



Gopinath PG College

*(Affiliated to Veer Bahadur Singh Purvanchal University, Jaunpur and U.P. Rajarshi Tandon
Open University, Prayagraj)
(Recognised by UGC and NCTE)*

TEACHER HANDBOOK



S. Nishanth
Principal

Gopinath P.G. College
Devali, Salamatpur-Ghazipur

Note - This Teacher Handbook is applicable for the academic year 2025–26 and is subject to revision as per university and institutional guidelines.

Gopinath PG College

*(Affiliated to Veer Bahadur Singh Purvanchal University, Jaunpur and U.P. Rajarshi Tandon
Open University, Prayagraj)
(Recognised by UGC and NCTE)*

INDEX

1. About the Institution & Purpose of the Handbook

- 1.1 Introduction
- 1.2 Affiliation & Academic Framework
- 1.3 Vision
- 1.4 Mission
- 1.5 Objectives of the Teacher Handbook
- 1.6 Scope and Applicability
- 1.7 Role of Faculty in Institutional Development


2. Faculty Roles, Responsibilities & Professional Duties

- 2.1 Teaching Responsibilities
- 2.2 Academic Planning and Lesson Preparation
- 2.3 Student Mentoring and Academic Support
- 2.4 Assessment and Evaluation Duties
- 2.5 Participation in Committees and Institutional Activities
- 2.6 Professional Conduct and Ethics
- 2.7 Attendance and Punctuality
- 2.8 Record Keeping and Documentation
- 2.9 Communication and Coordination
- 2.10 Commitment to Continuous Improvement

3. Academic Regulations, Workload & Performance Expectations

- 3.1 Academic Regulations and Compliance
 - 3.2 Teaching Workload
 - 3.3 Academic Accountability
 - 3.4 Performance Expectations
 - 3.5 Student Feedback and Academic Improvement
 - 3.6 Examination Responsibilities
 - 3.7 Academic Meetings and Participation
 - 3.8 Leave and Academic Continuity
 - 3.9 Ethical Use of Academic Resources
 - 3.10 Commitment to Institutional Goals
-

4. Professional Development, Research & Innovation

- 4.1 Professional Development
 - 4.2 Research and Scholarly Activities
 - 4.3 Research Ethics and Integrity
 - 4.4 Innovation in Teaching–Learning
 - 4.5 Institutional Support for Professional Growth
 - 4.6 Collaboration and Academic Networking
 - 4.7 Documentation and Reporting
 - 4.8 Role of Faculty in Institutional Innovation
 - 4.9 Commitment to Lifelong Learning
- 
-

5. Leave Rules, Service Conditions & Welfare Measures

- 5.1 Appointment and Service Conditions
 - 5.2 Types of Leave
 - 5.3 Procedure for Availing Leave
 - 5.4 Academic Continuity During Leave
 - 5.5 Working Hours and Attendance
 - 5.6 Welfare Measures and Support
 - 5.7 Health and Well-being
 - 5.8 Equal Opportunity and Non-Discrimination
 - 5.9 Safety and Dignity at Workplace
 - 5.10 Amendments to Service Conditions
-

6. Discipline, Ethics & Grievance Redressal for Faculty

- 6.1 Professional Discipline
 - 6.2 Code of Ethics for Faculty
 - 6.3 Prevention of Harassment and Discrimination
 - 6.4 Internal Complaints Committee (ICC)
 - 6.5 Faculty Grievance Redressal Mechanism
 - 6.6 Disciplinary Procedure
 - 6.7 Confidentiality and Professional Responsibility
 - 6.8 Ethical Use of Digital Platforms
 - 6.9 Commitment to Institutional Values
 - 6.10 Applicability and Amendments
-



Gopinath PG College

*(Affiliated to Veer Bahadur Singh Purvanchal University, Jaunpur and U.P. Rajarshi Tandon
Open University, Prayagraj)
(Recognised by UGC and NCTE)*

ABOUT THE INSTITUTION & PURPOSE OF THE FACULTY HANDBOOK

1.1 Institutional Overview

Gopinath PG College, Salamatpur, Uttar Pradesh is committed to delivering meaningful, inclusive, and high-quality higher education through academic rigor, professional integrity, ethical practice, and continuous institutional advancement. The College recognizes its faculty members as the foundation of academic excellence and acknowledges their central role in shaping knowledgeable, competent, and socially responsible graduates.

The institution promotes a professional academic ecosystem where teaching, mentoring, research, extension activities, and community engagement operate in harmony with institutional values and academic responsibilities. Faculty members are encouraged to demonstrate commitment, innovation, accountability, and ethical conduct in all dimensions of their professional roles.

This **Faculty Handbook** has been prepared as a comprehensive reference document to clearly articulate academic expectations, professional responsibilities, service commitments, and standards of conduct for faculty members. It aims to ensure consistency, transparency, accountability, and responsible academic governance across the institution.

1.2 Affiliation and Academic Governance Framework

Gopinath PG College, Salamatpur, Uttar Pradesh is affiliated with two recognized universities of the state and functions strictly within their prescribed academic, administrative, and regulatory frameworks. The College is affiliated with:

- **Veer Bahadur Singh Purvanchal University, Jaunpur**
- **U.P. Rajarshi Tandon Open University, Prayagraj (Allahabad)**

The institution adheres to the academic regulations, curriculum structures, assessment systems, examination procedures, and academic calendars prescribed by the respective affiliating universities. All teaching–learning processes are implemented in accordance with approved syllabi, course outcomes, evaluation guidelines, and academic norms notified from time to time.

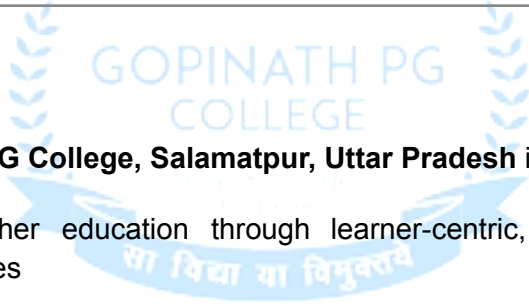
Faculty members are expected to strictly follow university instructions related to curriculum delivery, assessment practices, record maintenance, internal evaluation, and academic reporting, while actively contributing to structured teaching, fair assessment, and academic compliance.

1.3 Vision

To develop into a centre of excellence in higher education that nurtures academic quality, ethical values, innovation, and holistic development, producing graduates who contribute meaningfully to society and the knowledge ecosystem.

1.4 Mission

The mission of **Gopinath PG College, Salamatpur, Uttar Pradesh** is to:

- 
- Deliver quality higher education through learner-centric, inclusive, and innovative pedagogical practices
 - Foster academic competence, ethical conduct, and professional discipline among faculty members and students
 - Encourage reflective teaching, research engagement, and continuous academic enrichment
 - Promote faculty empowerment, collaboration, and participative institutional functioning
 - Prepare students for academic excellence, professional effectiveness, social responsibility, and lifelong learning
-

1.5 Purpose and Objectives of the Faculty Handbook

This **Faculty Handbook** has been formulated to:

- Clearly outline academic roles, professional duties, and service expectations of faculty members
- Ensure consistency, clarity, and transparency in academic and administrative practices
- Promote ethical behaviour, discipline, and professional accountability
- Support effective teaching, assessment, mentoring, and holistic student development
- Encourage faculty participation in institutional committees, academic cells, and developmental initiatives
- Facilitate continuous professional development, research involvement, and academic innovation
- Foster a respectful, collaborative, and productive academic work culture

1.6 Scope and Applicability

This Faculty Handbook applies to all teaching staff of **Gopinath PG College, Salamatpur, Uttar Pradesh**, including:

- Permanent faculty members
- Contractual and temporary faculty members
- Visiting and guest faculty members

The handbook defines expectations related to:

- Teaching and learning responsibilities
- Academic planning, internal assessment, and evaluation
- Student mentoring, academic advising, and guidance
- Participation in institutional committees, cells, and academic activities
- Professional conduct, workplace ethics, and institutional discipline

All faculty members are required to familiarize themselves with the contents of this handbook and adhere to its provisions while performing their academic and professional responsibilities.

