

1. RULES / REGULATIONS ON THE ROLES AND RESPONSIBILITIES OF FACULTY MEMBERS

“The faculty shall adhere to the Rules/ Regulations/ Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive.

Non- adherence or non-compliance to the rules, regulations & responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employees/faculty members”.

1.1 GENERAL

- 1.1.1 The faculty members must be punctual to duty,
- 1.1.2 He/she shall stay within the campus during the working hours of the College;
- 1.1.3 He/She shall discharge the responsibilities assigned in Teaching / research/consultancy and administrative diligently in honest and un-biased manner with total commitment;
- 1.1.4 The faculty members are expected to conduct themselves in a Professional and co-operative manner;
- 1.1.5 Take precautions to protect equipment, materials and facilities of the college;
- 1.1.6 Attend and participate in the meetings, activities called/assigned by the HOD, Dean(s), COE, Principal and Higher authority;
- 1.1.7 To take up other duties and responsibilities prescribed by the Principal/ Management not limited to Academic and Evaluation duties;
- 1.1.8 To undertake Research/Consultancy Activities constantly in addition to teaching particularly at the level of Professor and Associate Professor.
- 1.1.9 They are required to conform to & follow the rules & regulations in force and brought in force from time to time;
- 1.1.10 He/she shall not engage/take private tuitions/shall not indulge in teaching in other institutions.
- 1.1.11 He/She shall wear a decent and formal dress;
- 1.1.12 He/she shall finish the evaluation work of Continuous internal evaluation (CIE) and Semester End Examinations (SEE) on priority without causing any inconvenience to the evaluation process.
- 1.1.13 He/she shall not accept/proceed to undertake any duties/works outside the college without prior approval of the authorities concerned namely HOD, and PRINCIPAL (limited to a total of 15 days in a year);
- 1.1.14 whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned should submit proof of attendance and the same should be recorded in the department.
- 1.1.15 He/ She shall not directly or indirectly participate in the academic/co-curricular/developmental activities of other institution without management permission.
- 1.1.16 He /She shall not accept the member of GC/other managerial responsibility of other institution without the permission of the management.

1.2 BEHAVIORAL

The teaching profession expects high standards of ethical behaviour. The faculty members are expected to conduct themselves in professional and befitting manner. The faculty member shall adhere to ethical codes of conduct listed below;

- 1.2.1 The faculty shall not indulge in rude or abusive behaviour, comment against superiors, make negative comments about other staff members, verbal attacks, which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct;
- 1.2.2 The faculty shall desist from un-authorized distribution of printed material etc. The faculty shall also desist from falsifying/tampering any records or documents;
- 1.2.3 The faculty shall desist from getting involved in un-authorized activities leading to financial benefit.
- 1.2.4 The faculty shall desist from exhibiting non-ethical behaviour that jeopardizes the moral standards of the Institution;
- 1.2.5 The faculty shall comply with rules, regulations, and policies of Management from time to time;

1.3 ACADEMIC

- 1.3.1 To conduct the assigned classes as per schedule;
- 1.3.2 To maintain the record of lesson plans and other relevant documents of the courses handled by them;
- 1.3.3 To implement designated curriculum with the said objectives;
- 1.3.4 To participate in professional development opportunities/ activities and apply the concepts in academic activities such as class room delivery & also in practical sessions;
- 1.3.5 The faculty shall share information, work on projects, enable students to reflect on learning that takes place in internships, or outdoor activities thereby help in improving Teaching and Learning Process.

1.4 CLASSROOM MANAGEMENT

- 1.4.1 To come well prepared for the class and stay focused on the topic/content;
- 1.4.2 Be present in classroom *right* in time [near the classroom five minutes prior to the scheduled commencement];
- 1.4.3 To mark attendance within the first ten minutes of the scheduled class hour. The student entering the class after ten minutes can only avail the benefit of lecture and not the attendance;
- 1.4.4 To commence the class by recapitulating the main points of previous class in order to help bridging the memory drift and to reinforce the concepts and ideas;
- 1.4.5 To share knowledge in a manner that encourages effective two-way communication;
- 1.4.6 Be organized and in order to make efficient use of time and move in a planned and systematic direction;
- 1.4.7 To be self-confident and facilitate quality delivery of the subject;
- 1.4.8 Involve visual and activity based learning wherever possible, make power point presentations (PPT) in addition to conventional use of black board depending on the subject & necessity;
- 1.4.9 Provide real time case studies as and whenever possible. Employ appropriate strategies to achieve desired objective of learning;
- 1.4.10 To pose questions to the students which inculcate out of box thinking;
- 1.4.11 To summarize the concepts at the end of every class;
- 1.4.12 After every test, the faculty shall discuss about the common mistakes made by students and explain how to overcome it;
- 1.4.13 To evaluate the test answer books within the stipulated time of academic calendar and make the scheme of evaluation transparent;
- 1.4.14 The faculty member shall meet all the academic and evaluation deadlines prescribed from time to time;

