



Vidya Pratishthan's Polytechnic College

Vidyanagari, Indapur, Dist - Pune. Pin-413 106

Tele :- +91-2111-225600

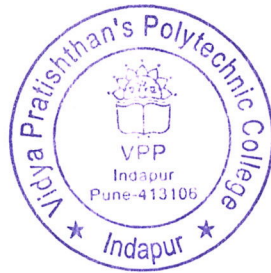
Web : www.vppolytechnic.org

Email : vppci.vidyapratishthan.com

Inst.Code.MSBTE:-1110, DTE-D6445

CODE OF CONDUCT FOR CLASS TEACHER

- ✓ Class teacher shall maintain the report of all the lecture of all the week for all the subjects, exams conducted and activities for the class.
- ✓ Class teacher shall maintain proper list of student of the class and is responsible to distribute attendance sheet along with student list pasted on it to respective subject faculty of the class.
- ✓ He/ She shall once in a month i.e. after every 30 days; check status of syllabus from every faculty of the respective class and report the same to HOD if proper prescribed format.
- ✓ He/ She shall identify slow learners, advanced learners and normal students from the respective class and should structure the courses (Bridge, etc.) accordingly for the students.
- ✓ They shall maintain the record of the courses offered to the students during the Semester/Academic year.
- ✓ Class teacher must prepare roll call list of admitted students and also he should prepare the result analysis immediately after the declaration of result



Soojey
PRINCIPAL
Vidya Pratishthan's
Polytechnic College
Indapur [Pune] 413106