

Marathwada Mitra Mandal's
College of Architecture
Deccan Gymkhana, Pune- 411 004

College Code of Conduct for Teachers

Teacher

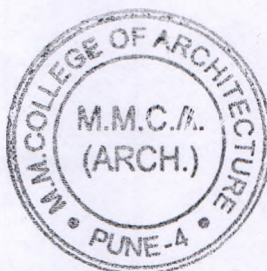
A Teacher is responsible for effective planning and execution of academic calendar and guide the students in proper way in various aspects of planned activities and maintain all the records regarding students' growth and progression.

Roles and Responsibilities of Teacher

Students Coordination in following activities:

- a. To participate and involve in preparing the academic calendar.
- b. To supervise, observe and monitor the planned activities of academic calendar.
- c. To maintain the weekly report of every week of the month.
- d. To supervise the discipline of the students in the class as well as in the Institute campus.
- e. To arrange the guest lectures and maintain the record of these sessions.
- f. To maintain the attendance record of all sessions of students and communicate the same to students and faculties.
- g. To make sure that all activities executed effectively as per the academic calendar.
- h. To find out gap between activities and bridge the gap of these activities.
- i. During breaks, bring the students to order and line them up as quickly as possible.
- j. To take the feedback from the students and share the same with respective faculty and with Principal of the institute.
- k. To have information and understanding of each and every activities which are scheduled.
- l. To act as a facilitator in institute, able to translate the purpose of the planned activities and their implementation.
- m. To communicate the academic calendar to guest/visiting faculties and make sure that they are aware about their sessions every day.
- n. To work in harmony with the visiting faculty so as to create and maintain a good working environment.
- o. To take overall responsibility and ownership of the planned activities and ensure that all sessions, activities, lectures etc are going smoothly.

Academic Coordinator, MMCOA



Principal, MMCOA

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PRINCIPAL

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