



## **M.O.P. VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)**

(College affiliated to University of Madras & Re-accredited at 'A++' Grade by NAAC)

# **CODE OF CONDUCT**

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## **BRIEF HISTORY OF THE INSTITUTION:**

M.O.P. Vaishnav College for Women (Autonomous) is committed to the goals of attracting and supporting top calibre women students in the areas of higher education. Dewan Bahadur M.O.Parthasarathy Aiyengar a leading barrister at law , visionary philanthropist of yester years was an advocate of women’s education. Sri VallabhAcharya Vidya Sabha, the prominent managing body of D.G.Vaishnav College, in its Silver Jubilee Year in association with Dewan Bahadur M.O.Parthasarathy Aiyengar Charities established M.O.P.Vaishnav College in 1992. This college is a dream realization, the result of the determination and sustained efforts of the two trusts. Since its inception the college has recorded a phenomenal continual growth.

The College was started with just three courses - B. Com, BBA, B.Sc. (Maths) the college offers today 15 UG, 7 PG courses and a research programme in the Department of Commerce. The college affiliated to the University of Madras, has strength of above 3,500 students, thus, recording a qualitative and quantitative growth. The college has been reaccredited by NAAC (National Assessment & Accreditation Council) at “A++” grade with CGPA of 3.56 on a 4-point scale.

M.O.P. Vaishnav College for Women also has the distinction of being one of the youngest colleges in the country to have been granted Autonomy by the University Grants Commission and University of Madras.

## **VISION**

‘To evolve into an University of International repute’.

## **MISSION**

‘To provide a unique learning experience which will enable the students to realize their innate potential and mould their overall personality’.

## **MISSION GOALS**

- Promoting Academic Excellence
- Developing Self - Reliant Individuals
- Providing Career Opportunities and
- Creating Socially Responsible Citizens.

## **QUALITY POLICY OF M.O.P. VAISHNAV COLLEGE FOR WOMEN**

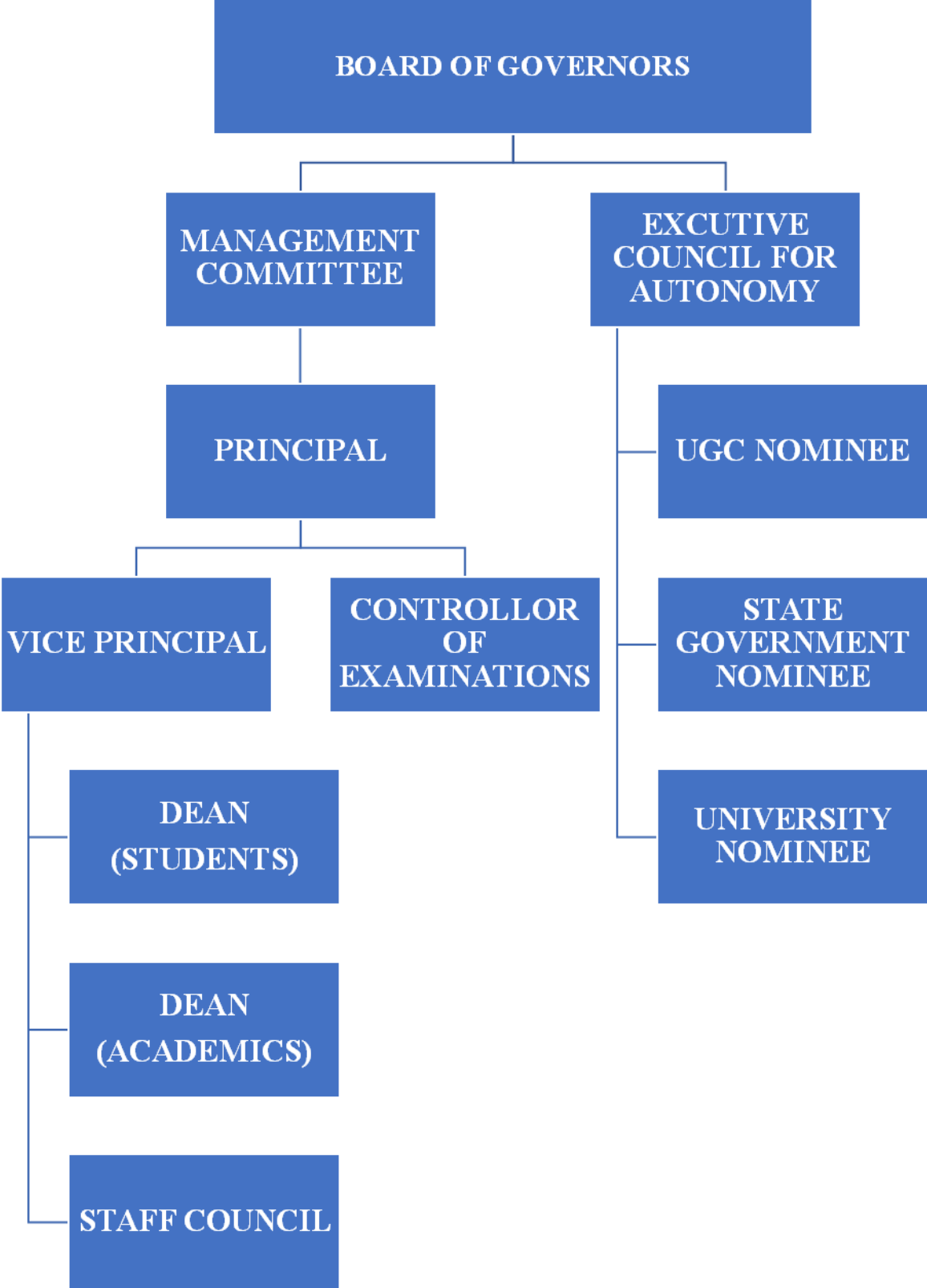
### **M.O.P. Vaishnav College for Women is committed to:**

