



## **FACULTY GUIDELINES**

*The will to win, the desire to succeed,  
The urge to reach your full potential ....  
These are the keys that will unlock the door to  
personal excellence.*

## **INTRODUCTION:**

The guidelines are intended to serve as a guide to the policies, procedures for day to day activities of faculty members of Aryan Institute of Engineering and Technology. These are the information to the faculties for smooth discharge of their duties & responsibilities.

A faculty is a friend, philosopher, guide & mentor to the students. The following attributes are essentially indexed to the personality of a faculty:-

- i. Charismatic Aura
- ii. In-depth subject acquaintance
- iii. Gracefulness and kindness
- iv. Interpersonal skills
- v. Commitment

The attitude and personality of a faculty should be exemplary for the students as he/she is an icon of attention from the arena of parents, peers and students.

## **1. INSTRUCTION:**

Administering of the teaching process

1.1 A faculty member has many roles to play, viz. that of a faculty vis-à-vis his / her students, that of an academician for carrying out research, attending to examination or other duties as assigned to him / her from time to time.

1.1.1 Developing yearly, weekly and daily lesson plans in accordance with the curriculum and guidelines of the BPUT Syllabus.

1.1.2 Preparing assignments, experiments, demonstrations, teaching aids, bulletin boards, etc.

1.1.3 Using audio-visual aids, field trips, PPT presentation and other resources to supplement and reinforce teaching.

1.1.4 Participating in the selection process for textbooks, reference, seminar and instructional instruments.

### 1.1.5 Planning, organizing and directing assemblies and other instructional programs

1.2 Apart from the above, faculty must have good interpersonal relations with peers, which will be directly linked with salary increment, promotion, etc. Good interpersonal relations are a must in an age where teamwork matters a lot.

1.2.1 Evaluate students' learning strengths and weaknesses, adapt teaching methods accordingly, and provide assistance or attention during and after college hours.

1.2.2 Determine and implement teaching methods appropriate to pupils' needs and capabilities, group size, topics and program objectives.

1.2.3 Evaluate and report pupil progress.

1.2.4 Initiate and participate in conferences with students, parents and/or administration.

1.2.5 Keep a special eye on students who underperform due to either lack of ability

## **2.TEACHING ETIQUETTES**

2.1 The faculty members must carry their study notes to the classroom. They are encouraged to use the Multimedia facilities and PowerPoint presentation.

2.2 The faculty members are requested to avoid dictation of notes inside the classroom.

2.3 The faculty members must ensure that the students sit in an orderly fashion starting from the front benches in a class room.

2.4 The faculty members are supposed to keep their cell phones in vibration mode during the classes, and do not attend to any calls during the class hours.

2.5 The faculty should always use the Prescribed Uniform, Identity Cards & use full shoes.

- 2.6 The faculty members are requested to update the attendance and lesson plan in IMS regularly and ensure that the lab marks are entered regularly in the IMS.
- 2.7 The faculty members must carry the attendance sheet, chalk and duster along with them to the class.
- 2.8 Swapping of classes between 2 faculties must be avoided. When it is unavoidable, prior permission may be obtained from the concerned HOD. The HOD is required to report the matter to the Dean (Academic), and Principal.
- 2.9 The faculty may reach the class rooms at least 5 minutes before the schedule period. They may draw the attention of the faculty taking the preceding class if he /she accede the time by more than 5 minutes. Similarly, if a faculty finds that the faculty for the succeeding class has failed to reach the class in time, he /she shall extend the class for at least 10 minutes, before leaving the class and communicating the mistake to concerned faculty / Dean (Academics).
- 2.10 The faculty should take a class, for the full designated time, even if 1 student is present in the class. If no student reaches the class even after 5 minutes of the scheduled time, the fact may be reported to Principal & only after obtaining the express permission of Principal, the faculty may leave the class room

### **3. CLASSROOM MANAGEMENT:**

Conducting regular classes is the primary work of the Institute. The classes should not be cancelled for any reason. If timing of some other duty conflicts with that of a class, then the latter takes higher priority.

- 3.1 All communications both verbal and written must be in English. Body language, general demeanor, personal conduct and carriage should be proper and positive to shape a student's personality and induce lasting values. He should foster safe, healthy, and conditions conducive to learning in the classroom and on campus
- 3.2 Establish and maintain discipline, through self-assigned measures.

