K.RAMAKRISHNAN
COLLEGE OF TECHNOLOGY
An Autonomous Institution
Affiliated to Anna University Chennai, Approved by AICTE New Delhi,
ISO 9001:2015 & ISO 14001:2015 Certified Institution, Accredited with 'A+' grade by NAAC
Samayapuram, Tiruchirappalli – 621 112, Tamilnadu, India.

27th September 2022

FACULTY PRECEPT

General

- The **approved time table and academic schedule** should be strictly followed by all faculties. Alterations if any shall be duly approved by the HoD for valid reasons only.

- All faculty must be aware of the **provisions of the Academic Regulations** in force and must compulsorily follow the **Academic Manual** in practice

- It is mandate to **wear the ID card and shoes** while inside the college premises during working hours.

- Faculty must **maintain punctuality** to the class and in all other cases. They must be present before their class's at least 5 minutes before the commencement of their period and should engage the classes till their period is over.

- Faculty must **carry their log book** to the class and record the attendance at the start of every hour. As per the regulations – 2020 course wise attendance is made compulsory

- **Usage of mobile phones in the class** is strictly restricted except for ICT enabled teaching using phone.

- Medium of instruction and **communication** within colleagues should only be in **English.**

- **Carrying of books to the class** for delivering lectures is not permitted, however faculty member can carry notes.

- Use of **unparliamentarily words (or) any action** degrading the students/faculty is prohibited inside the college premises. Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to: gender/sexuality/age/ disability etc.,

Classroom Teaching & Continuous Assessment

- Class room Teaching shall be done in accordance with **Class peer evaluation form, CDP** and relevance to the **Academic Manual.**

- The staff should use "Information Communication Technology **(ICT)"** for effective delivery of lectures.

- The staff should encourage students asking doubts / questions.

- The staff should take care of **slow learner students** and pay special attention to their needs in remedial coaching classes.

- The staff should motivate the students and bring out the **creativity / originality** in the students and should make them available for doubt clearance.

- The Staff **should not involve** himself/herself in any unethical practice while doing continuous assessment or End Semester Examinations.

- The faculty members must fall in line with the **guidelines provided by the DEC and the COE** for any assessment related activities.

- The faculty members **must implement OBE practices** and counsel students periodically on academic performance, co-curricular activities, skill development and behavioral aspects.

- The Faculty Members must strive to prepare the student academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.

- The staff should get the **feedback** from students and act / adjust the teaching appropriately.

Dress code:

- Male faculty should **wear tie and Female Faculty should wear coat** while taking classes.

- For male faculty members, clean shave, formal dress ware tucked-in with shoes are mandate.

- For lady faculty members, **sari with white coat and** good quality cut shoe is preferable.

Leave / OD

- Whenever a Faculty Member intends to take leave / OD, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation.

- Leave without proper class arrangements and information will lead to Loss of Pay.

- In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested. A faculty is allowed to take only one Informed Leave per month.

- Faculty taking leave have to compensate for their loss of classes within one week of rejoining.

Administration

- Staff should **work in cooperation and collaborative manner** with others through academic and administrative activities to achieve Institutional goals.

- All faculties shall report to their HoDs and do all the assigned jobs as per the **protocols**. Disobedience and lethargy in assigned duties will be seriously viewed

- **Following the deadlines and targets** issued by the HoDs and other authorities, of the institute is non - negotiable.

- Staff **must attend all functions** of the college as per the instructions of coordinators and Heads of the respective departments.

- The Faculty Members should show **no partiality** to any segment / individual student, faculty and staff, instead mentor the students in appropriate ways.

Appraisal Report

- All the staff members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.

- Appraisal format forms the benchmark for all faculty

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- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Principal.

- Faculty Members should attempt to publish research papers and articles in indexed journals, Magazines and Periodicals as per the appraisal format. Further they should also author and co-author textbooks as per changing curriculum.

- All faculty activities should be in line with the laid down KRCT Priorities.