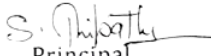
1.7 Role of Faculty in Institutional Growth and Development

Faculty members play a decisive role in the academic strength, institutional credibility, and developmental progress of **Gopinath PG College**. Their professional commitment, academic integrity, and collaborative engagement are essential for sustaining educational standards and achieving institutional goals.

Key contributions of faculty members include:

- Delivering effective, engaging, and outcome-oriented classroom instruction
- Mentoring and guiding students for academic success and professional preparedness
- Supporting curriculum implementation, assessment processes, and academic planning
- Participating actively in institutional committees, academic cells, and quality initiatives
- Contributing to research, innovation, extension, and community-oriented activities
- Upholding institutional values, professional ethics, and academic discipline

Through collective professionalism, academic dedication, and ethical practice, faculty members significantly contribute to the continuous improvement, reputation, and educational impact of the College.


Principal
Gopinath P.G. College
Devali, Salamatpur-Ghazipur

Gopinath PG College

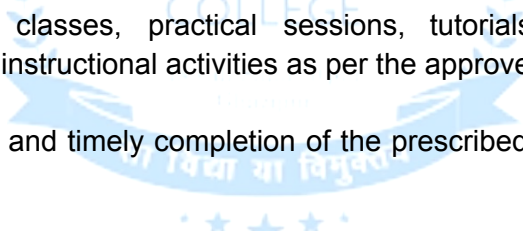
*(Affiliated to Veer Bahadur Singh Purvanchal University, Jaunpur and U.P. Rajarshi Tandon
Open University, Prayagraj)
(Recognised by UGC and NCTE)*

FACULTY ROLES, RESPONSIBILITIES & PROFESSIONAL DUTIES

2.1 Teaching and Instructional Responsibilities

Faculty members at **Gopinath PG College, Salamatpur, Uttar Pradesh** are entrusted with delivering effective, engaging, and meaningful higher education through learner-centred, outcome-oriented, and discipline-specific teaching practices. All instructional responsibilities are carried out strictly in accordance with the academic framework, approved syllabi, and regulations prescribed by the affiliating universities.

Faculty responsibilities include:

- 
- Conducting theory classes, practical sessions, tutorials, demonstrations, project guidance, and other instructional activities as per the approved academic timetable
 - Ensuring systematic and timely completion of the prescribed curriculum for each course and programme
 - Adopting appropriate pedagogical strategies to strengthen conceptual clarity, analytical ability, and subject competence
 - Integrating real-world applications, case studies, field examples, and contemporary developments relevant to the subject discipline
 - Encouraging critical thinking, discussion, inquiry, and academic curiosity among students
 - Maintaining classroom discipline while fostering an inclusive, respectful, and supportive learning environment

Faculty members are expected to demonstrate subject expertise, academic responsibility, and professional integrity in all teaching-related activities.

2.2 Academic Planning and Instructional Preparation

Well-structured academic planning is essential for effective teaching and learning. Faculty members are required to plan instructional activities systematically.

This includes:

- Preparing course plans, unit-wise teaching schedules, and lesson plans at the beginning of each academic session
- Aligning teaching plans with university-approved syllabi, course objectives, learning outcomes, and evaluation requirements
- Selecting appropriate teaching methods, instructional aids, reference materials, and learning resources in advance
- Incorporating innovative teaching approaches, ICT tools, and blended learning strategies wherever feasible
- Reviewing and refining instructional strategies based on student performance, feedback, and reflective practice

Planned instruction ensures continuity, clarity, and effective achievement of learning outcomes.

2.3 Student Mentoring and Academic Guidance

Faculty members play a vital role in guiding students for academic progress, professional development, and personal growth.

Mentoring responsibilities include:

- Providing academic guidance to address subject-related difficulties and learning gaps
- Monitoring student progress and identifying learners requiring additional academic support
- Advising students on study techniques, time management, career planning, and academic pathways
- Participating in formal mentoring and advisory systems adopted by the College

- Encouraging discipline, confidence, ethical behaviour, and positive learning attitudes

Faculty members are expected to remain approachable, empathetic, and supportive in all interactions with students.

2.4 Assessment, Evaluation, and Feedback

Faculty members are responsible for conducting assessments in a fair, transparent, and timely manner in accordance with university norms and institutional guidelines.

Assessment-related duties include:

- Designing and conducting internal assessments, assignments, practical evaluations, projects, and presentations
- Evaluating answer scripts, practical work, projects, and assignments objectively within prescribed timelines
- Maintaining accuracy, confidentiality, and impartiality in evaluation processes
- Providing constructive feedback to support academic improvement and skill development
- Submitting internal assessment records, marks, and academic reports as prescribed by the affiliating universities

Fairness, consistency, and academic integrity must be maintained in all evaluation activities.

2.5 Participation in Institutional Committees and Academic Activities

Faculty members are encouraged to actively contribute to institutional functioning and academic development beyond classroom teaching.

This includes:

- Serving as members or coordinators of institutional committees, cells, clubs, and academic bodies

- Assisting in the organization of academic events, seminars, workshops, conferences, cultural programmes, sports activities, and extension initiatives
- Supporting academic monitoring, documentation, data compilation, and compliance-related activities
- Contributing to institutional planning, reporting, and development initiatives
- Undertaking additional academic or administrative responsibilities assigned by the College authorities

Such participation promotes collaborative governance and strengthens institutional effectiveness.

2.6 Professional Ethics and Code of Conduct

Faculty members of **Gopinath PG College** are expected to uphold the highest standards of professional behaviour, integrity, and ethical conduct.

Faculty members shall:

- Act with honesty, fairness, objectivity, and accountability in teaching, evaluation, and professional interactions
- Maintain respectful, professional, and dignified relationships with students, colleagues, and staff
- Refrain from discrimination, bias, harassment, or any form of professional misconduct
- Adhere to institutional policies, service rules, and professional norms
- Safeguard the confidentiality of student records, academic data, and institutional information

Faculty members are expected to serve as role models in ethical conduct, professionalism, and academic values.

2.7 Attendance, Punctuality, and Professional Discipline

Regular attendance and punctuality are essential for maintaining academic continuity, discipline, and institutional credibility.

Faculty members are required to:

- Adhere to prescribed working hours, academic schedules, and institutional norms
- Attend classes, tutorials, meetings, examinations, and official programmes punctually
- Inform the appropriate authority in advance in case of unavoidable absence
- Ensure continuity of academic responsibilities without inconvenience to students

Professional discipline reflects commitment to academic responsibility and institutional values.

2.8 Academic Records and Documentation

Faculty members are responsible for maintaining accurate, complete, and systematic academic records.

This includes:

- Maintaining course files, lesson plans, teaching records, and academic materials as prescribed
- Recording student attendance, internal assessment marks, and academic progress
- Documenting mentoring activities, committee responsibilities, and academic initiatives
- Submitting required academic reports, data, and records within specified timelines
- Ensuring proper organization, accuracy, confidentiality, and safe storage of records

Effective documentation supports transparency, accountability, and academic planning.

2.9 Communication and Academic Coordination

Effective communication and coordination are essential for smooth academic functioning and institutional harmony.

Faculty members are expected to:

- Communicate clearly, respectfully, and professionally with students, colleagues, and authorities
- Coordinate with department heads, committee members, and administrative staff
- Use official institutional channels for formal communication and academic correspondence
- Share academic schedules, instructions, and updates with students in a timely manner
- Participate constructively in meetings, discussions, and collaborative academic initiatives

Clear communication enhances teamwork, efficiency, and a positive academic environment.



