



# **BANSAL INSTITUTE OF ENGINEERING TECHNOLOGY**

**NH-24, Near Sewa Hospital, Sitapur Road, Lucknow-226021**

## **Bansal Institute of Engineering and Technology, Lucknow**

### **ROLES AND RESPONSIBILITIES OF FACULTY MEMBERS**

1. At the time of registration by the mentor in class, it is the responsibility of the mentor to verify the father/mother's mobile number, and also give yours and HOD's number to the Father/mother.
2. Conducts assign classes at scheduled times.
3. Complete the syllabus as per your course plan and in due time.
4. Prepare and maintain an activity register for both the theory and lab on daily basis.
5. Prepare and maintain the course file.
6. Prepare and maintain attendance register, also enter assignment/Quiz/Test/practical numbers in the attendance register on regular basis.
7. After each unit give the assignment and quiz to students. The quiz must be conducted in class only and consider only those responses of students who are present in the class.
8. Evaluating the assignment, quiz, test and PUT copies within the given time period and submitting the same to the examination cell and the head of the department.
9. To attend and participate in faculty meetings and other assigned meetings and activities according to institute policy.
10. Timely update attendance at AKTU ERP.
11. Mentor is responsible for calling the absentee students and they should motivate them to attend the classes regularly.
12. Complete the assigned work of their respective committees on time.
13. Arrange your lecture before taking leave. HOD is not responsible for rearranging the class.
14. To fill and submit the leave application form within 3 days.
15. To be punctual and be available in the institute during official working hours.
16. To comply with policies, standards rules, regulations, and procedures of the institute.
17. To check the lab files on a weekly basis.
18. Don't use mobile phones in the classroom/Lab and during invigilation duty.
19. Explain the experiments to the students in the lab before they perform the experiment.
20. To attend at least one FDP in a semester & publish paper in reputed journal.
21. Time to time show the motivational/informational video lecture to your students in substitution of classes.
22. To register all the students on Parakh Portal & all faculty members to register on Vidwan Portal.

Prof. (Dr.) S.K. Agrawal  
Director