- 3.3 Implement the college's procedures fairly and consistently.
- 3.4 No class should remain unattended by a faculty, when the attendance of the students in the class is poor. A faculty must continue in the class for the full period even when there is only **one student** present in the class.
- 3.5 Faculty member are to take class tests, deliver assignments to the students and maintain transparency regarding their performances so that the results at the end semester do not come as a distress. A faculty must discuss with HOD and Librarian regarding availability of sufficient copies of text and reference books.
- 3.6 Ensure the cleanliness and tidiness of the classroom, students' desks and other furniture and materials.
- 3.7 Faculty members must structure their lectures in such a manner that it is completed within the stipulated time. It needs to be ensured that the faculty who is to take the next period is not inconvenienced.
- 3.8 Appropriate assignments / lesson notes must be given to students at regular intervals, which should also be evaluated quickly and returned with comments.
- 3.9 Probable questions should be discussed well in advance of the semester.
- 3.10 Use of teaching aids such as maps, charts, LCD, OHP or models etc must be ensured whenever required. It would help a faculty to design and implement a teaching course effectively.
- 3.11 Faculty member need to perform a variety of tasks which include formal instruction in the class room, tutorial classes, laboratories and preparation for instruction, assessment and evaluation of assignment, counseling and guidance of students and development activities.
- 3.12 Lesson plan and lesson progress should be kept up-to-date on IMS at all times. The faculty member must also get the lesson progress verified by the respective HOD and Principal.
- 3.13 At the end of the class, the faculty should encourage the students to come forward to clarify their doubts beyond the class hours.

- 3.14 The faculty should be willing to take classes beyond regular hours.
- 3.15 A faculty should always address a student by the name and not by roll number.
- 3.16 The faculty should ensure that the board is cleaned before leaving the classroom.

#### **4. GENERAL CODE OF CONDUCT:**

- 4.1 A faculty member is perceived by the outside world as a responsible member of the Institute. It is desired that a faculty should exercise necessary discretion in divulging any information relating to the Institute.
- 4.2 People at large are observing a faculty member as a distinguished member of AIET and a faculty member's general conduct and behaviour in public should be in keeping with the expectations.
- 4.3 The faculties are expected to maintain cordial and professional relation with other faculty & staff members of the Institute.
- 4.4 Teaching is a noble profession and AIET is an equal opportunity employment provider. Hence a faculty should not make any distinction among faculty members, students and colleagues on account of their caste, creed, religion, language or sex.

#### **5. DRESS CODE & IDENTITY CARD:**

The faculty members must be in proper dress code during Institute hour. If not found in proper dress code Rs 100/- per day will be deducted from salary. Mobile phones are restricted while taking a class. If found Rs 500/- will be deducted from salary and disciplinary action will be taken against the faculty.

The faculty members shall need to put on the Identity Cards through-out the day in the college premises.

## **6. CONFIDENTIALITY:**

Faculty members must use good judgment when discussing college business, student behavior or achievement. No college employee shall reveal personal information concerning any student, except under judicial process.

## **7. Other Terms and Conditions:**

- 7.1 The provisions of these rules are applicable to all faculties of this institution.
- 7.2 The leave cannot be claimed as a matter of right. The sanctioning authority concerned may however consider the sanction of leave keeping the interest of the institution in view. Due weight should also be given to the genuineness of the leave applied for.
- 7.3 The year means academic year i.e. 1st July to 30th June. Officers/officials joined in the middle of the year shall be entitled to leave proportionate to the period of employment during the calendar year.
- 7.4 Sundays & public holidays availed as leave in combination with other leaves shall not be counted for CL only.
- 7.5 The CL is not to be treated as absence from duty. No leave of any kind can be granted to faculty under suspension.
- 7.6 Faculty during leave is prohibited from taking any other service/employment.
- 7.7 For all other type of leave other than CL & EL, the recommendation of the principal along with the proposal of alternative arrangement for management of the works during the period of Leave is necessary.
- 7.8 Every unauthorized/unapproved leave is subjected to debit of 1.5 CL or proportionate deduction of salary in lieu of CL.
- 7.9 Willful absence from duty after expiry of leave will be treated as misconduct leading to disciplinary action.
- 7.10 In case you leave the institution, the following conditions shall be applicable:
  - a. You are required to give at least two months' prior notice for leaving the Institute. The matter should be treated confidential. If any disclosure found to be made by such person then it will be treated as termination.

- b. In the absence of such notice, one and half months' salary shall be deducted in lieu thereof.
- c. Your notice period will not be taken into consideration in the month of October, November, December, April, May & June. If you want to leave in these months' then no salary will be released.

- 7.11 You are not allowed to submit resignation/leave the institute otherwise, during the mid-session of a semester. In case you decide to leave mid-session, two months' salary shall be deducted in lieu thereof.
- 7.12 In case of leaving the institute for reasons whatsoever, your salary will be released as per institute rule not on the same day.
- 7.13 However, the management reserves the right to terminate your service at any time without assigning any reason thereof. An agreement to this effect be signed by you and be submitted at the time of joining.
  - ❖ In case of termination, your pending salary will be released as per Institute rule. These rules are strictly followed by the Institute and you are abide by the rules.
  - ❖ You will be in proper dress code during Institute hour.
  - ❖ You can't apply for leave in the month of joining. If u have applied then there will be loss of pay as per Institute rule.
- 7.14 You will be governed by the terms and conditions of service laid down by the institute from time to time.
- 7.15 The engagement/appointment is purely temporary.
- 7.16 You shall not accept any other gainful employment whether private or public without prior permission of the authorities concerned.
- 7.17 You have to serve the institute for at least one academic year.
- 7.18 You must publish at least one technical paper or review paper in your field of specialization in any reviewed journal or at least two technical papers to be presented/ published in reputed international/national seminars/symposia etc during the calendar year.

