



# **THE DUTIES AND RESPONSIBILITIES OF THE TEACHERS OF NUML**

**Academic Branch**

**National University of Modern Languages, Islamabad**

## **THE DUTIES AND RESPONSIBILITIES OF THE TEACHERS OF NUML**

1. The primary responsibility of University Teachers is the pursuit and dissemination of knowledge and understanding through teaching, research, and scholarly activity. The duties and responsibilities of a teachers covers broadly the following areas:

- a. Knowledge of the Subject
- b. Teaching
- c. Assessment
- d. Professionalism
- e. Good Behaviour
- f. Counselling and Guidance
- g. Research and Scholarly Activity
- h. Judicious Use of LMS/Central Repository
- i. Specific Tasks and Deadlines
- j. Some Dont's for Teachers

### **a. Knowledge of the Subject**

- To have expert knowledge of the subject area for teaching the students by means of lectures, tutorials, discussions, seminars, demonstrations, online and other methods of instructions as well as practical work, research projects, case studies etc. in the laboratories, industry, field or any other organization/ institution;
- To pursue relevant opportunities to grow professionally and keep up-to-date about the current knowledge and research in the subject area
- To assist the Department in preparing the courses and scheme of studies/ syllabi

### **b. Teaching**

- To plan and prepare appropriately the assigned courses and lectures
- To conduct assigned classes at the scheduled times/Time Table
- To demonstrate competence in classroom instruction
- To implement the designated curriculum completely and in due time
- To plan and implement effective classroom management practices

- To design and implement effective strategies to develop self-responsible/independent learners
- To engage students in active, hands-on, creative problem-based learning
- To provide opportunities for students to access and use current technology, resources and information to solve problems
- To engage students in creative thinking and integrated or interdisciplinary learning experiences
- To build students' ability to work collaboratively with others
- To adapt instruction/support to students' differences in development, learning styles, strengths and needs
- To vary instructional roles (e.g. instructor, coach, facilitator, co-learner, audience) in relation to content and purpose of instruction and students' needs
- To maintain a safe, orderly environment conducive to learning
- To comply with requirements for the safety and supervision of students inside and outside the classroom

### **c. Assessment**

- To define and communicate learning expectations to students
- To apply appropriate multiple assessment tools and strategies to evaluate and promote the continuous intellectual development of the students
- to give assignments and conduct periodic quizzes, sessional, mid-term and final examinations of the concerned students as per the policy and maintain a regular record of their performance at such assignments, quizzes and examinations;
- To assign reasonable assignments and homework to students as per university rules.
- To evaluate students' performances in an objective, fair and timely manner
- To record and report timely the results of quizzes, assignments, mid- and final semester exams
- To use student assessment data to guide changes in instruction and practice, and to improve student learning

#### **d. Professionalism**

- To be punctual and be available in the university during official working hours
- To comply with policies, standards, rules, regulations and procedures of the university
- To prepare and maintain course files/folders as per the checklist at **Annex-A**. The ***complete course delivery pack*** should be in both hard and soft form.
- To take precautions to protect university records, equipment, materials, and facilities
- To participate responsibly in university improvement initiatives
- To attend and participate in faculty meetings and other assigned meetings and activities according to university policy
- To demonstrate timeliness and attendance for assigned responsibilities
- To work collaboratively with other professionals and staff
- To participate in partnerships with other members of the university's community to support student learning and university-related activities
- To demonstrate the ability to perform teaching or other responsibilities, including good work habits, reliability, punctuality and follow-through on commitments
- To provide and accept evaluative feedback in a professional manner
- To create and maintain a positive and safe learning environment
- To carry out any other related duties assigned by the Dean /HoD

#### **e. Good Behavior**

- Practice honesty, fairness and ethical conduct
- Practice a caring attitude and promote positive inter-personal relationships
- Practice correct use of language, oral and written
- Nurture student self-control, self-discipline and responsibility to others
- Practice and promote empathy, compassion and respect for the gender, ethnic, religious, cultural and learning diversity of students
- Practice and demonstrate skill when managing student behavior, intervening and resolving discipline problems
- Practice and demonstrate good social skills, leadership and civic responsibility

## **f. Counselling and Guidance**

- To promote students' intrinsic motivation by providing meaningful and progressively challenging learning experiences which include, but are not limited to: self-exploration, questioning, making choices, setting goals, planning and organizing, implementing, self-evaluating and demonstrating initiative in tasks and projects\*
- to maintain professional contact with the students giving them individual guidance and supervising their co-curricular and extra-curricular activities;
- to supervise the students' projects work, case studies, field work and reports writing and carrying out assessments and conducting examinations thereupon;
- Display the counseling's hours on the notice board/offices/cabins for their respective students.

## **g. Research and Scholarly Activity**

- University Teachers, particularly the Professors, Associate Professors and Assistant Professors, are also expected to perform the following responsibilities:
  - (1) to carryout innovative research and supervision of the M.S. and Ph. D. students' research work and thesis writing;
  - (2) to involve in research proposals writing and submission, managing research budgets, submitting research papers and other publications.
  - (3) to attend and speak at the conferences, workshops and seminars;

## **h. Judicious Use of LMS/Central Repository**

All teachers ensure the judicious use of LMS as it provides an extensive platform for learning to the faculty members and the students. Students can view and access their course schedules, course descriptions, online lectures, assignments, grades, quizzes and many other services. They can also complete online assignments and participate in group discussions, moderated discussions and live sessions. The teachers after providing all the above resources can monitor students' activities and can easily moderate online as well as offline classes. All teachers to ensure the following:

