avoid coming to the college wearing T-Shirts and other casual dresses.
19. Faculty shall ensure that their rooms are kept tidy and clean.

HODs of respective departments are requested to monitor the implementation of the above measures

GUIDELINES TO CLASS TEACHERS

The class teachers shall

- a) Conduct the first meeting within a week from the date of commencement of the semester and then conduct subsequent meetings once in a fortnight.
- b) Review the attendance of all the students of the class once in a fortnight and send the particulars of attendance to the parent by mail/SMS/Phone.
- c) Advise the students who are very irregular to classes to be careful and send the attendance particulars of such students to their parents every week.
- d) Inform the parents through post//SMS, the progress report of the student containing, the attendance put in by the student up to the first sessional exam and also the performance of the student in the first sessional exam.
- e) Invite the parents of the student identified as slow learners or indifferent learners and discuss with them the measures to be taken to rectify them.
- f) Review the syllabus coverage in all subjects and give feed back to the concerned faculty/HOD
- g) Prepare the minutes of every meeting, submit the same to the HOD within two days of the meeting. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the principal through HOD.

INSTRUCTIONS TO THE HEAD OF THE DEPARTMENT

The Head of the Department shall

- 1) Review the attendance percentage of the students periodically.
- 2) Ascertain whether the students have reported for class work and are attending classes regularly or not. After 15 days from the commencement of the class work, the parents of the students who have less than 50% attendance shall be informed about the irregularity of their wards.
- 3) Review the attendance once in every fortnight (twice in a month). The parents of the students with poor attendance shall be informed about the irregularity of their wards.
- 4) At the end of first sessional exam, the attendance percentage and the performance in the sessional exam shall be informed to the parents.
- 5) Record any correspondence made with the parents either through a letter or phone.
- 6) Ensure that the work is equally divided among all the faculty drafted for practical classes in the lab classes, the students are to be attached to each faculty group wise equally. The faculty members are responsible for conducting the lab, valuation of observation book and record.
- 7) Monitor the coverage of syllabus by examining the lesson dairy of the faculty every month, and also to affix the signature in the attendance register.
- 8) Monitor the reporting and leaving time of faculty/staff. The report of late coming and early leaving faculty/staff is to be submitted to the Principal along with movement register at the end of every fortnight.
- 9) Maintain the movement register in the department for faculty/staff.
- 10) Ensure while forwarding the leave application to the Principal that leave is applied as per the service rules
- 11) Circulate the guidelines pertaining to participation of faculty in Seminars/Workshops etc. Before forwarding the proposals of faculty, the HODs shall ensure that the proposals comply with the guidelines.
- 12) Ensure that faculty and staff wear the identity card without fail.
- 13) Go to the class rooms for surprise checks and see that no student is in possession of Smart Phone. If any student is found with smart phone, the same shall be confiscated and the matter be reported to the Principal.
- 14) Exhort the students to come to the college in decent dress.

Guide lines for setting Question paper for Sessional exams

To ensure strict confidentiality in the conduct of sessional examinations, the procedure to be followed is :

- 1) If any subject is handled by more than one faculty member, the Chairman BOS, of the concerned department shall nominate one of the faculty member handling that subject as the paper setter. The paper setter inturn shall consult the other faculty only to the extent of arriving at the syllabus to be included for the examination and the pattern of the question paper. The Question paper shall be set by only the faculty nominated by chairman BOS. The strict confidentiality of the question paper is entirely the responsibility of the paper setter only and nobody else.
- 2) The paper setter shall type the question paper on his own and get it printed with the printer available in HOD's room and the soft copy of the same should be deleted immediately. The paper setter should ensure that the soft copy is protected safely, incase he retains the same for further reference.
- 3) The paper setter should not seek the assistance of other faculty/computer operator/supporting staff and the confidentiality of the question paper solely lies with the paper setter.
- 4) The paper setter shall carry the hard copy to the exam cell for getting the required number of copies printed.
- 5) After printing is complete, the paper setter shall ensure that the operator of the du- print machine, press 'SECURITY' followed by 'OK ' button on the machine to prevent further printing of the question paper.
- 6) The paper setter shall place the question papers in a sealed envelope and affix his signature.
- 7) The in-charges drafted for sessional exams, shall ensure that the sealed envelope is not tampered and shall open the cover for distribution of question papers to the respective exam halls 45 minutes before the scheduled time on the day of exam only

