

## Thiagarajar College of Engineering, Madurai-15

### Strand-III: Faculty Development Strand

#### Initiative: Adjunct Faculty

**The Process sequence and the list of documents need to be maintained by every department for the adjunct faculty members are as follows:**

1. Activity planner for the adjunct faculty/semester wise
2. Time table for the Adjunct faculty
3. Course Schedule
4. Participants Attendance session wise
5. Faculty Interaction (**if implemented**)
6. Evaluation sheet for the Assignment/Quiz/Presentation/Test (**Proofs for the evaluation can be collected from the Learning Management system**)
7. Feedback form from the participants (**Proofs for the feedback can be collected from the Learning Management system**)
8. Record the visit of the Adjunct faculty in the department visitors register (During the visit at the institution)
9. Photographs are to be taken during the events (During the visit at the institution)
10. Bill settlement for the Honorarium and the accommodation(Copy of the bills need to be maintained)
11. A report has to be submitted at the end of every semester (Minimum of two pages)which includes the services offered from Adjunct faculty such as Teaching, Research, Training, lab development, mentoring faculty, and reviewing projects etc.



**Thiagarajar College of Engineering, Madurai-15**

**Department of XXXXXXXX**

**Name of the Adjunct faculty:**

**Qualification:**

**Area of specialization:**

**Courses assigned to the adjunct faculty for the semester (2020-21 ODD/EVEN):**

<b>S.No</b>	<b>Course Code</b>	<b>Course Name</b>	<b>Number of Students</b>

**The activities planned are:**

<b>Activities</b>	<b>Jan 2021 (Number of Hours)</b>	<b>Feb 2021 (Number of Hours)</b>	<b>Mar 2021 (Number of Hours)</b>
<b>Teaching Technical Courses</b>			
<b>Service related Activities</b>			
<b>Training</b>			
<b>Research</b>			

Faculty In-charge

HDXX





**Thiagarajar College of Engineering, Madurai-15**

**Department of XXXXXXXX**

**Course Code & Name/Activity:**

**Date:**

**Session:**

<b>S.No</b>	<b>Reg.No</b>	<b>Name of the Student</b>	<b>Course (BE/ME)</b>	<b>Semester/Slot</b>	<b>Signature</b>

**Faculty In-charge**

**H.D.X.X**



**Thiagarajar College of Engineering, Madurai-15**

**Department of XXXXXXXX**

**ATTENDANCE FOR THE PARTICIPANTS**

**Activity for the faculty: Training/STTP/Workshop**

**Date:**

**Session:**

<b>S.No</b>	<b>Name of the Staff</b>	<b>Department of the staff</b>	<b>Designation</b>	<b>Signature</b>