- Facilitating a unique learning experience, which would equip the students to become competent, self-reliant, quality conscious and socially responsible citizens.
- Meeting the requirements of society and continually improving the effectiveness of Quality Management Systems.

### **To achieve the above, the following Quality Objectives are set:**

- To promote academic excellence by inculcating a proper work culture, adopting customized learner focused methodologies and effective evaluation mechanism.
- To develop self – reliant and competent women by identifying, tapping, developing and nurturing their potential through appropriate co-curricular and extracurricular activities.
- To provide career opportunities to students through specialized professional courses and need based training programmes.
- To inculcate values through service oriented and nation building activities and enable the students to become socially responsible citizens.
- To establish, implement and maintain a well-planned Quality Management System and seek for continual improvement.

**GOVERNANCE, STRUCTURE AND LEADERSHIP**



## **TERMS AND CONDITIONS OF SERVICES**

1. The faculty member appointed to the respective Department shall serve as a temporary faculty till her qualifications are approved by the University of Madras.
2. The faculty member so appointed shall be placed on probation on completion of one year of service and approval of her qualifications by the University of Madras; or till such time her qualification is approved by the University of Madras.
3. During the temporary/ probation period, if the said faculty member wants to leave the service, she shall give one month's notice or one month's pay in lieu of notice.
4. The said faculty member shall continue to be a probationer till such time the Management decides to make her as a permanent faculty. For this purpose, the Management will review the performance of the faculty, and her commitment to the mission and goals of the Institution from time to time.
5. The College Management has the full authority to terminate her services at its sole discretion, after issuing 1 months' notice or 1 month's salary in lieu thereof in respect of probationary faculty members and 3 months' notice or 3 month's salary In lieu thereof in respect of confirmed faculty members who are not found compatible to the mission of the college.
6. The faculty member undertakes to fully abide by the leave rules and the code of conduct, copies of which have been received by her and to which she has fully submitted as an integral part of her contract of employment with the College.
7. The faculty member undertakes not to carry out any other trade, business, or activity which goes against her contract of employment with the College. She shall not accept any work outside the Institution without the permission of the Secretary of the College, conduct any trade, business or like activity, raise/receive any money/ donations, without any written authority either in the name of the College or for any College activity, or in any way tarnish the name and goodwill of the College.
8. The faculty member agrees to execute all the work assigned to her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely and carry out all the instructions of the superiors.
9. The faculty member shall actively associate, involve herself and participate in all the College activities and programmes, Irrespective of the Department she belongs to she shall motivate her students likewise to actively involve, associate and participate in the various programmes and activities of the College.
10. The faculty member shall not only confine her activities to the classroom teaching but involve herself in all the efforts of the College in giving extra inputs to the students so as to make the students not only academically brilliant, but also confident, competent and fully developed personalities.
11. The faculty member shall not indulge in any organized anti-Institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
12. The faculty member shall not directly apply for or seek another job except through the Secretary of the College.
13. The faculty member shall report to the Management, if there is any criminal complaint, action/proceedings lodged against her in any Police station, Court or Forum.

