



MADHA
Expertise | Empathy | Excellence
ENGINEERING COLLEGE

Kundrathur, Kanchipuram Dist. Chennai – 600 069.

11.03.2025

CIRCULAR

Subject: Important Guidelines for Faculty Members During Class Hours

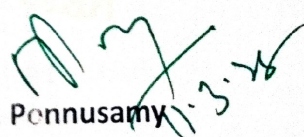
Dear Faculty Members,

We wish to bring to your kind attention the following guidelines that must be strictly followed during class hours:

1. All faculty members must be well-prepared before delivering their sessions.
2. Faculty members, including HODs, should not use mobile phones while conducting classes.
3. Faculty should remain in the classroom until the next faculty member arrives.
4. Faculty members must reach the classroom at least five minutes before the session begins.
5. Faculty should deliver lectures from the dais and should not move among students, except in mathematics classes.
6. Faculty members must ensure that they speak audibly while teaching.
7. All classes should be conducted in English.
8. All Heads of Departments (HODs) are required to monitor classroom activities during class hours to ensure effective teaching and learning.

Strict action will be taken against those who fail to adhere to these guidelines.

Your cooperation in maintaining discipline and professionalism is highly appreciated.


Dr. R. Pennusamy
Principal

Copy to

1. Director / Chairman – For Information
2. HODs