**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 | | |