14. The faculty member shall not collect any money under any pretext from any one including students, except when she is specifically authorized by the Management in writing, such money shall be remitted forthwith.
15. The faculty member shall abide by the code of conduct and leave rules enclosed with terms and conditions of services hereto.
16. The College may, at any time, terminate the services of any probationary or confirmed faculty, If she is found guilty of any of the acts like Professional incompetence, violation of the code of conduct, wilful negligence of duty, failure to discharge any of the duties assigned to her, insubordination, any form of political/anti-Institutional activity and/or breach of Code of Conduct, and/or does not abide by the leave rules.

### **CODE OF CODUCT**

1. Every faculty member shall discharge her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
2. Every faculty member shall update her knowledge and skill to equip herself professionally for the proper discharge of duties assigned to her.
3. Every faculty member shall conduct herself with absolute dignity and decorum in her dealings with the superiors, colleagues and students at all times.
4. The faculty member shall take prior permission before absenting herself from the duty.
5. The faculty shall get prior permission from the College Management before accepting any honorary or other assignment given to her by any external agency.
6. The faculty member shall not associate herself with any political party or take part in any other organizational activity, which is not in keeping with the duties and ethics of the teaching profession.
7. The faculty member shall not make any attempt to bring any political or outside pressure on her superior authorities in respect of service matters.
8. The faculty member shall not participate in any strike action or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
9. The faculty member shall not act in any manner that violates the norms of decency or morality in her conduct or behaviour inside and outside the College campus.
10. The faculty member shall not incite, provoke or instigate any student or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
11. The faculty member shall not by act or deeds degrade, harass, or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
12. All faculty members in the service of the College shall at all times strive for academic excellence in the discharge of their duties and conduct themselves in a manner becoming of a perfect role model for others to emulate.
13. The College Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and not subject to any appeal to any individual or forum.

## **LEAVE RULES FOR TEACHING STAFF**

### **With effect from 1-07-2000**

#### **a. CASUAL LEAVE**

- The total casual leave allowed to employees in an academic year is 12 days.
- Casual leave can be combined with Sunday/other notified/authorized holidays.
- Casual leave taken along with any other leave or notified holidays shall not exceed 5 days at a time.
- **The period of absence under casual leave will be treated “on Duty” for all purposes.**
- Application for casual leave must contain the purpose for which the leave is requested/availed.
- Application for casual leave must invariably be submitted and sanction obtained before availing the leave. If, however, due to unavoidable circumstances, this is not possible, the leave application must be submitted immediately on re-joining duty.
- Casual leave cannot be claimed as a matter of right and sanction is linked to the exigencies of services.
- The sanctioning authority has the discretion to refuse or postpone leave of any kind on grounds of exigencies of service.
- The number of days remaining unavailed, under casual leave at the end of the year cannot be carried over to the next year.
- The eligibility of casual leave will be calculated with reference to the period of duty of the employee in the commencing year of service, at the rate of 1-day Casual Leave for every part or full month served.

#### **b. MATERNITY LEAVE**

- **Every confirmed Lady teaching staff will be eligible for maternity leave of a maximum of 60 days during her entire period of service for the First child only.**
- Maternity leave under this category must be supported by adequate documentary evidence to the satisfaction of the Management.
- If the academic exigencies of the College warrant an appointment of a substitute teaching faculty, the management shall have the discretion to sanction the leave either on loss of pay or on half pay and allowances. The evaluation of exigency will be at the sole discretion of the Management.

#### **c. GENERAL CONDITIONS REGARDING LEAVE**

- No leave under any category can be claimed as a matter of right and must always be invariably applied for in advance and sanction obtained.
- The staff shall make themselves available for duty/other work if required by the Management on notified/Government/weekly holidays.

- Leave on Loss of Pay shall not exceed 15 days in total during an academic year and prior sanction must be obtained before availing the same. Loss of Pay will be accounted then and there and not allowed to be adjusted or carried forward against future pay and allowances.
- All leave applications shall be supported by accompanying documentary evidence (when availing Maternity leave under special leave) and shall be submitted for sanction by the competent authority well on time. The teaching staff shall always furnish her leave address and contact phone number at the time of availing leave.

## **PROBATION, PLACEMENT AND SENIORITY**

### **a. Probation**

- The appointment to any post is temporary for a period of two years. After assessing the performance during the year and if found to be satisfactory, the services will be continued for another year. At the end of the second year, he/ she will be considered for regular appointment, (as an approved probationer) only if the services are found to be satisfactory throughout the period of two years.
- In case, the performance of a staff member is not satisfactory during the probationary period, the probation of the staff member may be extended or the services terminated. The decision shall be taken on 'case by case' basis, on merit.
- The rule of probation shall not apply to appointments made on temporary or contract or on hourly basis.

### **b. Placement of staff**

- A staff member selected for appointment is ordinarily attached to the Department to which he/she was selected.
- However, the Management/competent authority has the right to redeploy the staff member in any other Department in the interest of the University and depending upon the need.