Gopinath PG College

*(Affiliated to Veer Bahadur Singh Purvanchal University, Jaunpur and U.P. Rajarshi Tandon
Open University, Prayagraj)
(Recognised by UGC and NCTE)*

ACADEMIC REGULATIONS, WORKLOAD & PERFORMANCE EXPECTATIONS

3.1 Academic Regulations and Compliance Structure

Faculty members of **Gopinath PG College, Salamatpur, Uttar Pradesh** are required to function strictly within the academic regulations, ordinances, statutes, and directions issued by the affiliating universities and the competent institutional authorities. Academic discipline and regulatory compliance form the foundation of effective higher education delivery and institutional credibility.

Academic compliance involves:

- Implementing the officially approved curriculum, programme structure, and academic calendar prescribed by the affiliating universities
- Adhering to prescribed schemes of assessment, evaluation procedures, credit structures, and grading systems
- Following examination-related rules, ordinances, and academic instructions notified from time to time
- Completing academic tasks, assessments, documentation, and reporting within stipulated timelines
- Cooperating with institutional mechanisms established to ensure academic consistency, transparency, and compliance

Adherence to academic regulations ensures standardization, credibility, and integrity across all programmes offered by the College.

3.2 Teaching Workload Allocation and Academic Duties

Teaching workload at **Gopinath PG College** is assigned in accordance with institutional norms and the academic framework prescribed by the affiliating universities, ensuring fairness, efficiency, and effective utilization of faculty expertise.

Faculty workload generally includes:

- Classroom teaching, practical sessions, tutorials, demonstrations, and project or dissertation guidance, as applicable
- Supervision of internships, fieldwork, or experiential learning components, wherever prescribed
- Academic preparation including lesson planning, assessment design, evaluation, and student mentoring
- Participation in academic meetings, examinations, training programmes, and teaching-related institutional responsibilities

Workload allocation is planned to ensure equitable distribution, continuity in instruction, maintenance of academic standards, and optimal student learning outcomes.

3.3 Academic Responsibility and Professional Accountability

Faculty members are professionally accountable for the quality, timeliness, and integrity of their academic contributions.

Academic responsibility includes:

- Delivering assigned courses effectively and in accordance with the approved academic schedule
- Ensuring fairness, accuracy, transparency, and consistency in teaching and evaluation practices
- Discharging mentoring, advisory, and academic guidance roles sincerely and responsibly
- Maintaining and submitting academic records, assessment data, and reports within prescribed timelines
- Responding constructively to academic reviews, feedback, and institutional requirements

Professional accountability strengthens transparency, reliability, and sustained academic performance.

3.4 Performance Expectations of Faculty Members

Faculty performance is viewed as a comprehensive combination of teaching effectiveness, professional conduct, and contribution to institutional development.

Expected performance indicators include:

- Effective teaching and systematic completion of the prescribed curriculum
- Active involvement in student mentoring, academic advising, and support activities
- Timely, fair, and transparent assessment of student performance
- Meaningful participation in committees, academic events, and institutional initiatives
- Engagement in professional development, research, and academic enrichment activities
- Adherence to institutional policies, ethical standards, and professional discipline

Faculty performance is reviewed holistically with an emphasis on continuous improvement, accountability, and institutional contribution.

3.5 Student Feedback and Teaching Enhancement

Student feedback is recognized as a constructive and developmental mechanism for enhancing teaching quality and learning effectiveness.

Faculty members are encouraged to:

- Participate in structured student feedback systems adopted by the College
- Reflect on student responses to identify strengths and areas requiring improvement
- Modify teaching strategies, instructional methods, and classroom engagement practices where necessary

- Work in coordination with academic leadership to enhance teaching effectiveness and learning outcomes

Student feedback is used as a tool for academic growth and improvement, not as a punitive measure.

3.6 Examination and Assessment Responsibilities

Faculty members play a critical role in maintaining the integrity, fairness, and smooth conduct of examinations and assessments.

Examination-related responsibilities include:

- Preparing question papers, assessment tools, assignments, and evaluation schemes as per prescribed guidelines
- Conducting internal assessments, practical examinations, project evaluations, and viva voce impartially
- Performing duties related to invigilation, supervision, evaluation, and moderation when assigned
- Ensuring timely submission of marks, grades, and assessment records to the concerned authorities
- Maintaining confidentiality, accuracy, and ethical conduct throughout the assessment process

All examination and evaluation activities must strictly comply with university regulations and institutional norms.

3.7 Participation in Academic Meetings and Institutional Forums

Faculty members are expected to actively participate in academic deliberations and institutional forums that support collaborative governance and informed decision-making.

This includes:

- Attending departmental meetings, staff meetings, academic review sessions, and planning meetings
- Contributing constructively to discussions on curriculum delivery, assessment practices, and academic planning
- Participating in meetings of committees, cells, and academic bodies as assigned
- Providing professional input based on academic expertise and experience

Active participation strengthens coordination, transparency, and collective responsibility.

3.8 Leave Management and Academic Continuity

Faculty members may avail leave as per institutional service rules while ensuring that academic activities remain uninterrupted.

Responsibilities related to leave include:

- Obtaining prior approval from the competent authority, wherever required
- Making appropriate arrangements for class coverage, assessments, and academic continuity
- Ensuring that teaching schedules and student learning are not adversely affected
- Completing academic obligations before or after the leave period, as necessary

Responsible leave management balances personal well-being with academic commitments.

3.9 Ethical and Responsible Use of Academic Resources

Faculty members are expected to utilize institutional resources ethically, responsibly, and solely for authorized academic purposes.

This includes:

- Appropriate use of classrooms, laboratories, libraries, teaching aids, and digital platforms

- Ensuring care, safety, and efficient utilization of institutional facilities and equipment
- Avoiding misuse of institutional property, data, or information systems
- Respecting intellectual property rights and maintaining academic integrity in instructional materials

Responsible use of resources promotes sustainability, trust, and institutional efficiency.

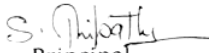
3.10 Alignment with Institutional Vision and Development Goals

Faculty members are expected to align their academic and professional activities with the vision, mission, and long-term development goals of **Gopinath PG College, Salamatpur, Uttar Pradesh**.

Such alignment includes:

- Supporting quality teaching–learning processes and academic excellence
- Contributing to institutional initiatives, policies, and strategic development plans
- Promoting ethical values, professionalism, and academic discipline
- Participating in activities that enhance institutional reputation and social contribution
- Collaborating with colleagues and institutional leadership to achieve shared objectives

Commitment to institutional goals strengthens coherence, identity, and sustainable academic growth.


Principal
Gopinath P.G. College
Devali, Salamatpur-Ghazipur

Gopinath PG College

*(Affiliated to Veer Bahadur Singh Purvanchal University, Jaunpur and U.P. Rajarshi Tandon
Open University, Prayagraj)
(Recognised by UGC and NCTE)*

PROFESSIONAL DEVELOPMENT, RESEARCH & INNOVATION

4.1 Faculty Professional Development and Continuous Upgradation

Gopinath PG College, Salamatpur, Uttar Pradesh considers continuous professional development of faculty members as essential for academic excellence, effective teaching–learning processes, and institutional advancement. Faculty members are encouraged to pursue ongoing professional growth to remain updated, reflective, and academically competent.

Professional development initiatives include:

- Participation in orientation programmes, faculty development programmes, refresher courses, workshops, seminars, and academic training programmes
- Continuous upgradation of subject knowledge, teaching methodologies, assessment techniques, and classroom practices
- Engagement in self-directed learning through online courses, certification programmes, MOOCs, and academic enrichment modules
- Application of newly acquired knowledge and skills to enhance teaching effectiveness and improve student learning outcomes

Continuous professional learning supports academic quality, career progression, and institutional effectiveness.