## **8.PROCTOR SYSTEM:**

### **Objective:**

The main objective of proctor system is to know the students individually and to help the assigned students to deal with the problems they face during their stay in the college, suggest ways and means to alleviate them and maintain written record of the same in the booklet.

## **INSTRUCTION TO PROCTOR(S) AND REVIEWER(S):**

### **8.1 Do's**

- 8.1.1 The proctor should meet the students individually at least once in TWO WEEKS to update the contact details of the students and their parents, discuss their problems / prospects and make a record of the same in the Proctorial handbook.
- 8.1.2 Discuss the reason for absenteeism from class/lab and counsel students.
- 8.1.3 Discuss the reasons for absence from any internal examination/assessment with the student and bring this to the knowledge of his/her parents.
- 8.1.4 To assess whether the student is making optimal use of the available extracurricular activities, personality development programs, and professional courses being offered by the college and encourage them to make use of these.
- 8.1.5 Report student's academic performance to parents after each internal assessment and in the university exam, including back papers, if any.
- 8.1.6 A proctor must act as an academic guardian so that students feel relaxed mentally and can discuss and find solution to their problems in a congenial environment.

## **8.2 Don'ts**

- 8.2.1 The proctors are not intended to solve all difficulties of the students or to suggest changes in the system to accommodate students/ parent's views. They are therefore not to commit any thing which does not fall in line with the existing rules and protocols of the college.
- 8.2.2 The proctors should not pass any adverse comments against anybody, particularly against any student in the presence of another student.
- 8.2.3 This handbook is a property of the college and its content should not be shared with any person not related to the college.

## **8.3 For Reviewers**

- 8.3.1 HODs are expected to review and submit all the booklets once in a month and submit the report to the Dean (Academic) with copy to the Principal in the prescribed format.
- 8.3.2 Dean(s) are to verify at least 20 Nos. of hand books every month (randomly Selected) and report the outcome to the principal in the prescribed format.

## **9. DOS AND DON'TS FOR FACULTY STAFF:**

### **9.1 DOS:**

- 9.1.1 Remember that as a faculty member you have many roles to play, viz., that of a faculty vis-à-vis your students, that of an academician for carrying out other functions like research, examination or other duties as assigned to you from time to time.
- 9.1.2 Remember that people at large are observing you as a distinguished faculty of AIET and your general conduct and behavior in public should be in keeping with the expectations.
- 9.1.3 Remember that taking classes is your primary responsibility and you should be regular, punctual and diligent in discharging this duty. Under no circumstances should you absent yourself from

classes/institute without prior permission of the competent authorities. Attendance is a statutory requirement and that students may be debarred from appearing at the university examinations if it falls short of the minimum requirement of 75%. Attendance Record must be maintained in the proper format with date and signature of the faculty concerned.

- 9.1.4 It should be remembered that English is the official language of AIET. Hence English should be used as the only medium of instruction and communication.
- 9.1.5 Please prepare well in advance for a class so that you can deliver a quality lecture. You may use teaching aids for elucidation and circulate soft copies of your class-notes.
- 9.1.6 Take class tests, give home assignments to the students and be transparent regarding their performances so that the results at the end of the term do not come as a shock.
- 9.1.7 Please discuss with the HOD and the Librarian regarding availability or otherwise of sufficient copies of text and reference books.
- 9.1.8 Remember to return books issued to you from the library in time so as to set a good example for others to follow.
- 9.1.9 Remember that the students are entitled to submit a feedback about you in the prescribed format and exerting any influence in this regard is a disqualification.
- 9.1.10 Remember that if you are entrusted with laboratory work, you must ensure that the equipment is in good running condition at all times and the students conduct experiments as per the stipulations of the syllabus.
- 9.1.11 Please discuss with your HOD if you require any assistance regarding procurement of spare parts, consumables, chemicals or other resources required for smooth functioning of that part of the laboratory you are responsible for.
- 9.1.12 Remember that you may be assigned examination duty from time to time by the Examination Section in consultation with your HOD. Please find out your exact role from the Examination Section and carry out the same to the letter and spirit.

- 9.1.13 you may be assigned other duties like that of external examination duty, representing the institute in seminars /conferences, or other events in consultation with your HOD. These must also be carried out in a proper manner.
- 9.1.14 Student issues of any kind that falls within your domain or comes to your notice must be addressed with all sincerity either through personal intervention or by informing to appropriate authority.
- 9.1.15 A faculty must at all times remain in touch with the students to feel their pulse.
- 9.1.16 Please obtain clearance from all concerned before leaving the college for good.

## **10. DON'TS:**

- 10.1 Don't take part in any activity on or off the campus that might tarnish the image of the institute in any way.
- 10.2 Don't fail in time management which may lead to inability in your part to discharge all your roles equally well and prevent you from being recognized as a successful faculty.
- 10.3 Don't make any statement to the Press or other outside agencies about any incident or development at AIET without being authorized to do so by the competent authorities.
- 10.4 Don't make any distinction among your students and colleagues on grounds of caste, creed, religion or sex.
- 10.5 Attempts at hiding facts for gaining cheap popularity with the students must be avoided.

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