### **c. Seniority**

While fixing seniority of staff members in each category of post, the following rules shall be adopted.

- If two or more persons are selected for appointment at the same time to a particular category of post, the selection committee shall fix the order of seniority among them according to the merit of the candidate selected and in the absence of such merit list the seniority shall be fixed as per the date (and time) of joining of the staff member for duty in the Institution.
- **In the case of a staff member recruited in the middle or senior cadre, the inter-seniority shall be fixed as junior to junior most staff member in the respective category of post.**



- For individuals recruited on contract appointment or on temporary basis for short duration, no seniority shall be fixed.
- In the case of staff member recruited on consolidated wages and subsequently absorbed in the regular scale of pay, the eligibility of benefits shall be fixed only from the date of his/her permanent appointment to the post.
- Notwithstanding the above-mentioned policy of seniority, the Management /the competent authority shall promote a junior to the next cadre, based on his/her performance and merit.

## **DUTY AND PAY SCALE**

### **a. Duty**

A staff member is considered to be on duty for the purpose of service benefits:

- When a member is discharging the duties of the post to which he/she is appointed.
- When the member may be enjoying holidays declared by the University or vacation permitted or availing any leave sanctioned by the authority concerned.
- When the member is attending conferences, seminars, summer and winter schools, workshops, refresher courses, orientation courses etc duly permitted by the competent authority.
- Any other work assigned to the staff member by the competent authority in the interest of the University.

### **b. Pay Scales**

- All regularly appointed teaching faculty are governed by the pay scales (pay band) approved by the management from time to time on the basis of UGC scale of pay.
- The scale of pay of faculty members and for all other staff members classified as non-teaching category (Administrative and Technical Staff) is given as per UGC norms.

## **FUNCTIONS OF DEAN ACADEMICS**

Under the guidance and recommendations from the Principal the following duties are carried out.

- Planning, designing and implementing the course structure (according to TANSICHE guidelines), curriculum and scheme of evaluation for the various degree programmes offered in the college.
- Constitution of Academic Council for the college and Board of studies for the respective courses.
- Introduction of innovative, market driven courses (UG/PG) relevant to the current trends and industry requirements.
- Introduction of inter disciplinary elective papers in the course curriculum pertaining to the degree courses.

- Introduction of inter disciplinary certificate programmes, PG diploma/ diploma courses and skill-based courses (Manoranjan club) under Centre of Excellence. Attendance for the trainers and the students to be maintained. Question papers to be handed over to the COE and conduct of end semester examination to be taken care.
- Involved in the conduct of soft skill courses for UG and PG courses.
- Monitoring the academic progress through internal academic audit and external academic audit.
- Evaluation of faculty based on the academic audit through the EEE formula(Efficiency Index, Effectiveness Index, Enrichment Index) at the end of each semester.
- Assessment and feedback mechanism for teaching faculty through performance appraisal at the end of each academic year.
- Coordinating with
  - The Chairman of various boards after the BOS meeting for the conduct of academic council meeting.
  - The Controller of examination for generating subject codes after the academic council meeting.
  - The Controller of examination and Chairman of various boards for providing the relevant syllabus to students who are planning to pursue higher studies abroad/have discontinued the course and willing to complete the course through distance mode after payment of the prescribed fee.
- Preparation of Autonomy report during the extension of autonomy status.
- Involved in the process of conduct of selection committee meeting for qualification approval of faculty.

### **FUNCTIONS OF DEAN – STUDENTS**

- To attend all meetings of the standing committee and follow up on all matters discussed pertaining to student activities.
  - a. DUTIES PERTAINING TO STUDENT CABINET**
  - To draft the communication, calling for nominees for the student cabinet of the following position. i.e a. Prime Minister b. Deputy Prime Ministers
  - To co ordinate with the panel constituted for short listing of nominees who will contest the election to have the screening meetings.
  - To receive from Principal campaign and election schedule
  - To organize leadership camp/ workshop for newly constituted cabinet
  - To prepare based on instructions from Principal the ministry wise portfolios and events to be handled, including allocation to various ministries common activities like freshers' day, parliamentary session etc
  - To collect and forward to Principal for approval the proposals of the various ministries to be tabled at the parliamentary session
  - To seek approval of the proposal of the Prime minister.

