



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 - 05.

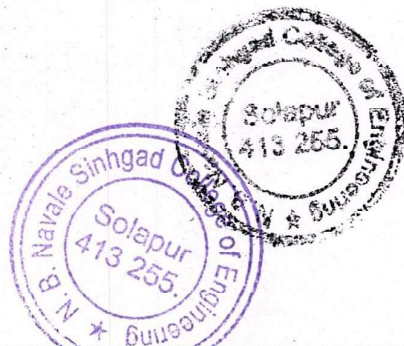
Date : 15/06/2015.

Duties of Subject Teacher

1. Maintain and update course file and lab manual time to time
2. Prepare self notes for theory.
3. Monitor attendance i.e. take review of last lectures attendance in every lecture and maintain the record
4. If the Teacher need to remain absent for any reason, He / She must make alternative arrangement and convey it to the class teacher without fail.
5. The subject teacher must provide
 - a. University question papers along with the frequency data
 - b. Question bank for each unit
 - c. Text / reference book name for the subject
 - d. Model solution paper
 - e. Oral questions

Within 1st seven days from the date of Commencement of the term.

6. Staff conducting practical must maintain and update continuous assessment sheet in every turn of practical strictly.
7. Teacher must check and sign the assignment as soon as the students complete the assignment.
8. Fill subject attendance in the system on last day of every month without fail.
9. Fill marks of unit test and prelim exam in the system within two days from the date of conduction of his/her subject paper.
10. Take sign of Head of the Department on –
 - a. Update attendance sheet.
 - b. Update teaching plan on 1st day of every month.
11. Suggest systematic way of study to the students for the subject and how to solve the paper so that students will be able to score more marks in the subject



Dr. S. D. Nawale

Principal

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