1.4.15 Shall not pre-poner, post-poner, let-off or suspend a scheduled class without authorization from the concerned HOD/Principal;

1.4.16 Shall handle the assigned practical classes and be available in the designated place for the full time;

1.4.17 A class be it theory or practical or tutorial a teacher shall handle the class for the complete duration of the said class;

1.4.18 Absence from duty without authorization is not permitted and will be viewed seriously.

1.5 STUDENT RELATED

1.5.1 To motivate students to show interest and learn the most;

1.5.2 To be available for the students even after class hours to clarify their doubts, if any;

1.5.3 To provide students a detailed set of possible questions for all the topics in order to guide/prepare them for enhancing their knowledge & face the examinations confidently

1.5.4 To treat students with respect, and teach them to treat others with respect;

1.5.5 To motivate and help students to do minor educational projects in related area/topics (suggested by you & chosen by the Student himself/herself), so that their analytical and self-learning skills improve;

1.5.6 Feel comfortable working with exceptional learners/slow learners and Learners with diverse needs;

1.5.7 To handle gently but firmly, any misbehaviour of students and weed out the cause

1.6 ROLE AS PROCTOR/COUNSELOR/MENTOR

1.6.1 As a proctor, the faculty shall advise/counsel the student on all the academic matters (like registration/re-registration for the courses, dropping of courses and/or withdrawing from courses);

1.6.2 He/she must meet the assigned students at least once in every fortnight.

Shall report to the Chief Proctor/HOD/Principal about those students who avoid meeting the Proctor;

1.6.3 He/she shall understand student difficulties and counsel as per individual situations. Ensure that the academic progression of a student is continuously monitored and assessed;

1.6.4 Keep the parents apprised about the academic progress and general behavior of their wards

1.6.5 To demonstrate communication and interpersonal skills as they relate to interaction with students, Parents, colleagues, Staff, and Administrators;

1.6.6 To ensure maintenance of proctor diary in accurate, complete, and appropriate manner. The proctor diary is to be regularly updated with the comprehensive information of the student's academic progress with proper verification;

1.6.7 The proctor should serve as a friend, philosopher and guide.

2. RULES / REGULATIONS ON THE ROLES AND RESPONSIBILITIES OF STAFF MEMBERS

*“The staff shall adhere to the Rules/ Regulations/ Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive. **Nonadherence or non-compliance to the rules, regulations & responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employee”.***

2.1 The staff members must be punctual to duty;

2.2 The staff shall stay in the workplace during the working hours of the College;

- 2.3 The staff shall discharge the responsibilities diligently in honest and un-biased manner with total commitment;
- 2.4 The staff shall maintain confidentiality. They shall not give or pass any information to any inside/outside persons, unless and until the employee has been authorized to do so;
- 2.5 The staff shall desist from falsifying/tampering any records or documents;
- 2.6 The staff shall take precautions to protect equipment, materials and facilities;
- 2.7 The staff shall take up other responsibilities prescribed by the Superiors from time to time;
- 2.8 The staff shall wear uniforms provided (if any) while on duty;
- 2.9 The staff shall desist from borrowing/lending money from/to other employees;
- 2.10 The staff shall not act in the manner amounting to insubordination, breach of trust, fraud etc.;
- 2.11 The staff shall assist/carryout their works with a view to meet the deadline notified by the competent authority;
- 2.12 The staff shall not indulge in rude or abusive behaviour, comments against Superiors and negative comments about other staff members;
- 2.13 The staff shall not involve in verbal attacks, which are of a personal, threatening, abusive, and irrelevant or go beyond fair and professional conduct;
- 2.14 The employee shall not consume alcoholic beverages in the premises. He/She shall not arrive at work under the influence of alcohol or any substance having a narcotic producing effect. He shall also not arrive at work with the smell of alcohol on the breath;
- 2.15 The employee shall desist from un-authorized distribution of printed material or sell items on campus;
- 2.16 The staff shall desist from getting involved in un-authorized activities with personal financial benefit / interest;
- 2.17 The staff shall desist from participating in professional or personal behaviours that jeopardize the moral standards of the institution;
- 2.18 The staff members are expected to conduct themselves in a professional, cooperative and ethical manner;
- 2.19 The staff shall comply with rules, regulations, and policies of Management from time to time.
- 2.20 He/She directly or indirectly shall not involve in running an institution/activities of other Institution.