- To oversee the functioning of the student cabinet on a daily basis and ensure cabinet attendance and participation in all important occasions of the college.
- To convene the meetings of the student cabinet advisory
- To monitor the organisation of cultural events
  - a. Abhilasha – Fresher’s talent competitions
  - b. Jhankar – Inter collegiate and Inter departmental cultural fest
  - c. VISH – Vaishnav initiative for social help
- To oversee the execution of new events/ activities proposed by the core cabinet in their proposal
- To monitor the participation in all inter collegiate cultural including circulation of On duty letter etc
- To update the MIS pertaining to activities and achievements of the Student Cabinet
- To ensure celebration of social occasions like college birthday, Onam, Pongal etc is carried out smoothly
- To check and verify the accounts submitted after all events before submission to Principal through Vice Principal.

#### **DUTIES PERTAINING TO MENTORING**

- To prepare the allocation of mentors year wise, department wise.
- To prepare the schedule for mentoring for both semesters and circulate the same after approval by Principal.
- To place and receive order for mentoring cards for incoming batch after getting approval of quotation and design

#### **DUTIES PERTAINING TO MOMs CLUB**

1. To organize MOMs club workshops bi annually
  - a. Seek approval for topic and resource person
  - b. Prepare and circulate communication
  - c. Receive registrations for the same
  - d. Organize the event – booking of venue, accounts, budget, refreshments, infrastructure, banner, photographs, feedback etc
  - e. To maintain a database of MOMs club members

#### **FUNCTIONS OF HEAD OF THE DEPARTMENT**

- Preparing
  - Syllabus, grid and scheme of valuation
  - Workload and subject allocation
  - Time table
  - Action plan of activities and events
  - Budget for academic year
  - Department staff duty list
  - Pending list every week
- Conduct of
  - Board of Studies – twice in a year or whenever there is a change within an academic year

- Academic audit
- Department meetings
- PTA – in cases of indiscipline, long absenteeism and poor academic performance
- Ensuring correct preparation and timely submission of
  - Minutes of Board of Studies
  - Lesson Plans and Course Outlines
  - Department MIS reports
  - Department Report for College Magazine
  - MOP news
  - Question papers for Internal Assessment Exams
  - Settlement of Accounts for Department Activities.
- Maintenance of
  - All files and documentation
  - Archives
  - Minutes book for department meetings
- Approval of
  - Subject wise Internal component
  - Participation in outside college events
- Ensuring
  - Adjustment of classes during absence of staff member
  - Staff and student discipline.
  - Timely commencement of classes and completion of portions
- Collection and maintenance of unsupervised work from subject staff. Ensure these are given in the event of unplanned leave by staff
- Forwarding / recommending after checking
  - Request for Casual Leave / On Duty by staff
  - Request for transcripts by alumna
  - Bonafide certificate (after ensuring purpose)
  - Railway concession
  - Letter of Recommendation for Higher Education
  - Extra ordinary Permissions – staff and students
  - Requests for booking of venues
- Selection of office bearers for Student clubs and ministry
- Ensuring good planning and smooth Conduct of all Department/Ministry activities
  - Intra mural
  - Inter collegiate
  - Seminars/ conferences
  - Workshops
  - Guest lectures
  - Field visits

- Practice school
- Community Reach programmes
- Communication to staff
  - Circulars
  - Official Messages
  - HOD meeting minutes
- Communication to students – to be made personally
  - Important circulars
  - New regulations
  - Deadlines
- Ensuring Distribution of Semester wise marksheet, provisional degree Certificates, consolidated marksheet etc and hand the unissued certificates to the Administration Office.
- Signing Hall ticket after verifying photo, particulars of candidate, language taken, IDE, NME, condonation, arrears, self-learning, IDCP etc
- Personal invitation, mail to be sent to parents, well-wishers, alumna and students for important college events
- HOD hour to be scheduled atleast once a month for every class
- College activities- department wise duty
  - Preparing checklist – after getting inputs from person earlier incharge of duty
  - Carry out duty as per checklist
  - Submit feedback to core committee
- Maintenance and cleanliness of staffroom, class rooms and infrastructure facilities given to department
- Online faculty feedback and Institutional Feedback.

### **FUNCTIONS OF A FACULTY ADVISOR**

- I year faculty to coordinate for the admission details of the newly admitted batch, check the documents and create a data bank.
- Handing over the same to the Record room for safe keeping
- Submitting all the relevant documents to the various authorities like COE/ Office for the generation of
  - Register numbers
  - Login id and password
  - Data sheet
  - Photos of the I year students
  - ID cards
  - Checking of the correct spelling of the names as per XII Mark sheet, expansion of initials, DOB and father's details.
  - Language
  - Non-Major Elective / Advanced Tamil/ Basic Tamil

