



Session 2025-26

Daily Responsibilities and Mandatory Entries for Faculty Members

1. Student Attendance

- **Action:** Mark and update student attendance daily for each class.
 - **Deadline:** Submit attendance records on the same day.
 - **Key Focus:** Ensure accuracy and timeliness to maintain academic integrity.
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2. Teaching Content Uploads

- **Action:** Upload teaching materials (notes, presentations, recorded sessions, etc.).
 - **Deadline:** Same day the class is conducted or the chapter/unit is completed.
 - **Key Focus:** Avoid delays to ensure students have immediate access for better understanding and revision.
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3. Daily Teaching Plan

- **Action:** Follow the teaching plan as per the schedule.
 - **Deadline:** Complete the planned syllabus for the day.
 - **Key Focus:** In case of deviations, provide valid reasons and adjust promptly to avoid syllabus delays.
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4. Assignments and Assessments

- **Action:** Assign tasks and conduct assessments as per the teaching plan.
 - **Deadline:** Clearly communicate deadlines and complete evaluations promptly.
 - **Key Focus:** Provide constructive feedback to students for continuous improvement.
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5. Internal Exam Marks Entry (CT-1 and CT-2) - (Engineering and MBA Only)

- **Action:** Enter marks for internal exams (CT-1 and CT-2).
- **Deadline:** Immediately after evaluation completion.
- **Key Focus:** Avoid delays to prevent disruptions in academic processes and student records.

Daily Responsibilities Roadmap for Faculty Members

| Steps | Task | Key Focus | Deadline |
|-------|---------------------------|-----------------------------------|------------------------|
| 1 | Student Attendance | Accuracy and timeliness | Same day |
| 2 | Teaching Content Uploads | Avoid delays for student access | Same day |
| 3 | Daily Teaching Plan | Follow schedule, adjust if needed | Daily completion |
| 4 | Assignments & Assessments | Timely feedback for improvement | As per plan |
| 5 | Internal Exam Marks Entry | Avoid academic disruptions | Immediately after eval |