

DR MAHALINGAM COLLEGE OF ENGINEERING AND TECHNOLOGY

LANGUAGE LEARNING CENTRE

ODD SEMESTER – 2016-2017

ROLES AND RESPONSIBILITIES OF FACULTY MEMBERS

TIME TABLE & FACULTY IN-CHARGES

DEBATE AND GD TOPICS

II YEAR LISTENING

II YEAR SPEAKING

II YEAR KANDEEPAM EZHUGA

III YEAR SPEAKING

Course co-ordinator

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II year listening

1. **Attendance** – It's the responsibility of the department faculty members who attend the session to complete the attendance process and update it on the Easyedu software, so that the department will be aware of the attendance trend and take remedial measures if necessary.
2. **Monitoring** – As listening session is handled by the two department faculty members, they need to monitor the listening session, especially the write-ups of the students after listening and the correction of the same.
3. **Conducting the session** – The department faculty members shall learn to operate the server to start and end the listening session on time. They will be trained on how they would be operating the system.
4. **Correct the writing then and there except the first week and give a score** – The faculty members who attend the writing session shall correct the write-ups of the students for legibility, language, coherence and seriousness. They are also expected to report any students who are struggling to write proper sentences back to the corresponding English faculty who, later will talk to the students and suggest remedial measures.
5. **The total score for each session is 5**. It will cover legibility, understanding of the concept, language level etc. These scores will then be added and given an average at the end of the semester. This score will be taken for the CCD1 assessment at the end of the semester.
6. **Will talk to the students who are not regular and non – cooperative** – Talking to students will definitely yield a positive result in the classrooms. The faculty members should talk to the students who are struggling and motivate them to participate in the activities well.

7. Report to the programme coordinator and the respective HoDs with relevant statistics -

This statistics will include the list of students who are doing well, who are not doing well, students who are struggling, students who are counselled etc. This would also help the Language Learning Centre to improve the activities for the future programmes.

8. Mobile phone usage – Faculty members who attend the listening session is not allowed to use mobile phone while on the session. Anyone who preaches this would be reported to the respective HoDs.

9. Register – A separate register will be maintained in Language Learning Centre for the faculty members to sign during the sessions and the same shall be submitted to the HoDs once in a month for their verification.

10. Faculty presence - Faculty will remain in the language lab till the session ends. Any late arrival or early exit should be entered in the register provided.

II year speaking

1. **Attendance** – It's the responsibility of the department faculty who attends the session along with the English faculty to complete the attendance process and update it on the Easyedu software, so that the department will be aware of the attendance trend and take remedial measures if necessary.
2. **Monitoring** – Both the Department and the English Faculties are responsible for monitoring the sessions effectively. They need to make sure everyone participate in the programme equally.
3. **Altering the duty during the absence** – Department and English faculties will alter the duty within themselves when one of them is absent.
4. **Conduct the activity by paraphrasing and motivating where ever necessary** - Both the department and English faculties are expected to involve in the activity actively by paraphrasing and involving the students to participate.
5. **Will keep making notes as the students talk and give feedback at the end of the session** – Both the department and English faculties are expected to note down the mistakes the students make and provide constructive feedback on Language, presentation etc.
5. **The total score for each session is 5.** It will cover understanding of the concept, language level etc. – It's the responsibility of the English faculty to maintain the marks the students get out of five for each session.

6. Will talk to the students who are not regular and non-cooperative – Talking to students will definitely yield a positive result in the classrooms. Both the department and English faculty members should talk to the students who are struggling and motivate them to participate in the activities well.

7. Report to the programme coordinator and the respective HoDs with relevant statistics - Report to the programme coordinator and the respective HoDs with relevant statistics. This statistics will include the list of students who are doing well, who are not doing well, students who are struggling, students who are counselled etc.

8. Mobile phone usage – Faculty members who attend the listening session is not allowed to use mobile phone while on the session. Anyone who preaches this would be reported to the respective HoDs.

9. Register – A separate register will be maintained in Language Learning Centre for the faculty members to sign during the sessions and the same shall be submitted to the HoDs once in a month for their verification.

10. Faculty presence - Faculty will remain in the language lab till the session ends. Any late arrival or early exit should be entered in the register provided.

II year Kandeepam Ezhuga

1. **Attendance** – It's the responsibility of the department faculty members who attend the session to complete the attendance process and update it on the Easyedu software, so that the department will be aware of the attendance trend and take remedial measures if necessary.

2. **Monitoring** – As Kandeepam Ezhuga programme is conducted by an external trainer, the two department faculty members need to monitor the session, especially the participation and classroom control. Any misbehaviour during the session should be intimated to the programme coordinator and the respective HoDs at the earliest possible.

3. **Will talk to the students who are not regular and non – cooperative** – Talking to students will definitely yield a positive result in the classrooms. The faculty members shall talk to the students who are struggling and motivate them to participate in the activities well; alternatively they can inform the programme coordinator.

4. **Mobile phone usage** – Faculty members who attend the session are not allowed to use mobile phone while on the session. Anyone who preaches this would be reported to the respective HoDs.

5. **Register** – A separate register will be maintained in the hall for the faculty members to sign during the sessions and the same shall be submitted to the HoDs once in a month for their verification.

6. **Faculty presence** - Faculty will remain in the hall till the session ends. Any late arrival or early exit should be entered in the register provided.

7. Kandeepam Ezhuga session will happen once in a fortnight and alternative weeks will have CPG sessions that will be conducted by Mr. ArulKumaresan and Mr. Mohankumar.

8. In the absence of Mr. Arulkumaresan and Mr. Mohankumar, videos related to career planning and guidance or Hindi through tamil will be played. The department faculty members are requested to keep the class attentive and disciplined.

III YEAR SPEAKING

- 1. *Division of Classes*** – III year classes will be divided into two according to the proficiency level of the students (Group 1 and Group 2). This will be a mix of two sections of the same department or two different departments.
- 2. *One faculty from the respective Departments will be present for two hours*** - English faculty will be conducting the activity during the first hour and the department faculty will continue the activity during the second hour. Student tutors will be available to assist the department faculty members during the second hour in both the groups.
- 3. *Attendance*** – It's the responsibility of the department faculty who attends the session along with the English faculty to complete the attendance process and update it on the Easyedu software, so that the department will be aware of the attendance trend and take remedial measures if necessary.
- 4. *Monitoring*** – Both the Department and the English Faculties are responsible for monitoring the sessions effectively. They need to make sure everyone participate in the programme equally.
- 5. *Altering the duty during the absence*** – Department and English faculties will alter the duty within themselves when one of them is absent.
- 6. *Conduct the activity by paraphrasing and motivating where ever necessary*** - Both the department and English faculties are expected to involve in the activity actively by paraphrasing and involving the students to participate.

7. ***Will keep making notes as the students talk and give feedback at the end of the session –***

Both the department and English faculties are expected to note down the mistakes the students make and provide constructive feedback on Language, presentation etc.

8. ***The total score for each session is 5.*** It will cover understanding of the concept, language level etc. – It's the responsibility of the English faculty to maintain the marks the students get out of five for each session.

9. ***Will talk to the students who are not regular and non-cooperative*** – Talking to students will definitely yield a positive result in the classrooms. Both the department and English faculty members should talk to the students who are struggling and motivate them to participate in the activities well.

10. ***Report to the programme coordinator and the respective HoDs with relevant statistics -*** Report to the programme coordinator and the respective HoDs with relevant statistics. This statistics will include the list of students who are doing well, who are not doing well, students who are struggling, students who are counselled etc.

11. ***Mobile phone usage*** – Faculty members who attend the listening session is not allowed to use mobile phone while on the session. Anyone who preaches this would be reported to the respective HoDs.

12. ***Register*** – A separate register will be maintained in Language Learning Centre for the faculty members to sign during the sessions and the same shall be submitted to the HoDs once in a month for their verification.

13. ***Faculty presence*** - Faculty will remain in the assigned classroom till the session ends. Any late arrival or early exit should be entered in the register provided.