4.2 Research Engagement and Scholarly Participation

The College encourages faculty members to actively engage in research and scholarly activities to strengthen academic depth and enrich teaching–learning practices.

Research and scholarly engagement may include:

- Undertaking discipline-based research, applied studies, action research, and reflective academic inquiries
- Publishing research papers, scholarly articles, books, book chapters, edited volumes, or research reports in recognized academic platforms
- Presenting research findings at seminars, conferences, workshops, and academic forums
- Contributing to academic discourse through writing, collaboration, and knowledge dissemination
- Guiding and mentoring students in project work, dissertations, research-based assignments, and inquiry-driven learning

Research engagement promotes intellectual growth and strengthens the academic culture of the institution.

4.3 Ethical Standards and Academic Integrity in Research

Faculty members are expected to adhere to high ethical standards and academic responsibility in all research and scholarly work.

Ethical responsibilities include:

- Ensuring originality, accuracy, and transparency in research planning, data collection, analysis, and reporting
- Proper acknowledgment of sources, references, collaborators, and intellectual contributions
- Avoidance of plagiarism, data fabrication, falsification, or misrepresentation
- Ethical conduct in studies involving human participants, wherever applicable
- Compliance with institutional research policies and the guidelines of the affiliating universities

Ethical research practices uphold academic credibility, integrity, and institutional trust.

4.4 Innovation in Teaching and Pedagogical Practices

The College promotes innovation in teaching–learning processes to enhance student engagement, conceptual clarity, and academic preparedness.

Innovative pedagogical practices may include:

- Adoption of interactive, participatory, and learner-centred teaching methodologies
- Integration of ICT tools, digital resources, learning management systems, and technology-enabled teaching platforms
- Use of experiential learning approaches such as projects, case studies, fieldwork, problem-based learning, and collaborative tasks
- Encouragement of critical thinking, creativity, reflection, and application-oriented learning
- Continuous refinement of teaching strategies based on student feedback, learning outcomes, and academic reflection

Innovative teaching practices prepare students for academic, professional, and real-world challenges.

4.5 Institutional Support for Faculty Advancement

Gopinath PG College provides academic and administrative support to facilitate faculty development and professional advancement.

Support mechanisms include:

- Encouragement and facilitation for participation in academic programmes, training sessions, workshops, and professional events
- Institutional support for research initiatives, innovation projects, and collaborative academic activities
- Assistance for participation in seminars, conferences, and workshops as per institutional norms
- Access to academic infrastructure, library facilities, digital resources, and mentoring support

- Recognition and appreciation of academic achievements, research contributions, and professional excellence

Such support enables faculty members to enhance competencies and contribute effectively to institutional growth.

4.6 Academic Collaboration and Professional Networking

The College promotes academic collaboration and professional networking to broaden perspectives, share expertise, and strengthen institutional visibility.

Collaborative activities may include:

- Joint academic or research initiatives with faculty from other colleges, universities, or research institutions
- Engagement with scholars, academic bodies, professional organizations, and industry experts
- Participation in collaborative seminars, workshops, conferences, and academic programmes
- Sharing of best practices, teaching innovations, and research experiences through professional platforms
- Supporting institutional partnerships, academic linkages, and collaborative ventures, wherever applicable

Collaboration and networking foster academic enrichment, innovation, and professional growth.

4.7 Documentation and Reporting of Professional Activities

Faculty members are required to maintain systematic and accurate records of their academic and professional engagements.

Documentation responsibilities include:

- Maintaining records related to teaching, assessment, mentoring, and academic planning

- Documenting participation in professional development programmes, research activities, and academic events
- Submitting required reports, data, and documentation to departments or institutional authorities within stipulated timelines
- Ensuring accuracy, confidentiality, and completeness of academic and professional records

Systematic documentation supports transparency, accountability, and informed institutional planning.

4.8 Faculty Contribution to Institutional Innovation and Quality Enhancement

Faculty members play a significant role in promoting institutional innovation and continuous improvement.

Faculty contributions include:

- Suggesting innovative ideas to enhance academic delivery and teaching–learning processes
- Participating in curriculum enrichment, academic reforms, and institutional development initiatives
- Supporting the adoption of new pedagogical tools, technologies, and best practices
- Encouraging creativity, inquiry, critical thinking, and problem-solving among students
- Collaborating with institutional committees and academic bodies to implement improvement strategies

Faculty-led initiatives strengthen institutional adaptability, relevance, and academic excellence.

4.9 Commitment to Lifelong Professional Learning

Faculty members are encouraged to embrace lifelong learning as a core professional value.

This commitment includes:

- Continuous enhancement of subject expertise, pedagogical skills, and professional competencies
- Staying updated with emerging trends in higher education, pedagogy, and educational technology
- Engaging in self-learning, certification programmes, and academic enrichment activities
- Reflecting on teaching practices to identify areas for improvement and innovation
- Demonstrating openness to change, continuous improvement, and professional growth

Lifelong learning enables faculty members to remain effective educators and active contributors to institutional development.



Gopinath PG College

*(Affiliated to Veer Bahadur Singh Purvanchal University, Jaunpur and U.P. Rajarshi Tandon
Open University, Prayagraj)
(Recognised by UGC and NCTE)*

LEAVE RULES, SERVICE CONDITIONS & WELFARE MEASURES

5.1 Appointment and Service Structure

Appointments at **Gopinath PG College, Salamatpur, Uttar Pradesh** are made through a transparent and structured process in accordance with institutional policies, regulations of the affiliating universities, and applicable statutory provisions.

The service framework includes:

- Selection of faculty members based on prescribed academic qualifications, subject expertise, professional competence, and institutional requirements
- Issuance of a formal appointment order clearly indicating designation, nature of appointment (regular, contractual, or guest), and applicable service conditions
- Assignment of teaching, mentoring, evaluation, and institutional responsibilities in line with the approved academic framework
- Continuation of service subject to satisfactory performance, adherence to professional ethics, and compliance with institutional rules and academic regulations

Service conditions may be reviewed periodically to remain aligned with academic priorities, university guidelines, and institutional needs.

5.2 Types of Leave Admissible to Faculty

The College provides leave facilities to faculty members to support personal well-being while ensuring continuity of academic activities.

Leave provisions generally include:

- **Casual Leave:** Granted for short-term personal, family, or unavoidable commitments
- **Medical Leave:** Granted on health grounds, subject to submission of medical certification when required

- **Earned / Privilege Leave:** Accumulated and availed as per institutional norms with prior approval
- **Duty Leave:** Granted for participation in approved academic activities such as university examinations, conferences, workshops, training programmes, evaluation duties, or official institutional assignments
- **Special Leave:** Sanctioned under exceptional circumstances at the discretion of the competent authority

All leave is governed by institutional service rules and subject to approval procedures and academic requirements.

5.3 Procedure for Leave Application and Sanction

Faculty members are required to follow a defined procedure while applying for leave to ensure administrative clarity and uninterrupted academic functioning.

The procedure includes:

- Submission of leave applications in the prescribed format or through the designated institutional system
- Obtaining prior approval from the competent authority, except in cases of emergency
- Submission of supporting documents in cases of medical or duty leave, wherever applicable
- Informing the department and making suitable academic arrangements during the leave period
- Resuming duties strictly as per the approved leave schedule

Adherence to leave procedures supports effective academic planning, accountability, and smooth institutional functioning.

5.4 Ensuring Academic Continuity During Leave

Faculty members are responsible for ensuring continuity of teaching–learning activities during their absence.