GENERAL INSTRUCTIONS TO THE FACULTY MEMBERS REGARDING EXAMINATION DUTIES

1. Faculty members drafted for invigilation duty shall report in the exam section at least 30 minutes before the commencement of the exam. In case faculty members would like to go on leave, they shall make alternative arrangement with the approval of their HOD and the same may be informed to the exam section in charge well in advance.
2. As soon as they report at the exam section, they shall adjust their own wrist watches to the time indicated by the clock of the exam section, or note the time difference between the two, and shall follow their watches for implementing the time schedule in the exam hall regarding the issuing of question papers, collection of answer scripts, allowing the candidates to enter or leave the exam hall, announcing the remaining duration of the exam, etc. This is particularly important to maintain uniform and consistent time pattern in all the exam halls whenever there is power failure and the siren is not working, or even when power is there but the attendant has erred in giving time bells.
3. Before proceeding to the exam hall, invigilators shall verify the material handed over to them such as answer books, question papers in case of sessional examinations, seating arrangement sheet etc., and bring to the notice of the exams in-charge the discrepancies, if any, immediately. Single answer book containing 24 pages for sessional exams & 36 pages for end exams shall be supplied to the candidates. No additional answer books shall be supplied.
4. After receiving the stationery the invigilators shall go to the allotted exam halls only, and are instructed not to go anywhere else.
5. Students are allowed into halls 15 minutes before commencement of examinations. No grace period for entering in to the examination hall during both the sessional and end exams. A short caution bell 5 minutes before the commencement of exam will be given and after a long bell at the scheduled commencement of exam no candidate will be allowed to enter into the exam hall.
6. Invigilators shall verify the identity of the candidates by checking the hall ticket containing photo and also the identity card in the case of End examinations and the identity card in the case of sessional exams and shall make sure that the candidates have occupied seats meant for them as per the seating arrangement, before issuing the question paper.
7. Candidates either without identity card or hall ticket may be directed to exam section to obtain permission slip to write the exam. This permission slip is valid for only one session. Invigilators are requested to collect this permission slip from the candidate and hand it over in the exam section.

8. Candidates shall not be allowed to carry note books, text books, cell phones or any other material that is likely to be used by them for malpractice. Candidates shall also not be allowed to use any data books / codebooks / charts / etc., of their own. The required material will be supplied by the exam section. If there is any shortage of material, then the exam section will issue necessary instructions to the invigilators in this regard.
9. Invigilators shall not allow candidates with cell phones to the exam halls and also shall not keep the cell phones of the candidates with them for safe custody. Invigilators are prohibited from carrying mobile phones to the exam halls.
10. Invigilators shall ensure that
 - a) Candidates have entered their Registered (Regd.) numbers and the code number of the question paper correctly in the answer books and they are not altered subsequently.
 - b) Any correction in the Regd. number in the case of sessional exams is attested by the invigilator.
 - c) Any correction in the regd. number in the case of End exams is attested by the chief Superintendent (cs).
 - d) The student has not written the regd. no., in the case of End exams anywhere else except in the space provided for on the main answer book and question paper.
- 11) The invigilator shall instruct the students not to write any thing other than their Regd. No. in their question papers.
- 12) No candidate shall be allowed to enter the exam hall under any circumstances after the commencement of the sessional / End exam.
- 13) Invigilator has to obtain signatures of the candidate in the attendance sheet and ensure that in the attendance sheet the candidate has correctly written the answer book serial number issued to him.
- 14) Invigilator shall obtain the signature of the candidate in the nominal rolls/attendance sheet and affix his signature.
- 15) The attendance statement shall be prepared immediately after the expiry of 15 min. after the commencement of sessional / end exam and while filling the attendance statement invigilators shall furnish all the details. Use separate absentee statements for each Year, Branch and Scheme and the details may be obtained from seating arrangement plan.
- 16) Invigilators shall handover the attendance statement, the unused main answer books and unused question papers to the person who comes to the exam hall to collect them.
- 17) During the sessional exams, if a candidate raises any doubt regarding the question paper, the invigilator, shall report the matter to the exams in-charge through the attender/waterboy and shall advise the candidate to attempt other questions in the mean

