

## **RULES AND REGULATIONS TO BE FOLLOWED BY ALL THE FACULTY MEMBERS**

1. Faculty must be present in the college premises at least 10 minutes before the class hours for the Morning Prayer by 8.50am daily.
  - a. Four late Punch/Sign-in after (9.00am) or early Punch/Sign-out before (4.00pm) will be counted as 1 CL.
  - b. Two (1 Hour permission) could be sought and granted provided if the faculty does not have 1<sup>st</sup> hour class.
2. All the staff has to mention the time of his/her arrival on the attendance register with the signature and Log In through Bio Metric/Face Recognition.
3. Permission must be sought from the principal if any faculties need to go out of the campus during working hours (9am to 4pm). Whenever permission is grant, it must be record in the movement register.
  - a. Failure to abide by this clause (3), will result in marking the day as LOP.
  - b. Those taking half day's leave may be allowed to do so under real and grave needs only. Two half days leave shall count for 1 CL.
4. Each faculty should sign on the first and last working day of short/long/semester holidays.
5. Each faculty will get 12 CL per year. More than two causal leaves in a month may lead to loss of pay. However, it is subject to the discreet decision of management.
6. The use of mobile phone inside the class may be permitted only for official attendance marking in Career Book and for teaching purpose to enhance academic growth. The misuse of this provision result will result in strict action by the management.
7. Visitors should not be entertained during the college hours. If there is a genuine need, permission need to be sought from the principal and should meet them in the front office.
8. Those desiring to resign or leave the college for any reason must intimate the college principal one's intention in at least one month in advance or he/she shall forfeit one month's salary in lieu of the notice. Similarly the college shall pay one month's extra salary if the management removes any teacher without giving one month's notice. -HR POLICY
  - a. .During the appointment Original certificate need to be surrendered
  - b. One month's salary cheque of every staff shall always remain with the college as security which will be returned after his/her resignation/removal from the college.
9. Anyone found guilty of financial embezzlement, moral misconduct or any such act which may bring infamy to the college shall be expelled/terminated forthwith and such person shall have no right to claim one month's extra salary for his/her instant removal.
10. All the assigned works on academic and other extra curriculum assigned to the faculty must be done with honesty and dedication within the specified period. Any laxity in fulfilling the duty will result in strict remedial procedure. -HR POLICY
11. Application for the grant of CL for prescheduled programs as interview/ marriage/ examinations must be given before four working days to the principal. Last-minute application will not be entertained. The negligence in abiding by the stated procedure will be marked as LOP for his/her absence.
12. In order to ensure the expected levels of academic performance of students and regular monitoring the role of the faculty as facilitator the following measures are suggested:
  - a. Teach the prescribed syllabus and complete the requirements within the stipulated time-frame communicated by the dean
  - b. Submit the Course Plan, within the stipulated timeframe to be supervised by the HoD and approved by the Dean.
  - c. Maintain the Continuous Class Evaluation (CCE) - on a regular basis.
  - d. Abide by weekly submissions requirements of - Class attendance register, Subject attendance register, Class Login, Faculty's daily report, work done diary to be supervised by the HoD and approved by the Dean
13. Faculty is obliged to cooperate in all college related activities even if these happen to be on Sundays or Holidays.
14. Faculty is obliged to perform the following duties: internal invigilation duty, evaluation of examination answer books and any other assigned tasks related to academic and extra-curricular

activities as an integral part of one's appointment. Faculty is not entitled to claim any extra payment against this work.

15. Faculty shall not receive any personal gifts from the students. They shall discourage the students from organizing any celebrations for their privileged moments (Birthday, Anniversary, Achievements, etc.)
16. Faculty is expected to follow the dress code of the college. They He/she should come in sober, simple and tidy clothes. Fashionable or seminude clothing are prohibited.
17. Faculty is responsible for inculcating good manners, encouraging discipline and promoting high moral standards among students. This is best accomplished by your examples than your words.

**18. Faculty as a Class in charge:**

- a. Maintain updated class attendance register, teacher's diary, class log in, faculty daily report and other mandatory paper works complete.
  - b. Ensure proper care of the classroom interiors and exteriors. Maintain in-tact inventory. Any damage caused need to be reported within a day to the front office.
  - c. Track the academic performance of the student and provide remedial/classes for the required students in coordination with the HoD and Subject teacher.
19. Academic and attendance performance of the ward need to be intimated to the parents on timely basis and report the same through the HoD to Dean.
  20. Develop a teaching methodology to educate students the assigned the topic (problem solving, group discussions etc.). Implementing the same in classroom by providing students with course handouts, audio-visual/multimedia materials for examination at the end of each unit.
  21. Assure the course content and requirement completion and the achievement of expected outcome in consultation with the HoD's.
  22. Keep an updated record of each student's results, both electronically and in hard copy and ensure their secure preservation.
  23. For the professional efficacy and conducive atmosphere in the practical experiment labs, ensure the following: neat, tidy and orderly arrangement; availability of required test materials and collection of feedbacks and secure preservation of records.
  24. Faculty takes active role in organizing research/innovative programs, workshop/ seminars / symposia / visits/ excursions/Guest Speakers etc. in coordination with the concerned HoD of the department.
  25. A faculty may receive 3 months of maternity leave with full salary.
  26. Each faculty should publish at least one paper in an academic year in leading journals and the copy of the same should be submitted to the office of the principal. Negligence may result in remedial procedure.
  27. Faculty is given two On Duty per semester for attending or presenting a scientific paper in national/ international seminar.

**28. Faculty member as a Mentor:**

Productive mentoring is accomplished only when there is an atmosphere of trust between mentor and mentee with a genuine desire to assist the student to achieve long term goals. For this the mentor is duty-bound to keep confidentiality of the personal information gained and being empathetic. The following may be some of the areas:

- a. Provide personalized guidance on academic and personal development, knowing the strengths and struggles of mentee.
  - b. Facilitate career counselling for mentee to identify the interest and aspiration, discover the strength and potential and grab the opportunities.
  - c. Teach the mentee to set SMART (Specific Measurable Achievable Relevant and Time Bound) goal in academic and personal development
  - d. Nurture Emotional Intelligence and resilience of mentee to face the emerging challenges of personal and academic growth and strive for long term goals.
29. The conduct of the faculty are governed by the Service Rule of the Society and are bound to follow rules and regulations set by the college management from time to time.
  30. Faculty's failing to maintain expected code of conduct and academic performance of students may result in the postponement or withholding of periodical increment/ incentives.