This includes:

- Informing the department well in advance regarding the duration of leave
- Coordinating with departmental authorities for class adjustments or alternative academic arrangements
- Sharing lesson plans, study material, or academic instructions with concerned faculty members or students
- Completing pending academic responsibilities either before proceeding on leave or immediately after resumption

Such measures reflect professional responsibility towards students and institutional commitments.



5.5 Working Hours and Attendance Expectations

Faculty members are required to observe prescribed working hours and attendance norms to maintain academic discipline and institutional efficiency.

Expectations include:

- Reporting to the College as per approved schedules and academic requirements
- Attending assigned classes, practicals, tutorials, meetings, examinations, and institutional programmes punctually
- Recording attendance through the prescribed attendance system
- Informing the concerned authority in case of delay or unavoidable absence

Regular attendance and punctuality are considered important indicators of professional commitment and accountability.

5.6 Faculty Welfare and Supportive Work Environment

Gopinath PG College endeavours to provide a supportive, respectful, and professionally enriching work environment for its faculty members.

Faculty welfare measures include:

- Promotion of a collegial, cooperative, and respectful workplace culture
- Access to essential academic facilities, infrastructure, and institutional resources
- Supportive administrative systems for smooth academic and professional functioning
- Opportunities for professional growth, capacity building, and career development
- Guidance and assistance in addressing work-related concerns, wherever feasible

Faculty welfare is viewed as integral to academic excellence, motivation, and institutional stability.

5.7 Health, Safety, and Well-being of Faculty

The College recognizes the importance of physical, emotional, and mental well-being of faculty members for effective teaching and job satisfaction.

Institutional measures include:

- Encouragement of a healthy work–life balance
- Maintenance of a safe, secure, and supportive campus environment
- Awareness initiatives related to health, stress management, and well-being
- Institutional support during health-related concerns, as per applicable provisions

Faculty well-being contributes directly to sustained academic quality and professional fulfillment.

5.8 Equal Opportunity and Inclusive Work Practices

Gopinath PG College is committed to maintaining fairness, inclusivity, and equity in all service-related matters.

The institution ensures:

- Equal opportunity in recruitment, professional development, and institutional participation
- Non-discrimination on grounds of gender, caste, religion, disability, or any other protected category
- Respect for diversity, dignity, and inclusiveness in the workplace
- Fair and unbiased academic and administrative practices

All faculty members are expected to uphold and promote inclusive institutional values.

5.9 Professional Dignity, Safety, and Respect at the Workplace

The College strives to ensure a dignified, safe, and respectful professional environment for all faculty members.

Institutional commitments include:

- Promotion of mutual respect and professional conduct among all stakeholders
- Prevention of harassment, intimidation, or inappropriate behaviour in any form
- Availability of formal mechanisms to address concerns related to dignity, safety, and workplace issues
- Assurance of confidentiality, fairness, and sensitivity in grievance handling

A respectful work environment is essential for trust, collaboration, and academic harmony.

5.10 Review and Modification of Service Conditions

Gopinath PG College, Salamatpur, Uttar Pradesh reserves the right to review, amend, or update service conditions in response to academic, administrative, or regulatory requirements.

Such revisions:

- May be undertaken to ensure compliance with affiliating university guidelines and institutional priorities
- Shall be communicated through official institutional channels
- Shall take effect from the date specified in the notification

Periodic review of service conditions supports institutional effectiveness, regulatory alignment, and continuous improvement.

S. Prabhakar
Principal

Gopinath P.G. College
Devali, Salamatpur-Ghazipur



Gopinath PG College

*(Affiliated to Veer Bahadur Singh Purvanchal University, Jaunpur and U.P. Rajarshi Tandon
Open University, Prayagraj)
(Recognised by UGC and NCTE)*

DISCIPLINE, ETHICAL CONDUCT & FACULTY GRIEVANCE REDRESSAL

6.1 Expectations of Professional Discipline

Faculty members of **Gopinath PG College, Salamatpur, Uttar Pradesh** are expected to maintain a high standard of professional discipline while performing academic, administrative, and institutional duties.

Professional discipline includes:

- Adherence to institutional policies, academic calendars, timetables, and official directions
- Responsible conduct during classroom teaching, practical sessions, tutorials, project supervision, examinations, meetings, and institutional programmes
- Timely, sincere, and competent execution of assigned academic, evaluative, and administrative responsibilities
- Maintenance of professional behaviour in interactions with students, colleagues, administrative staff, and external stakeholders
- Conduct that upholds the dignity, credibility, and educational mission of the College

Professional discipline is fundamental to academic effectiveness, institutional harmony, and a positive learning environment.

6.2 Ethical Behaviour and Professional Integrity

Faculty members are expected to uphold ethical standards that reflect honesty, impartiality, transparency, and accountability in all professional engagements.

Ethical conduct involves:

- Fairness, objectivity, and transparency in teaching, mentoring, assessment, and evaluation
- Equal and respectful treatment of all students without prejudice, bias, or favouritism
- Maintenance of appropriate professional boundaries in faculty–student relationships
- Respect for colleagues and encouragement of cooperation, trust, and academic collegiality
- Conduct, both within and outside the campus, consistent with the dignity of the teaching profession

Faculty members serve as role models for students and are expected to demonstrate integrity and ethical responsibility in all actions.

6.3 Prevention of Harassment and Discrimination

Gopinath PG College is committed to ensuring a safe, inclusive, and respectful workplace for all faculty members.

The institution ensures:

- A professional environment based on mutual respect, dignity, and inclusiveness
- Zero tolerance towards harassment or discrimination on grounds such as gender, caste, religion, disability, or any other protected category
- Awareness among faculty members regarding acceptable professional behaviour and ethical boundaries
- Encouragement of timely, responsible, and confidential reporting of inappropriate conduct
- Fair, unbiased, and sensitive handling of complaints through designated institutional mechanisms

Every faculty member shares responsibility for sustaining a respectful and secure academic workplace.

6.4 Internal Complaints Committee (ICC)

The College has constituted an **Internal Complaints Committee (ICC)** to address complaints related to workplace harassment in a sensitive, confidential, and time-bound manner, in accordance with applicable legal provisions.

The ICC is responsible for:

- Receiving complaints with sensitivity, confidentiality, and impartiality
- Ensuring a dignified, safe, and supportive professional environment
- Conducting inquiries fairly, following the principles of natural justice
- Recommending appropriate action based on inquiry findings
- Creating awareness about professional ethics, rights, and responsibilities

Faculty members may approach the ICC without fear or hesitation regarding issues affecting safety, dignity, or professional respect.

6.5 Faculty Grievance Redressal Mechanism

Gopinath PG College has established a formal mechanism to address faculty grievances related to academic, administrative, or service matters.

The grievance redressal system aims to:

- Provide a structured, accessible, and transparent platform for submission of grievances
- Ensure objective examination and timely resolution of concerns
- Maintain confidentiality, fairness, and impartiality throughout the process
- Strengthen communication and trust between faculty members and institutional authorities
- Promote a collaborative, supportive, and harmonious work environment

Faculty members are expected to utilize this mechanism responsibly and in good faith.

6.6 Disciplinary Process

The College follows a transparent, fair, and equitable disciplinary procedure to address professional misconduct or violation of institutional norms.

The disciplinary process generally includes:

- Informing the concerned faculty member of the issue or complaint
- Providing an opportunity to submit clarification or explanation
- Conducting a fair and unbiased inquiry, where required
- Taking corrective or disciplinary action based on findings and institutional rules
- Ensuring confidentiality and adherence to the principles of natural justice

The primary objective of disciplinary action is corrective improvement, accountability, and professional responsibility rather than punishment.

6.7 Confidentiality and Institutional Responsibility

Faculty members are expected to maintain confidentiality and exercise discretion in all institutional matters.

