
	HITEC-Institute of Medical Sciences	
	SOP for Selection Policy And Job Description Of Class Teachers	
	DOCUMENT #: SA-SOP-15	ISSUE # 01

Standard Operating Procedure for SOP for Selection Policy And Job Description Of Class Teachers

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1.0 PURPOSE:

1.1 The purpose of this procedure is for selection policy and Job Description of class teacher.

2.0 SCOPE:

2.1 This procedure is applicable to MBBS students and Class Teacher.

3.0 ABBREVIATIONS:

CR Class Representative
GR Girls Representative
HOD Head of Department

4.0 RESPONSIBILITIES AND AUTHORITIES:

4.1 Principal
4.2 Vice Principal
4.3 HoD from any department
4.4 Class Teacher.
4.5 Manager Student Affairs

5.0 General:

For the purpose of this document is for selection and job descriptions of Class Teachers.


5.1 SELECTION POLICY

5.1.1 The class teacher will be:-

- Prof./Assoc. Prof./Asst. Prof.
- Preferably for a term of 01 year.
- Preferably CME course qualified.

5.1.2 From the pool of eligible faculty, associate Dean Basic will select suitable candidate for first year, Second year and Third year class from preclinical departments.

5.1.3 Associate Dean Clinical will select suitable candidate for fourth year and final year from clinical departments.

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- 5.1.4 The selection will be in consultation with respective head of Departments.
- 5.1.5 After selection respective Dean will initiate minute sheet with input from HOD concerned departments, DME and Vice principal for approval of Principal HITEC-IMS.
- 5.1.6 The minute sheet will be initiated in November each year, so that notification is out before start of academic year.


5.2 CLASS TEACHER WILL BE RESPONSIBLE FOR

5.2.1 MAINTAINING A REPORT, OFFICIAL COMMUNICATION, AND ADDRESSING OF STUDENT ISSUES:-

- To maintain a What's App group with students of the class.
- Keeping the departmental notice boards updated.
- Announcement of different notifications to the class through whatsapp and notice boards: time tables, date sheets, academic forecasts, venue of CBL, and any change in training program.
- Processing and forwarding of daily leave application of students to Student affair department.
- To facilitate students with health issues.

5.2.2 MAINTAINING STUDENT PERFORMANCE AND DISCIPLINE:-

- To ensure the provision of student attendance record by the respective HODs to the student affair department on fortnightly basis.
- To council the absentee students to be regular.
- To council the students with unsatisfactory academic performance.
- To bring the names of habitual absentees and those with poor performance to the notice of concerned associate Dean and Manager Student Affair Department for appropriate action.
- To check the dress /discipline of the students in the lecture hall, labs, and campus etc.

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5.2.3 FACILITATING ACADEMIC ACTIVITIES:

- Preparation of weekly class time table with assistance of Modular coordinator.
- Preparation of Clinical Rotation /Practical rotation in collaboration with respective Associate Deans.
- Preparation of date-sheet of end of block examination and sent-up examination.
- To maintain co-ordination of different departments for smooth conduct of academic activities.

5.2.3 FACILITATING STUDENT ELECTIVES

- Facilitate Associate Dean Clinical in communication for electives at national and international levels.
- Facilitate students in co-ordination with clinical HODs in choosing electives.
- Prepare a list of the student electives for processing through Student Affair Department.

5.2.4 FACILITATING CO-CURRICULAR ACTIVITIES:

- Assisting all concerned in co-curricular activities like debates, sports week etc.
- Processing of class function/Excursion trip requests.
- To hold elections for Boys and Girls representatives for the class.

5.2.5 OTHER FACILITATION:

- To facilitate Student Affair Department in updating students' records: leave application, attendance, poor academic performance, and disciplinary issues.
- Any other task assigned by the college administration.