- To identify the Class Monitor, Asst. Class Monitor and club and Ministry student leaders.
- All faculties in charges to submit the attendance format to the record room for generation of subject's wise attendance registers.
- The Faculty in charge also must submit the attendance formats of the students during the semester for Soft skill courses, IA exams, fees payment, medical Check-ups etc.
- Class in charge to coordinate for the following
  - Registration of Non-Major Electives/Inter Disciplinary Electives /Choice Based Electives /Manoranjan club/Inter Disciplinary Certificate Programmes /Self Learning Courses/ online student cabinet elections.
  - Class assembly
  - Students Achievements
  - Accompanying the students to Library Visits, Educational Trips, Field Visits and Out reach Programmes
  - Medical check-upsorganised by the college
  - Online faculty feedback and Institutional Feedback (III year Faculty).
  - E form filling for semester exams.
  - Semester and exam fees payment
  - Issue of hall tickets after getting attestation from the HOD and checking the Nominal Roll
  - Submission of the pending hall tickets along with the nominal roll to the Exam Committee.
  - Submission of the Nominal Roll to the COE's office after distribution of hall tickets to all the students.
  - Distribution of Semester wise marksheet, provisional degree Certificates, consolidated marksheet etc
  - Distribution of Apollo shine Cards
  - Distribution of internship letters and evaluation sheet (II Year Faculty).
  - Name list of the students attending any programme
  - To ensure that the students have completed the said number of community service hours before completion of their Degree programme.
  - To check consolidated marks as received from the COE with other subject in charge and the HOD and to get the signatures from the students on the same.
- The class in charge must ensure that all the information and circulars received from the College office / decisions taken at the HOD meeting to reach the students at the appropriate time.
- The class in charge must maintain the following in a separate file.
  - Leave letters, on duty letters and records of Medical Certificates.
  - Class wise Inter Disciplinary Electives / Non MajorElectives /Inter Disciplinary Certificate Programme / Choice Based Elective subjects
  - Mentoring cards
  - PTA meeting Minutes
- Informing the students with respect to change in schedule/ time/ date if any, of NME/IDE/CBE and other subjects
- Follow up with the students who are found to be absent for more than three consecutive days

- The faculty advisor must also coordinate with the Guest faculty appointed for the conduct of the Choice Based Elective courses and core courses
  - Ensure attendance maintenance.
  - Ensure that the faculty is present on the scheduled dates and time for the classes
  - Coordinate for the QPs for the IA exams and evaluation of the same.
  - Coordinate for all other internal components with respect to the subject.
- The class in charge must do the following, follow up of the students
  - Performance of the students in the IA exams
  - Lack of attendance
  - Status of Skill/ Inter Disciplinary Certificate Programmes /Environmental Studies /Value Education /Self Learning Courses.
  - To continuously follow with the sports and NCC students for timely submission of assignments and remedial coaching as and when required.
- The faculty advisor must also provide for the following
  - Academic counseling
  - Career progression, support and guidance
  - Emotional support
  - Mentoring
  - Acquainting the students with MOP Culture and rules of the college (I Year).
- Subject In charge: The subject In charge is supposed to maintain the following
  - Preparing a lesson plan
  - Discussing the giving a copy of the same to the students
  - Attendance records of the respective subject
  - Uploading the attendance in the intranet on a daily basis
  - Preparing the internal assessment Question Paper
  - Evaluation the Internal Assessment answer scripts
  - Uploading and checking of the IA marks
  - Conducting Internal component and Surprise Test, and if required Class test for the respective subjects
  - When on leave, submitting various activities to the HOD to occupy the class fruitfully during her absence.
  - Coordinating for guest Lectures.
  - Providing syllabus completion status to the HOD during the conduct of Academic Audit.

### **Participation in Academic Developments**

- A faculty member should actively participate in curriculum preparation for new programmes/ modification of existing programmes.
- Contribution to the preparation of new syllabus or updation of existing syllabus is also the responsibility of a faculty member pertaining to his/her specialization.
- A faculty is expected to be creative so as to contribute to the introduction of new academic programmes in the emerging areas relevant to the society, innovative curriculum and new methodology of teaching and evaluation.
- In order to be an effective faculty, she is required to update her knowledge by attending faculty development programmes, short-term courses, professional society meetings,

National / International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities. They may also enrol in one or more Professional Societies/Associations.