This includes:

- Protection of student records, assessment data, and personal information
- Safeguarding institutional documents, policies, and internal communications
- Responsible handling of sensitive academic, administrative, or grievance-related information
- Use of institutional data strictly for authorized academic or professional purposes

Respect for confidentiality strengthens trust, governance, and institutional integrity.

6.8 Responsible Use of Digital and Online Platforms

Faculty members are required to use digital tools and online platforms ethically, responsibly, and professionally.

This includes:

- Use of institutional digital systems solely for academic and official communication
- Maintaining professionalism in online interactions with students and colleagues
- Protecting login credentials and preventing unauthorized access
- Respecting copyright, intellectual property rights, and data protection norms
- Avoiding misuse of social media or online platforms that may harm institutional reputation

Ethical digital conduct supports academic integrity and professional credibility.

6.9 Upholding Institutional Values

Faculty members are expected to actively promote and reflect the core values of **Gopinath PG College, Salamatpur, Uttar Pradesh**.

This includes:

- Demonstrating integrity, respect, accountability, and professionalism
- Supporting academic excellence, inclusivity, and ethical practices
- Aligning professional conduct with the vision and mission of the College
- Serving as positive role models for students and peers
- Contributing to a cooperative, respectful, and value-driven institutional culture

Shared values strengthen institutional identity and academic ethos.

6.10 Applicability and Review

The provisions of this section apply to all faculty members of **Gopinath PG College, Salamatpur, Uttar Pradesh** and shall be read in conjunction with institutional policies and the regulations of the affiliating universities:

- **Veer Bahadur Singh Purvanchal University, Jaunpur**
- **U.P. Rajarshi Tandon Open University, Prayagraj (Allahabad)**

The College reserves the right to review or revise these provisions in response to academic, administrative, or regulatory requirements. Any modification shall be communicated through official institutional channels and shall come into effect from the notified date.



S. Nisheth
Principal
Gopinath P.G. College
Devali, Salamatpur-Ghazipur

Gopinath PG College

(Affiliated to Veer Bahadur Singh Purvanchal University, Jaunpur and U.P. Rajarshi Tandon
Open University, Prayagraj)
(Recognised by UGC and NCTE)

ANNEXURE 1

APPOINTEMENT LETTER FORMAT

Ref. No.: _____

Date: _____

To

Dr./Mr./Ms. _____

Address: _____

Subject: Appointment to the Post of _____

Sir/Madam,

With reference to the above, I am pleased to inform you that you have been appointed as _____ at this College on the following terms and conditions:

1. Probation Period

Your appointment is on probation for a period of one year from _____. During the period of probation, your services are liable to be discontinued by giving one month's notice on either side.

2. Pay Scale

Your starting pay will be as per the applicable UGC 7th Pay Commission recommendations in the grade of Rs. _____ with _____ AGP, as per institutional norms.

3. Performance Assessment

You will be required to submit a self-assessment report through the Head of your Department every six months after joining the College, till your service is confirmed in the post. After completion of the probation period, you will be entitled to annual increment subject to your satisfactory performance and conduct as reported by the concerned Head of the Department.

4. Confirmation of Service

Your appointment on probation shall not be deemed as confirmed unless you are issued

with an order of confirmation at the end of your probation period.

5. University Approval

Your appointment, pay, etc. are subject to the final approval by the affiliating University and the Governing Body of the College.

6. Conduct and Duties

Your work and conduct should be to the entire satisfaction of the Management. You shall abide by the rules, regulations, and code of conduct of the College in force from time to time.

With best regards,

For Gopinath PG College

Signature: _____

Name: _____

Designation: _____

(Authorized Signatory / Manager / Principal)

College Seal



S. Nijantha
Principal

Gopinath P.G. College
Devali, Salamatpur-Ghaziipur

Gopinath PG College

ANNEXURE 2

ACADEMIC CALENDAR POLICY

1. Purpose of the Academic Calendar

The Academic Calendar of Gopinath PG College serves as an official framework for the systematic conduct of teaching–learning, assessment, practicum, co-curricular and institutional activities. It ensures planned academic delivery, timely completion of syllabi, effective student engagement, and coordinated functioning of all departments.

All faculty members, students, and administrative units are required to organize their responsibilities in accordance with the approved Academic Calendar to maintain academic discipline, transparency, and continuity.

2. Academic Planning Framework

Activity	Tentative Period	Faculty Responsibility
Commencement of Session	_____	Orientation & course planning
Theory Classes	_____	Teaching & mentoring
Internal Assessment – I	_____	Assignments & evaluation
Practical / Field Work	_____	Guidance & supervision

Internship / Project Work	_____	Monitoring & reporting
Internal Assessment – II	_____	Practicum evaluation
University Examinations	_____	Examination duties
Result Declaration	_____	Academic review
Session End	_____	Documentation

3. Faculty Academic Responsibilities

Faculty members shall:

- Prepare detailed course plans, lesson plans, and academic schedules
- Ensure timely completion of syllabus and practical components
- Conduct internal assessments transparently and objectively
- Guide students in projects, fieldwork, and internships
- Maintain attendance, assessment records, and course files
- Participate in academic review and remedial planning

4. Teaching–Learning Process

- Adoption of learner-centric teaching methods
- Use of ICT and innovative pedagogies
- Continuous evaluation through assignments, presentations, and tests
- Mentoring and academic counselling of students
- Remedial support for slow and advanced learners

5. Institutional & Co-Curricular Activities

Activity	Tentative Month	Faculty Role
Student Orientation	_____	Academic guidance
Seminars / Workshops	_____	Coordination
Faculty Development	_____	Participation
Extension Activities	_____	Supervision
Academic Meetings	_____	Review

6. Holidays & Vacations

- Holidays shall be observed as per university and government notifications.
 - Faculty may be assigned institutional duties during vacations in the interest of academic work.
 - Any special academic engagement during breaks shall be communicated in advance.
-

7. Compliance

- Adherence to the Academic Calendar is mandatory for all departments.
- Modifications due to university directions or unavoidable circumstances shall be notified officially.

- Revised schedules, once issued, shall be binding on all stakeholders.
-

8. Monitoring Mechanism

- Periodic review by the Principal and Academic Committee
 - Departmental meetings for progress tracking
 - Documentation of syllabus completion and activities
 - Corrective measures wherever required
-

9. Declaration

This Academic Calendar Policy is issued for effective planning, implementation, and monitoring of academic and institutional activities of **Gopinath PG College, Salamatpur, Uttar Pradesh** and shall come into force from the date of approval.

Approved By

Principal

Gopinath PG College, Salamatpur

Signature: _____

Date: _____

Academic Coordinator

Signature: _____

Date: _____

Gopinath PG College

(Affiliated to Veer Bahadur Singh Purvanchal University, Jaunpur and U.P. Rajarshi Tandon
Open University, Prayagraj)
(Recognised by UGC and NCTE)

ANNEXURE 3

TEACHING / COURSE PLAN FORMAT

General Information

- Name of Faculty: _____
- Designation: _____
- Programme: _____
- Course / Paper Title: _____
- Paper Code: _____
- Semester / Year: _____
- Academic Session: _____



Course Objectives

(To be written in alignment with the approved university syllabus)

1. _____
 2. _____
 3. _____
-

Unit-wise Teaching Plan

Unit No.	Unit Title / Topics	No. of Lectures	Teaching Methods	Teaching Aids / ICT	Assessment Method
----------	---------------------	-----------------	------------------	---------------------	-------------------

I					
II					
III					
IV					

Teaching–Learning Strategies

- Lecture and interactive discussion
- Group work and collaborative learning
- Case studies / activity-based learning
- Use of ICT and digital resources

Practicum / Field Engagement (if applicable)

- Related activities: _____
- School-based tasks / assignments: _____

Internal Assessment Plan

Component	Weightage	Timeline
Assignment		
Practicum / Activity		
Presentation / Test		

Learning Outcomes

(Outcome-based statements)

- Students will be able to _____
 - Students will demonstrate _____
-

Reference Materials

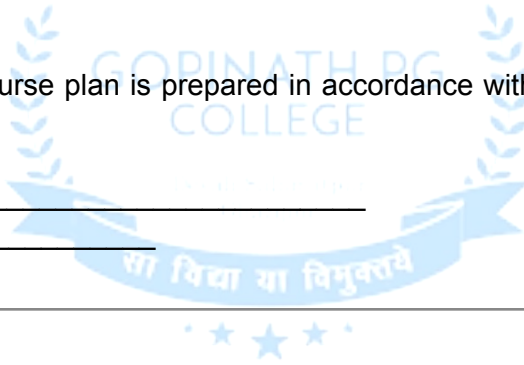
- Prescribed Textbooks _____
 - Reference Books _____
 - Online Resources _____
-

Declaration

I confirm that the above course plan is prepared in accordance with the approved syllabus and academic calendar.

