

## **FACULTY AFFAIRS**

Discipline is not only for students but for teachers as well. It is difficult to expect others to be disciplined without practicing it ourselves. A sense of discipline can be inculcated in the minds of students, not by teaching only, but by practicing and setting an example.

### **MEETINGS**

All teachers have a number of meetings in their regular duties. If teachers are entrusted with other works such as NSS, cultural activities, exam work, preparation of time tables, college functions, class coordination work etc., there will be more number of meetings, which the teachers either has to organize or attend. In case of HODs', the responsibilities are more as they have to solve problems among the teachers of their own department and interdepartmental problems also. To show positive results, teachers should have patience and not be egoistic. Ego is necessary to a certain extent so as to maintain self respect, but beyond that it will bring only negative results.

For meetings, an agenda should be circulated in advance to all the participants, giving them time to think over and prepare material for discussions. Meetings should be started on time irrespective of whether any quorum is established or not. Latecomers should not be allowed to participate in the meetings. Initially such strict approach will pose problems, but once the practice is established all the members will be on time. Similarly meetings should be completed on the specified time. If meetings last for more than one hour at the most, participants may lose interest. To overcome this problem specified time limit should be allotted to each participant and for summing up the meeting deliberations. This way complete control over the meetings is possible. A proper record should be maintained for each meetings and minutes of the proceedings be records, signatures of all participants should be obtained so as to identify the absentees. Finally, it should be placed before the principal for his/her information and approval. The purpose of the meeting does not end with this. Proper follow-up should be initiated within a stipulated time frame. Discussions should surround on the points only without discussing the personalities involved. As teachers are loaded with teaching-related work primarily, it is better only one meeting is arranged per day. Otherwise, they may have to cite meetings as a reason for their failure to discharge the academic duties.

### **RECORDS**

Records are usually maintained by the college office. But information for all records emanates from teachers. The information for all the records are usually supplied by the teachers so far as it relates to academic performance of students and personal work of themselves. Information should be without any bias. Even if teachers have a genuine grievance against students, it should not reflect on the remarks on the students' records. This is so because teachers have no right to spoil the future of their students just because they dislike the student, temporarily. It is better if the department has miniature record for students' performance so that teachers can discuss with the HOD and the parents about the performance and special attention to be given to the students.

## **KNOWLEDGE UPDATES**

Most of the teaching staff is of the view that once they become a member of the faculty they cease to be a student. Somehow, a sense of “we know all” attitude sets in their minds. But remember, present day students are more informed than the teaching staff because they have access to information more than the teachers do. Thanks to the information technology revolution. Unless the teachers are a step higher than the students they will lose their respects and image and you can not maintain discipline in the class room. All the teachers should know that they are starting a second innings as a student once they get into the teaching profession, and this studentship will be continuing till you relinquish the teaching job.

A question is often asked, who is responsible for the success of a student in the examinations? Is it the teachers, parents or students? The answer is simple. The sole responsibility is on the head of teachers alone because students spend more time in colleges than at home.

Teachers cannot be satisfied if out of 60 students 58 are successful. Either the management or the parents are not satisfied with this result. Even the failed students and their parents would have had great hope when they joined the institution. That this son/daughter will come out successfully. If all the students do not get through it means that the teachers have failed in their duty. The managements and parents have placed enormous trust on the teachers and sincerely believe that teachers will make his/her child come out successfully. It is, therefore, the imperative duty of the teachers to pay personal attention to each student and see he/she gets through, even it means higher workload.

There are few teachers across this country who takes up this responsibility upon themselves. In mathematics class when a student is not able to follow the general instructions the teacher teaches him individually step by step. Similarly, there is another set of teachers, who take pains to write the correct answers on the students’ answer papers when they correct it. Students remember such teachers throughout their life. Even when they achieve a very high status in their life, the students pay their respects to such teachers whenever they happen to see them.

## **DRESS REGULATIONS**

Just as some colleges have dress regulations for students it should be made applicable to teachers also. In a corporate business even the chairperson comes in the same uniform in which his/her workers are attending the workshop. Otherwise it will sow a seed to problems of indiscipline in the days to come.

## **WORKING HOURS**

The working hours for the college teachers is so devised as to leave sufficient time to prepare the lesson notes, correction of answer papers, assignments etc. Therefore the actual teaching hours are kept to a minimum. Many of the teaching staff works very hard to see that their students’ expectations are fulfilled to do non-teaching staffs is also required to do non-teaching work, of course, related to students welfare. Very few teachers say that they are very busy with the academic work and they cannot do any other work which is not academic. This attitude is to be checked. Teachers should know when it comes to student welfare, no matter whether it is teaching or non-teaching work; it is a part of their duty.

**Prof. Dr. S. SUYAMBAZHAHAN, M.E., Ph.D., (IIT)**

**PRINCIPAL**