## **RESEARCH AND DEVELOPMENT**

### **a. Academic research**

- As research is an inherent component of faculty development, every faculty member shall take active efforts to make research contributions in her field of specialization.
- A faculty member should identify specific aspects relating to her area of specialization in which there is considerable scope for further working, so that she either do it by herself or motivate undergraduate and postgraduate scholars or a junior colleague to take up the study under her supervision.
- Faculty members who act as Research Supervisors should spare adequate time to the research scholars for discussion and monitor their progress, so that not only the quality of work is improved but also time over-run can be avoided.
- As the scope for doing further research work from the undergraduate and postgraduate students' project work is ample, active involvement of the faculty member in the student's project work is very essential.
- If the student's project work is industry related, the faculty member shall visit the industry to know the problem in its perspective so that she can guide effectively. In fact, this will help to develop contact with the industry.
- Interdisciplinary and collaborative research is assuming enormous proportions a faculty should take efforts to identify such area(s) by interaction with her colleagues in other departments or researchers in established R&D laboratories for collaborative research purposes.
- Faculty members can act as research supervisor for other Universities only with the prior permission of the University. External research supervision will be permitted, only under special circumstances.

### **b. Research publications and books**

- As research publications in refereed journals of international importance not only improve the individual's identity but also of the institution, every faculty member should strive to bring out such quality publications.
- Faculty members should publish their research output only in UGC listed journals/Scopus indexed journals, and publications in non-refereed journals will not be recognized.
- Every faculty is expected to publish a minimum of 2 articles per year.
- Faculty members shall also strive to file patents if their research output is felt new and novel.
- Depending upon the research content, the faculty member may also present papers in International/National level conferences, but the impact they command compared to publications in refereed journals is considered much less.



- Faculty member should also take efforts to bring out his/her research work other than refereed journal papers, in the form of books or chapters in the books published by the international/National level publishers with ISBN/ISSN numbers.
- The faculty members will be provided financial incentives for publications in refereed journals taking into account the impact factor, total citations etc.

**c. Sponsored and funded research projects**

- An important source of financing and professional recognition to the Institution is sponsored and funded research projects. Therefore, every faculty member should browse the web sites of various funding agencies, advertisement, etc., periodically and submit research proposals in the proper format to those agencies to secure funding assistance for research
- Many funding agencies provide funding assistance for establishment of centres of excellence. A faculty member may also examine and send proposal pertaining to his/her department or interdisciplinary ones for establishment of such centres.
- Students should also be encouraged by faculty members to submit proposals for securing funding assistance for student projects
- The effort of the faculty member must be to convert his/her creative idea. In order to get recognition not only for the faculty, but also, for the institution, he/she should take efforts to obtain Patent/Intellectual Property Right (IPR) so that nobody could copy them.
- Cash incentives, as may be decided by the Management, will be given to those faculty members for funded research/projects secured, research papers and books published and patents obtained.

**INVOLVEMENT IN DEVELOPMENT ACTIVITIES**

**a. Laboratory Development & Maintenance**

- A faculty member is required to involve in the laboratory development activities of the Department by introducing innovative experimental setups/instruments/computer software/computer control of machines or processes.
- Whenever new courses or new topics are proposed in the curriculum and syllabi in the emerging areas, the faculty member can design and fabricate or assemble new laboratory setup for use by students.
- As a member of the faculty, he/she should ensure that the various equipment in the laboratory are maintained in working condition and are used effectively both for academic requirement, project works and research related activities.
- In case, a faculty member is assigned to be in charge of laboratory, he/she has to oversee the work of technical staff of the laboratory, besides arranging for periodical maintenance/repair and recalibration wherever necessary.
- As one in charge of laboratory, he/she has to ensure proper maintenance of stock registers, both consumable and non-consumable, periodical stock verifications, and proposal for replacement of over aged/unserviceable equipment, besides their safe custody.

**b. Purchase of items for the laboratory**

- As one in charge of laboratory has to prepare budget every year after taking into account the academic course requirements, research needs and discuss with the HOD and finalize it before inclusion in the overall budget proposal of the Department.
- As one in charge of laboratory has to initiate proposals for the purchase of consumables and equipment for his/her laboratory and take follow up action till it is procured and taken into stock.
- The faculty member should help the HOD in finalizing the specifications of equipment to be purchased calling the quotations and evaluation and tabulation of bids to be placed before the Purchase Committee.
- Once the budget proposals are approved by the management, the faculty in charge of the laboratory is responsible for the compliance of the budget proposal, unless it is altered or revised. If necessary, he/she has to prepare revised budget proposal through the HOD.
- The faculty member shall follow the detailed guidelines/procedure issued by the college with regard to purchase of consumable and non-consumable items both indigenous as well as items.

**c. Co-Curricular activities**

- A faculty member is required to arrange guest lectures, seminars etc., to supplement regular lectures and also help in the conduct of faculty development programmes, short-term programmes, workshops, open houses, exhibitions organized by the Department.
- A faculty member is required to organize industrial visits, educational tours and accompany the students to visits/tours as and when required by the HOD.
- A faculty member is required to coordinate National / International conferences / seminars / symposium / workshop.
- A faculty member should submit project proposals to the funding agencies for financial assistance to conduct seminars, conferences, etc.