while. Exam section shall obtain the necessary clarifications from the manuscript of the paper setter available with exam section / paper setter / HOD concerned and request the paper setter / exams incharge to announce the clarifications in all the halls.

- 18) During the End exams no candidate shall be entertained by the invigilators regarding clarifications on question paper. When they seek any clarifications, they shall be instructed to bring the matter to the notice of the teacher /HOD concerned after the examination is over.
- 19) When an invigilator suspects malpractice by any candidate, the material in the possession of the candidate and the answer script shall be confiscated and the matter reported to the exams-in-charge/ chief superintendent (CS)/ Principal. The invigilator shall obtain a statement from candidate and submit the same along with his/her own report on the incident to the exams-in-charge/ chief superintendent (CS)/ Principal. If the candidate refuses to give a statement, the same fact shall be mentioned in the invigilators report and such candidates shall be allowed to leave the exam hall only after the permission by the exams-in-charge/ chief superintendent (CS)/ Principal.
- 20) Candidates are not normally allowed to visit the toilet during the exam. However, in cases of urgency, a water boy may be asked to accompany the candidate.
- 21) Invigilators themselves shall not leave the exam hall during exam.
- 22) To avoid temptation on the part of the candidates for mutual consultations, Invigilators shall not remain at one place and shall make as many rounds in the exam hall as possible.
- 23) Invigilators shall not bring newspapers, magazines or text books and cell phones to the exam hall and shall not enter into consultations/conversations with co-invigilators during the exam.
- 24) Invigilators shall be prompt in supplying graph sheets, codebooks, etc., to the candidates.
- 25) After entering the exam hall and receiving the question paper, no candidate shall be allowed to leave the exam hall till the expiry of half the allotted time for the exam.
- 26) Candidates shall be allowed to carry the question paper with them only when they are leaving the exam hall in the last half-an-hour. If they are leaving earlier (but not before the expiry of half the allotted time) they shall be asked to leave the question paper with the invigilator, after writing their regd.no. on it, and to collect the same at the exam section after the exam is over.
- 27) Invigilators shall remind the candidates about the remaining time of the exam at every half-an-hour.

- 28) Candidates shall be asked to keep their main answer book and graph/drawing sheets in proper order and to tie them up 5 minutes before the close of the exam.
- 29) Invigilators shall affix their signatures in the space meant only on the first page of the main answer book/ books (in case two main answer books are used separately for Part-A and Part-B) in both sessional and End exams, certifying the correct entry of
 - (i) Regd. number
 - (ii) Question Paper Code Number (in case of end exam only)
 - (iii) Part of the Paper (ie. Part-A or Part-B)
- 30) Invigilator shall collect the answer scripts from all the candidates present in the hall immediately after the final bell is given and shall arrange them in proper order (part wise also in case the candidate answers Part-A and Part-B of the question paper in separate main answer books) that tallies with the attendance statement prepared by the invigilator.
- 31) Invigilators shall bring the bundle of answer scripts, unused graph sheets, etc., and the question papers left behind by the candidates leaving the hall early and hand them over in the exam section within 15 minutes of the close of the exam.
- 32) Invigilators shall leave the exam section only when they are cleared by the exam section
- 33) Faculty members not related with exam work in any capacity, save HODs', shall not enter the exam halls.
- 34) If Data books/Graph sheets/Drawing sheets are not brought to the exam hall in time the same may be informed to the Chief Superintendent/Exam section in-charge immediately.
- 35) Invigilators are not to utilise the services of the water boys for works, other than the work related to the examination, during the exam hours.
- 36) If there is any specific complaint against the water boys, invigilators are requested to bring them to the notice of Chief Superintendent / Principal immediately.
- 37) Faculty members shall realise that the examination work is part and parcel of their academic work and they shall attend to it with utmost sincerity.

