**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