Signature of Faculty: _____

Date: _____

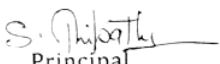


Verification

Verified and approved for academic implementation.

Head of Department / Coordinator: _____

Signature: _____


Principal
Gopinath P.G. College
Devali, Salamatpur-Ghazipur

Gopinath PG College

(Affiliated to Veer Bahadur Singh Purvanchal University, Jaunpur and U.P. Rajarshi Tandon
Open University, Prayagraj)
(Recognised by UGC and NCTE)

ANNEXURE 4

LESSON PLAN FORMAT

General Information

- Name of Student-Teacher: _____
- Name of Faculty Supervisor: _____
- Programme: _____
- Subject: _____
- Topic of the Lesson: _____
- Class / Section: _____
- School Name: _____
- Date: _____
- Duration: _____

Instructional Objectives

(To be stated in behavioural terms)

1. Knowledge Objectives:

○ _____

2. Understanding Objectives:

○ _____

3. Application / Skill Objectives:

○ _____
4. **Value / Attitude Objectives:**

○ _____

Teaching–Learning Materials

- Blackboard / Whiteboard
- Charts / Models
- Digital tools / ICT resources
- Textbook / Worksheets
- Other _____

Previous Knowledge of Learners

(Brief statement linking the lesson to learners' prior knowledge)

Presentation of the Lesson

Step	Teacher Activity	Student Activity	Teaching Aids	Time
Introduction				
Presentation				
Interaction				
Blackboard Work				
Recapitulation				

Teaching Method / Approach

- Lecture-cum-discussion
- Demonstration
- Activity-based learning
- Question–Answer technique

Evaluation

(Formative / Summative)

- Oral questions
- Written exercises
- Class participation

Home Assignment

(If applicable)

Reflection by Student-Teacher

(What went well, challenges faced, scope for improvement)

Supervisor's Observation & Remarks

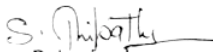
- Strengths observed: _____
- Areas for improvement: _____

Signatures

Student-Teacher: _____

Faculty Supervisor: _____

Date: _____


Principal
Gopinath P.G. College
Devali, Salamatpur-Ghazipur

Gopinath PG College

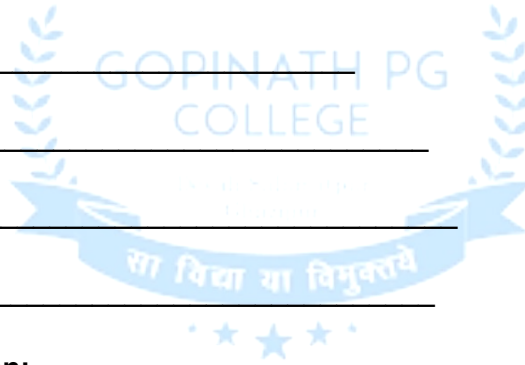
(Affiliated to Veer Bahadur Singh Purvanchal University, Jaunpur and U.P. Rajarshi Tandon
Open University, Prayagraj)
(Recognised by UGC and NCTE)

ANNEXURE 5

PRACTICE TEACHING OBSERVATION FORMAT

General Information

- Name of Student-Teacher: _____
- Roll No.: _____
- Programme: _____
- Subject: _____
- Topic Taught: _____
- Class / Section: _____
- School Name: _____
- Date of Observation: _____
- Duration of Lesson: _____
- Name of Faculty Observer: _____



Observation Criteria

S. No.	Teaching Aspect	Very Good	Good	Satisfactory	Needs Improvement
1	Lesson Planning & Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Introduction & Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Subject Matter Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Teaching Methodology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Classroom Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Student Participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Use of Teaching Aids / ICT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Questioning Technique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Evaluation & Recapitulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Professional Behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths Observed

Areas for Improvement

Overall Performance

Excellent
 Very Good
 Good
 Satisfactory
 Needs Improvement

Faculty Observer's Remarks

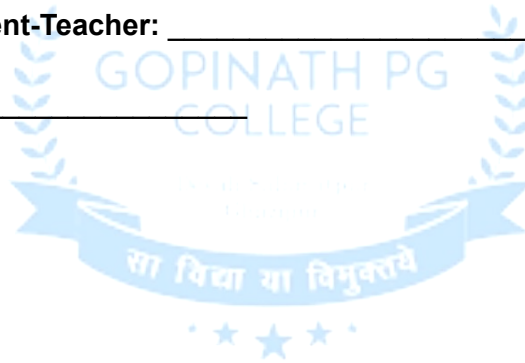
Signature & Verification

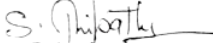
- Signature of Faculty Observer: _____
- Date: _____

Student-Teacher Acknowledgement

I acknowledge the feedback provided and agree to work on the suggested improvements.

- Signature of Student-Teacher: _____
- Date: _____




Principal
Gopinath P.G. College
Devali, Salamatpur-Ghazipur

Gopinath PG College

(Affiliated to Veer Bahadur Singh Purvanchal University, Jaunpur and U.P. Rajarshi Tandon
Open University, Prayagraj)
(Recognised by UGC and NCTE)

ANNEXURE 6

INTERNSHIP SUPERVISION & MONITORING FORMAT

A. General Information

- Name of Student-Teacher: _____
- Roll No.: _____
- Programme: _____
- Subject / Pedagogy: _____
- Internship School Name & Address: _____
- Internship Duration: From _____ To _____
- Name of Faculty Supervisor: _____

B. Faculty School Visit Details

Visit No.	Date of Visit	Class Observed	Subject	Period Observed	Signature of Faculty
1					
2					
3					

C. Internship Performance Monitoring

Area of Observation	Excellent	Very Good	Good	Satisfactory	Needs Improvement
Lesson Planning & Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom Teaching Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of Teaching Aids / ICT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment & Feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality & Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. School Mentor / Head Teacher Feedback

(To be filled by the School Mentor or Head Teacher)

- **Strengths of the Student-Teacher:**

- **Areas for Improvement:**

- **Overall Performance:**

Excellent Very Good Good Satisfactory Needs Improvement

- **Name & Designation:** _____

- **Signature:** _____

- **School Seal:**

E. Faculty Supervisor's Remarks

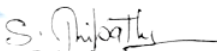
F. Internship Completion Status

- Internship completed satisfactorily
 Internship completed with improvement suggestions