Staff should contribute to the vision, mission and goal of Institute through **effective engagement of working hours**. All staff shall **devote their time and their best efforts for the progress of the Institute**.

All the best.

s/d
PRINCIPAL

Annexure :
Being an effective Perceptor
KRCT Priorities

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Being an Effective Preceptor

A review of selected literature has revealed that the following are characteristics of effective teachers

Communication

- Possesses and demonstrates broad knowledge
- Explains the basis for actions and decisions
- Answers learner questions clearly and precisely
- Open to conflicting ideas and opinions
- Connects information to broader concepts
- Communicates clear goals and expectation
- Captures learners attention
- Makes learning fun

Careful Analysis of the Learner

- Accurately assesses learner's knowledge attitudes and skills
- Uses direct observation of the learner
- Provides effective feedback
- Performs fair and thoughtful evaluations

Skill in Practice and Teaching

- Provides effective role modeling
- Demonstrates skillful interactions with patients
- Presents information with organization and clarity
- Generates interest in the subject matter
- Organizes and controls the learning experience
- Balances practice and teaching responsibilities
- Gives appropriate responsibility to the learner

Motivates the Learner

- Emphasizes problem solving
- Translates specific cases into general principles
- Promotes active involvement of the learner
- Demonstrates enjoyment and enthusiasm for patient care and teaching
- Develops a supportive relationship with the learner.

One-Minute Preceptor

Get a commitment

- "What do you think is going on?"
- Provide assessment of learner's knowledge/skill
- Teach interpretation of data

Probe for supporting evidence

- "What led you to this conclusion?"
- Reveals learner's thought process and identifies knowledge gaps

Teach general rules

- "When you see this, always consider…"
- Offer "pearls" which can be easily remembered

Reinforce what was done well

- Offer positive reinforcement
- "You did a nice job with…"

Correct errors

- "Next time, try or consider…"
- Comment on omissions and misunderstandings to correct errors in judgment or action

KRCT – PRIORITIES

	FACUTLY & STUDENT DEVELOPMENT	
1.	DISCIPLINE	PO6 The Engineer and Society PO7 Environment and Sustainability PO8 Ethics
2.	PROGRAMMING SKILLS	PO5 Modern Tool Usage:
3.	INTERPERSONAL SKILLS	PO10 Communication PO12 Life-long Learning
4.	TECHNICAL KNOWLEDGE AND SKILLS	PO1 Engineering Knowledge PO2 Problem Analysis PO3 Design/Development of Solutions PO4 Conduct Investigations of Complex Problems
5.	PROJECT HANDLING SKILLS	PO9 Individual and Team Work PO11 Project Management and Finance

DISCIPLINE
- Punctuality
- Meeting deadlines
- Academic Rigor
- Ethics, UHV
- Environment Consciousness

PROGRAMMING SKILLS
- Data structures and algorithms
- Logic and Abstract Thinking
- IDE, Data Science, AI, ML, Use case solutions
- Mathematical skills
- Emerging areas

PROJECT HANDLING SKILLS
- Team work, Basic Accounting
- Time and resource Mgt
- Negotiation skills Quality Control
- Strategic Planning
- Risk Management, Leadership

INTERPERSONAL SKILLS
- Self-awareness, Stress Tolerance
- Emotions Empathy, and Relationship building
- Respect, Appropriate Behavior, Punctuality
- Body language and gestures
- Being a clear communicator and listener
- Engage in independent and lifelong learning

- **CURRICULUM**
- **TL PROCESS**
- **ASSESSMENTS**
- **FEEDBAK**

TECHNICAL KNOWLEDGE AND SKILLS
- Strong Fundamentals
- Technical knowledge update
- Application of knowledge, Competitions, Assessments
- Solve complex ideas and designs as simple concepts
- Analytical capabilities, Creative thinking and solutions
- Inter disciplinary project / learning skills

- **FACULTY DEVELOPMENT**
- **RESEARCH**
- **MENTORING**

**PLACEMENT
HIGHER STUDIES
BUSINESS**