GENERAL INSTRUCTIONS TO THE EXAMINERS REGARDING THE END PRACTICAL EXAMINATIONS

- 1) Internal examiner shall draw the required stationery from the HOD well in advance.
- 2) Internal examiners shall be present in the respective laboratories at least 15 minutes before the commencement of the exam.
- 3) No candidate shall be allowed to take the practical exam without the production of hall ticket or permission slip from the chief superintendent (CS) / Principal.
- 4) No candidate shall be allowed to enter the lab and to take the exam after the commencement of the exam.
- 5) As soon as they enter the lab, all the candidates shall be asked to submit the record of practical work done by them during the academic year. It shall be returned to the candidate after punching a hole through it when they are leaving the lab after finishing the practical exam.
- 6) When a candidate requests for a change of experiment it is the prerogative of the external examiner to permit the change or not.
- 7) Attendance statement shall be prepared in duplicate, one copy to be enclosed with the award list, one copy to be enclosed with the remuneration bill.
- 8) Marks statement shall be prepared in single copy only. In no case shall the marks be leaked to any of the teaching or non-teaching staff or to the candidates.
- 9) Internal examiner shall obtain the counter signature of CS on all copies of attendance statement.
- 10) Wherever the name of the lab is written either in the award list or in the attendance statement etc., it must be identical to the name given in the scheme in the syllabus book.
- 11) Internal examiner shall help the external examiner in filling-up the T.A. & Remuneration Bill, after ascertaining the admissible rates from the exam section.
- 12) The internal examiner shall obtain the signatures of the external examiner and affix his own signature on all forms at the required places.
- 13) The award list and one copy of the attendance statement shall be placed in an envelope addressed to the Controller of Examination G.P.R.Engg.College, Kurnool. The particulars of the exam, viz name of the lab, Year, Semester and branch, Scheme dates of exam shall be written on the top edge of the cover.

- 14) All Marks shall be entered on the answer scripts and shall be signed by both internal and external examiners. The valued answer scripts along with work sheets and any other related material shall be placed in a big cover. Material related to practical exams shall not be torn and disposed. The details of exam shall be written on this cover also viz. Name of the Lab, Year, Semester and Branch, Scheme, Dates of Exam, Names of Internal and External Examiners and Number of Scripts.
- 15) The examiners shall write “FOUR YEAR B.TECH DEGREE EXAMS OF (say April 2018)” against the item Name of Examination, “G.P.R.Engg. College (Autonomous) , Kurnool” against the item Center of Examination in all reports, statements, remuneration bills etc.
- 16) Viva shall be conducted by the external with the help of the internal. Others shall not interfere.
- 17) The internal examiner shall return the unused stationery to the HOD, who will in turn arrange to return the same to exam section
- 18) The following material shall be handed over to the Junior Assistant, Exam Section as soon as the examination is over.
 - a) The envelope of item-13 properly sealed with gum and signed by the internal examiner across the flap and also by the external examiner.
 - b) The big cover of item-14 properly sealed with gum and signed by the internal examiner across the flap and also by he external.
 - c) The T.A. & Remuneration Bill of external examiners.
 - d) The remuneration bill for practical examination along with copies of attendance statement.