(1) Placement of Course Pack on L MS

(2) Uploading of Lectures on LMS

### **i. Specific Tasks and Deadlines**

<b>Task</b>	<b>Activity &amp; Deadline</b>
<b>Course Specifications</b>	Sharing of Course Specification/Outlines with Students in first Lecture of the course
<b>Class Activity Report/Lecture Log</b>	Class activity report/Lecture log must be prepared for each class/ lecture and placed in the course file/folder
<b>Course File/Folder</b>	Course file for each course must be kept updated all the time as per the checklist at <b>Annex-A</b> for periodic review by the HOD and random checks by the Dean
<b>Attendance</b>	After every 7 weeks of the semester, a copy of the attendance summary sheet must be displayed on notice board and a copy should be placed in the course file.
<b>Quizzes</b>	3x quizzes must be conducted .Quiz must be marked and be shared with students. (Note: Quizzes/Assignments should be equally distributed before and after the mid exam).
<b>Assignments</b>	3x quizzes must be conducted .Quiz must be marked and be timely shared with students. (Note: Quizzes/Assignments should be equally distributed before and after the mid exam).
<b>Paper Setting</b>	Submission of Question Paper to HOD as per following schedule <b>Mid Term Exam - 6<sup>th</sup> Week (tentatively)</b> <b>End Term Exam - 13<sup>th</sup> week (tentatively)</b>
<b>Submission of Mid Semester Exam Results</b>	Submission of result in the 9 <sup>th</sup> week following the conduct of Midterm exam
<b>Final Attendance Report</b>	Final student attendance report must be submitted to Program Coordinator office 1xweek before the end-semester examination
<b>End Semester Exam</b>	Within 4xdays of exam conducted of respective subject, submit the comprehensive results to the HOD/Program Coordinator office along with answer-sheets.
<b>Midterm and End term Course Review</b>	Submission of Midterm and End term Course Review as per the proforma attached at <b>Annex-B</b>
<b>Submission of QEC Forms</b>	Following QEC forms must be submitted by each faculty member immediately after a submission of End tern Result: <b>Faculty Course Evaluation Report</b> <b>Faculty Survey</b> <b>Peer Review Form</b>

## **j. Some Dont's for Teachers**

### ➤ **Personal Example**

- Don't give the students the impression that you are not a punctual person
- Don't show casual attitude by going unprepared in the class

### ➤ **Discipline**

- Don't compromise on classroom discipline
- Don't ignore latecomers
- Don't show arrogant behavior

### ➤ **Behavior**

- Don't be sarcastic
- Don't humiliate any student in the class
- Don't be negative in attitude

### ➤ **Professional/Moral Ethics**

- Don't make tall claims
- Don't forget to keep your promises
- Don't try to gain cheap popularity

### ➤ **Speech**

- Don't pass indecent remarks
- Don't be ironic in talk
- Don't talk in a harsh tone

### ➤ **Reward and punishment**

- Don't forget to praise students on their good performance
- Don't forget to give only legal punishments, if needed

### ➤ **Create interest**

- Don't prove to be a bore by keeping aside your good sense of humor
- Don't make your lesson monotonous

### ➤ **Classroom Questions**

- Don't ask vague questions

- Don't ask elliptical questions
- Don't ask questions from only a few students in the class.
- **Emotions**
- Don't act as an emotional person unnecessarily
- Don't hesitate to cool down emotional students tactfully
- Don't charge the class emotionally unnecessarily
- **Presence of Mind**
- Don't ignore weak students
- Don't forget to praise good student to encourage them
- Don't give the impression of being a forgetful or an absent minded person
- **Smoking**
- Don't smoking ,use of tobacco-cigarette while on University premises
- **Discrimination and Harassment**
- Avoid any kind of verbal, physical and threatening remarks which falls under harassment.
- Avoid any kind of discrimination among students, staff and faculty.



**Checklist of Course Pack/Folders.**

- a. Time Table
- b. Course Title and Short Course Description along with Recommended Books and Teacher's Office Hours for Students
- c. Weekly Module-wise Course Detail
- d. Course Specification
- e. Daily Class Activities
- f. Quiz / Assignments / Mid exam Copies and Their Solutions
- g. Results of Quiz / Assignment / Midterm/End term exam.
- h. Attendance Record
- i. Any Other Material Distributed in the Class / Course Material
- j. Copies of Answer sheets (Best, Good, Poor)
- k. Sample Question Papers
- l. Recommended text book(s)
- m. Reference book(s) if any.

**NATIONAL UNIVERSITY OF MODERN LANGUAGES**  
**Department of \_\_\_\_\_**  
**Proforma – Course Review**

Basic Information			
Course Title:			
Course Code:			
Course Credits/Week:	Theory:	Lab:	Total:
Name of the Teacher			
Semester	Spring <input type="checkbox"/>		Fall <input type="checkbox"/>
Period under review	Midterm Review. <input type="checkbox"/>	End- term Re <input type="checkbox"/>	
Course File			
Is the course file being maintained by the teacher?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the file contain course specifications/outcomes/ lecture breakdown?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the file contain list of recommended text, reading materials, etc.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the file contain breakdown of laboratory experiments (if applicable)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the file contain a copy of the lab manual (if applicable)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the file contain a copy of the class schedule/ time table?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the file contain schedule of assessments (quizzes/assignments, etc.)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the file contain updated record of class attendance of the students?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the file contain record of lab attendance of the students (if applicable)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the file contain updated record of results of quizzes, assignments, etc.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the file contain copy of question papers for quizzes, exams, etc.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the file contain samples of best, worst, and average answer sheets?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the file contain record of make-up classes (if any)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the file contain class activity reports?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Classes		Labs	
Scheduled:	Conducted:	Scheduled:	Conducted:
Reasons for any missing classes/ Labs:			
Key Learning Outcomes/Main Topics			
Planned		Achieved	
HoD's Remarks		Dean Remarks:	
Signature:	Date:	Signature:	Date: