**FOLLOW-UP REPORT FOR FACULTY MEMBERS**

FORM ( A )

Week # : …………………………………………………………………………………… Semester: ……………………………………………………………

**Part I: To be filled by the Managing Director or Any Authorized Staff:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection Time** | **Day**  | **Date**  | **Building & Dept.** | **Location (Classroom/Workshop)** |
|  Period 1: 07:00 – 07:50 |  Sat  Sun  Mon Tue Wed  |  / /14 / /14 / /14 / /14 / /14 |  Edu. Training Affairs |  |
|  Period 2: 08:00 – 08:50 |  ME | **Comments:** |
|  Period 3: 09:00 – 09:50 |  CHE | ……………………………………………….. |
|  Period 4: 10:00 – 10:50 |  GS | ……………………………………………….. |
|  Period 5: 11:00 – 11:50 |  ELC | ……………………………………………….. |
|  Period 7: 01:00 – 01:50 |  MIT | ……………………………………………….. |
|  Period 8: 02:00 – 02:50 |  EE | ……………………………………………….. |
|  Period 9: 03:00 – 03:50 |  | ……………………………………………….. |
| **NB:** | For practical session, please select the first period of the session. |

**Part II: To Be Filled Out by the Follow-up Coordinator as follows:**

|  |
| --- |
| 1. He must be available at the concerned location at least **five minutes** before the start of the above selected period, and he should leave after **15 minutes** of the class commencement.
2. He should complete the following information:
 |
|  | **1.**  | **Faculty Member:** |  |
|  |
|  | A. |  |  | Reported  | ………...… | minute(s) before the start of class. |
|  |
|  | B. |  |  | Reported on time. |
|  |
|  | C. |  |  | Reported  | ………...… | minute(s) late. |
|  |
|  | **2.** | **Students:** |  |
|  |
|  | A. |  |  | No. of students who arrived late for **5 minutes or less:** |  |  |
|  |
|  | B. |  |  | No. of students who arrived late for **more than 5 minutes:** |  |  |
|  |
|  | C. |  |  | No. of students who entered the class without **uniforms:** |  |  |
|  |
| **Follow-up Coordinator** | ………………………….…...… |  | ………………….…...… |  | ……………………… |
| Name |  | Sign. |  | Date |