**FOLLOW-UP REPORT FOR FACULTY MEMBERS**

FORM ( B )

Semester : ……………………………..

**Part III : To be completed by the Managing Director or Any Authorized Staff on Sunday of the following week onwards.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **To:** | **Chairman:** | | | | | | | |  | ME | | | | | | | | |  | CHE | | | | | |  | GS | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | |  | ELC | | | | | | | | |  | MIT | | | | | |  | EE | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | **Please note the following deficiency report:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I. | | Faculty Member’s Name: | | | | | | | | | | ………………………………………………….…….. | | | | | | | | | |  | | ID No: | | | ……………………………………………… | | | | | |  |
| **\*** II. | | Course Code: | | | | | | …………...……..… | | | | Course Title: | | | | …………………..…………. | | | | | | | Section: | | | ……... | Activity: | |  | | Theoretical | | |
|  | | | | |
|  | | Practical | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **\*** III. | | Period : | | | | …..…………… | | | | |  | ………………… | | |  | | ……………………… | | | | | |  | | ………………….……… | | |  | | ……………..……… | | |  |
| No. | | | | | Time | | | Day | | | | | | Date | | | Location | | | |
| IV. | The Deficiency Type: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | **1** | **Faculty Member:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | |  | |  | | Reported | | | |  | | | | | minute(s) late. | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | **2** | **Students:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A. | | | | |  | |  | | No. of students who arrived late for **5 minutes or less:** | | | | | | | | | | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | |  | |  | | **However**, the no. of **latenesses,**  recorded in the **SIS,** was less than the above: | | | | | | | | | | | | | | | | | | | | | | |  | |
|  | B. | | | |  | |  | | No. of students who arrived late for more than 5 minutes: | | | | | | | | | | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | |  | |  | | **However**, the no. of students, marked **absent** in the **SIS,** was less than the  above: | | | | | | | | | | | | | | | | | | | | | | |  | |
|  | C. | | | |  | |  | | No. of students who entered the class without **uniforms:** | | | | | | | | | | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | D. | | | |  | |  | | The above **latenesses** have not been entered in the **SIS** during the last week. | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | E. | | | |  | |  | | The above **absences** have not been entered in the **SIS** during the last week. | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | The following **disciplinary action** is to be taken, against the above mentioned staff, by the **Dept’s. Chairman**: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | Verbal Warning | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | Written Notice (Caution) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | Absence Report | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | Letter of Advice (a copy is to be submitted to the Personnel Dept.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | Warning Letter (a copy is to be submitted to the Personnel Dept.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Managing Director or Any Other Authorized Staff** | | | | | | | | | | | | | | ………………………………. | | | | | | |  | | ……….…….…… | | | | |  | | ………..….. | | | |
| Name | | | | | | |  | | Sign. | | | | |  | | Date | | | |

\* Please See the Attached **“Section Attendance Report”** for Details

**CC:** The above concerned staff

Personnel Dept. (only when issuing Letter of Advice or

Warning Letter)

File