



Savitribai Phule Shikshan Prasarak Mandal's  
**N. B. Navale Sinhgad College of Engineering**

( Approved by AICTE & Affiliated to Solapur University, Solapur )

Opp. Solapur University, Solapur - Pune National Highway. Kegaon, Solapur - 413 255, (M.S.), India

Tel. : +91- 217 - 2500610 / 2500595

Fax : +91-217- 2500611

**Prof. M. N. Navale**

M.E.(Elect.) M.I.E., M.B.A.

**CHAIRMAN**

**Mr. Rohit M. Navale**

M.E.(Mech. Engg.)

**GENERAL SECRETARY**

**Dr. S. D. Nawale**

M. Tech., Ph. D. (E&TC Engg.), PDF (Franc)

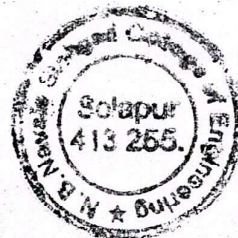
**PRINCIPAL**

Outward No. NBNSCOE / 2015-16 / Gen / 837-07.

Date : 15/06/2015.

**Duties of Class Teacher**

1. Maintain class teacher manual and get it signed from head of the department on the first day of every month.
2. Conduct meeting of his/her own teacher guardians once in a month.
3. Check every day, whether all lectures and practical are conducting smoothly.
4. Keep leave record of student in the class.
5. Maintain bio-data file of students in the class with necessary proofs.
6. Try to encourage students to score more in the exam and clear all the exams in first attempt.
7. Monitor attendance of the students and report to the Principal. Try to encourage students to maintain 100% attendance.
8. Make phone calls to defaulter student's parents in every month & conduct parent meet.
9. Motivate students to study more and suggest various ways of systematic study so that no student will have backlog in the exam and encourage students who have backlog to attend makeup classes regularly and clear the backlogs as soon as possible.



**Dr. S. D. Nawale**

**Principal**

**PRINCIPAL**  
**N. B. Navale Sinhgad**  
**College of Engineering,**  
**Kegaon, Solapur.**