**d. Extra-curricular activities (Co-administrative Activities)**

- A faculty member should see that the class rooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose.
- A faculty member should ensure that lights and fans are switched off after the class is over, and if there is no lecture class for the students in the next period to save energy consumption.
- As discipline in the campus is very essential, every faculty member should take necessary action if they notice indulgence by students in activities of condemnable nature.
- A faculty member if required to help the HOD in all administrative matters like distribution of hall tickets, mark sheets etc., and compilation of departmental replies to higher authorities etc.
- The faculty member has to serve as a member of any enquiry committee or as a member of various committees whenever the Department/University organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.
- All faculty members are expected to oversee the students go to the class on time and not loitering in the campus.

- Faculty members should also take part in activities related to NCC, NSC, Student Clubs, Red Cross Society, Alumni Association, etc., as office bearer/organizer and shall discharge the duties assigned to the position.
- Any other activity(s) related to Department or Institutional Development that may be assigned to the faculty member depending on the need.

## **WORKLOAD NORMS**

### **a. Working hours**

- All full-time faculty members should abide by the number of work hours allotted per week as per the workload. The college has the right to fix the working hours and days depending upon the exigency.
- A faculty member is expected to devote more time in connection with execution of sponsored and funded projects, consultancy work, etc.,

## **FACULTY AND PROFESSIONAL CAREER**

- Continuous updating of knowledge and having greater involvement in research, industrial interaction, attending of conferences, seminars, etc.
- Having active participation in professional bodies meant for promoting and disseminating of advances in the knowledge frontiers in the field.
- Making teaching more purposeful through active participation in educational planning such as program design, curriculum and syllabi development, etc.
- Adherence to professional ethics, standards and values, whether supervised or unsupervised.

## **MENTORING**

### **a. Monitoring of students' progress**

- The faculty of any course is required to watch the attendance and academic performance of each student of her course and take necessary steps at her command to improve the student's progress. If her effort fails, the faculty member should bring it to the notice of the HOD and the Class Faculty so that the information can be sent to the parents/guardians.
- A faculty member is required to attend/organize the Class Committee Meeting either as a course teacher and/or as chairperson of the class committee and should actively participate in the deliberations there to improve the teaching-learning process.

### **b. MENTORING GUIDELINES**

- Every staff has been allotted 35-40 students as mentees.
- The same mentor will continue to mentor the student for the remaining duration of her degree programme.

- Mentor must familiarize herself with the personal details of the mentee as given in the mentoring card (without getting too involved in the personal lives of the students)
- The mentor must
  - a. Provide Academic counseling – importance of regularity, punctuality, performance in tests and examinations.
  - b. Track the status of arrears if any.
  - c. Provide student with Career progression support & guidance
  - d. Provide Emotional support in issues arising in relation to college activities.
- In cases where the mentor finds that the student will require professional counseling she must report the same to the Principal through the HOD.
- Mentoring card must be kept in the parent department of the student and retrievable as & when required.
- Details of the mentoring session must be kept strictly confidential and shared only with the Principal through the HOD.
- The student can fill up the Achievements & participations as and when applicable. Mentor is required to verify correctness and accuracy by checking the relevant certificates.
- The Minutes of mentoring to be updated as and when mentoring sessions take place. There must be at least 2 mentoring sessions in every semester. Schedule for the same shall be sent from time to time.
- Additional mentoring sessions can be scheduled where needed.
- The academic card must be filled by student based on mark sheet and verified by mentor.
- Final IA marks to be recorded (out of 50) but for the end semester examinations only marks of failed papers (arrears) needs to be recorded.
- Mentoring sessions can be conducted on
  - a. First Saturdays of every month (HODs to allocate specific hours for mentoring in the timetable drawn up for that Saturday)
  - b. Between 12.40 pm to 1.00pm (Shift I)/1.00pm -1.15pm (Shift II) on any working day or
  - c. any other time in cases of emergency only.
- Report of mentoring session needs to be submitted to the Principal through the HOD at the end of every mentoring session. Report must contain
  - a. List of students not reported for mentoring with reasons
  - b. Students requiring additional mentoring/ counselling
  - c. Any other exceptional issues.

***Note: Mentors are requested to be extremely professional in their approach to mentoring and avoid getting too personal with the students.***

- Mentoring cards of the passed-out batch of students to be given back to them along with Consolidated Mark Statement/ Provisional Degree Certificate