Signatures

- Faculty Supervisor: _____
- Date: _____
- Student-Teacher: _____
- Date: _____




Principal
Gopinath P.G. College
Devali, Salamatpur-Ghaziipur

Gopinath PG College

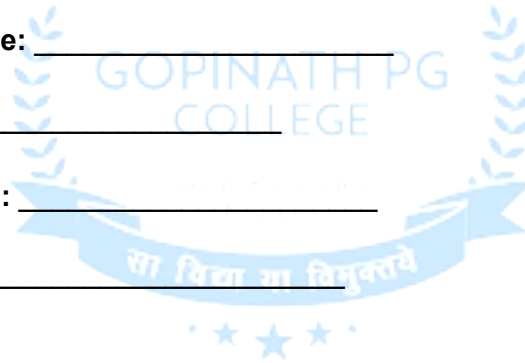
(Affiliated to Veer Bahadur Singh Purvanchal University, Jaunpur and U.P. Rajarshi Tandon
Open University, Prayagraj)
(Recognised by UGC and NCTE)

ANNEXURE 7

INTERNAL ASSESSMENT & EVALUATION RECORD FORMAT

General Information

- Programme: _____
- Semester / Year: _____
- Course / Paper Title: _____
- Paper Code: _____
- Academic Session: _____
- Name of Faculty: _____



Internal Assessment Distribution

Component	Maximum Marks
Assignment	
Lesson Plan / Practicum	
Teaching Practice / Activity	

Test / Presentation	
Total	

Student-wise Internal Assessment Record

S. No.	Roll No.	Student Name	Attendance (%)	Assignment	Practicum	Test	Total Marks
1							
2							
3							
4							
...							

Attendance Eligibility Confirmation

- Eligible for Internal Assessment
 Not Eligible (as per university norms)

Faculty Declaration

I certify that the internal assessment has been conducted in accordance with the approved academic regulations and evaluation norms.

Signature of Faculty: _____

Date: _____

Verification

Head of Department / Coordinator: _____

Signature: _____

Date: _____



Gopinath PG College

(Affiliated to Veer Bahadur Singh Purvanchal University, Jaunpur and U.P. Rajarshi Tandon
Open University, Prayagraj)
(Recognised by UGC and NCTE)

ANNEXURE 8

FACULTY ATTENDANCE & WORKLOAD RECORD

General Information

- Name of Faculty: _____
- Designation: _____
- Department / Subject: _____
- Academic Session: _____
- Semester: _____



A. Faculty Attendance Record

Month	Working Days	Days Present	Leave Availed	Attendance (%)

B. Teaching & Academic Workload

S. No.	Nature of Work	Details / Course	No. of Periods / Hours
1	Classroom Teaching		

2	Practicum Supervision		
3	Internship Supervision		
4	Mentoring / Tutorial		
5	Evaluation / Assessment		

C. Institutional & Co-Curricular Duties

S. No.	Activity / Committee	Role	Duration
1			
2			

D. Summary of Workload

- Total Teaching Hours: _____
- Total Practicum / Internship Duties: _____
- Total Institutional Responsibilities: _____

Faculty Declaration

I declare that the above information is correct and reflects my academic and institutional responsibilities during the specified period.

Signature of Faculty: _____

Date: _____

Verification

Head of Department / Coordinator: _____

Signature: _____

Principal: _____

(Signature & Seal)

Gopinath PG College

(Affiliated to Veer Bahadur Singh Purvanchal University, Jaunpur and U.P. Rajarshi Tandon
Open University, Prayagraj)
(Recognised by UGC and NCTE)

ANNEXURE 9

FACULTY LEAVE APPLICATION & APPROVAL FORMAT

Section A: Faculty Details

1. Name of Faculty
2. Designation
3. Department / Subject



Section B: Leave Details

4. Type of Leave
 - Casual
 - Medical
 - Earned
 - Maternity
 - Other
5. Leave Start Date
6. Leave End Date
7. Total Number of Days

Section C: Academic Continuity

8. Classes adjusted
 Yes Not Required
9. Substitute faculty arranged
 Yes Not Required
10. Practicum / Internship duties affected
 Yes No
-

Section D: Reason for Leave


11. Reason (Brief)
-

Section E: Faculty Declaration

12. I confirm that academic and practicum responsibilities will not be affected during my leave.
 I Agree
-

Section F: Approval (Office Use)

13. Recommendation (Coordinator)
 Recommended Not Recommended
14. Approval Status
 Approved Not Approved


Principal
Gopinath P.G. College
Devali, Salamatpur-Ghaziipur

Gopinath PG College

(Affiliated to Veer Bahadur Singh Purvanchal University, Jaunpur and U.P. Rajarshi Tandon
Open University, Prayagraj)
(Recognised by UGC and NCTE)

ANNEXURE 10

FACULTY PERFORMANCE & SELF-APPRAISAL FORMAT

Section A: Faculty Information

1. Name of Faculty
2. Designation
3. Department / Subject
4. Academic Session



Section B: Teaching & Academic Contribution

5. Programme Taught

6. Courses / Papers Taught

7. Teaching Responsibilities Handled
 - Classroom Teaching
 - Practicum Supervision
 - Internship Supervision
 - Mentoring

Section C: Academic & Institutional Engagement

8. Participation in Committees / Institutional Work

Yes No

9. Academic Meetings Attended

Regular Occasional

10. Contribution to Academic Planning

Yes No

Section D: Professional Development

11. FDP / Workshop Attended

Yes No

12. Research / Action Research Undertaken

Yes No

13. Paper Published / Presented

Yes No



Section E: Student Support & Mentoring

14. Student Mentoring Provided

Yes No

15. Support in Practice Teaching / Internship

Yes No

Section F: Self-Assessment

16. Self-rating of Teaching Effectiveness

Excellent Very Good Good Satisfactory

17. Areas for Improvement

(Short answer)

Section G: Faculty Declaration

18. I declare that the information provided above is true and correct.

I Agree

Section H: Review & Remarks (Office Use)

19. Review Status

Satisfactory Needs Improvement

20. Remarks (if any)



S. Nijanthi
Principal
Gopinath P.G. College
Devali, Salamatpur-Ghaziipur

Gopinath PG College

(Affiliated to Veer Bahadur Singh Purvanchal University, Jaunpur and U.P. Rajarshi Tandon
Open University, Prayagraj)
(Recognised by UGC and NCTE)

ANNEXURE 11

STUDENT SUPPORT – ANALYSIS & ACTION REPORT

Name of Faculty / Mentor: _____

Programme: _____

Academic Session: _____

Support Requests Received (Summary)

Support Type	No. of Requests	Action Taken
Mentoring		
Remedial Classes		
Bridge Classes		
Practice Teaching Support		
Internship Support		

Remedial / Bridge Support Conducted

Subject / Area	No. of Sessions	Mode (Group / Individual)

Outcome / Impact

(Short points only)

- Improvement observed in academic performance
 - Better understanding of subject concepts
 - Increased confidence in teaching practice
-

Faculty Declaration

I certify that the above support activities were conducted for academic improvement of students.

Signature of Faculty: _____

Date: _____

Verification

Coordinator / Head: _____

Signature: _____



S. Nijesh
Principal

Gopinath P.G. College
Devali, Salamatpur-Ghaziipur

Gopinath PG College

(Affiliated to Veer Bahadur Singh Purvanchal University, Jaunpur and U.P. Rajarshi Tandon
Open University, Prayagraj)
(Recognised by UGC and NCTE)

ANNEXURE 12

ACTION RESEARCH / EDUCATIONAL RESEARCH – SUMMARY FORMAT

ACTION RESEARCH REGISTER

S. No.	Name	Role*	Title / Area	Intervention	Duration	Outcome	Signature
1							
2							

*Role: F – Faculty | S – Student-Teacher

Faculty Declaration

I certify that the above action research activities were conducted for academic and educational improvement.

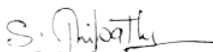
Signature: _____

Date: _____

Verification

Coordinator / Head: _____

Signature: _____


Principal
Gopinath P.G. College
Devali, Salamatpur-Ghazipur