

ROLES & RESPONSIBILITIES OF FACULTY

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1.0 SCOPE

As faculty members of Bharatiya Vidya Bhavan's, Sardar Patel Institute of Technology, they are responsible for contribution and sustenance of the standards of the institution. They should comply with the relevant policies, rules, regulations, norms, and standards set to guide their work. While every individual member is accountable for his/her action, as member of the Institute community, they are collectively accountable for upholding those standards of behaviour and for compliance with all applicable rules, regulations, and code of conduct. This document details the rules and regulations that every faculty member should follow and the code of conduct they should adopt in the discharge of their professional duties. These rules and regulations are not exhaustive and hence, the detailed instructions issued from time to time and the modifications made in these due to necessities have to be adopted by the faculty members.

2.0 APPLICABILITY AND INFRINGEMENTS

These rules and regulations and code of conduct prescribed applies to all full-time faculty members, visiting faculty members, faculty members on contract/part-time employment, research scholars given teaching assignment attached to the departments of Sardar Patel Institute of Technology. Adherence to these rules and regulations and code of conduct makes the faculty members responsible for bringing suspected infringement of any of the provisions to the attention of appropriate authority of the Institute. Raising such concern is a service to the Institute and will not jeopardize one's position or employment.

3.0 CURRICULUM RELATED

A Faculty member Assistant Professor, Associate Professor and Professor are responsible for,

- a) **Performing Teaching and Learning Activities**
 - i) Teaching of both core and elective courses in the field of his/her specialization as allocated by the Department for various programmes offered by the Institute.
 - ii) Conducting laboratory courses, tutorials and seminars of the programmes assigned to him/her in an effective manner, so as to improve the practical knowledge of the students.
 - iii) Providing proper guidance and supervision of the projects work undertaken by students and development of proper rapport with the industry/research-organization if the project is industry/research-organization related one.
 - iv) Making the teaching more effective and interesting to the students by the use of multi-media teaching aids, game-based learning, flipped classroom, expeditionary learning, kinaesthetic learning and personalized learning etc.
 - v) Making the laboratory, tutorial, and seminar classes more purposeful by examining the students practically and orally either before or after the experiment/seminar to improve the student's understanding of the subject.
 - vi) Conducting the core/elective course as project based/experimental/activity-based learning.
 - vii) Helping peer-assisted learning.
 - viii) Overall, the teaching learning shall be learner centred ensuring learning outcome of different courses.



b) Course Planning and Material Preparation

- i) The faculty member is required to plan and make complete preparation well in advance to effectively teach the theory and practical courses.
- ii) He/she should prepare the schedule of lectures with topics, tests, assignments, demonstrations, and screening of video or power point presentation etc., in advance.
- iii) The faculty member has to design experiments for laboratory classes so as to improve the student's creative skills besides properly understanding the physical phenomena or concept.

c) Examination, Evaluation and Grading

- i) A faculty is required to set standard question papers to test the knowledge/analytical thinking of students and evaluate the answer scripts of courses not only taught by him/her, but also that assigned to him/her by the Dean/Head of Department of the Institute.
- ii) A faculty is required to conduct and invigilate any exam/test in the Institute. Such test/exam may be for the course taught by him/her or for any other course assigned by the Head of Department of the Institute.
- iii) A faculty member while evaluating answer scripts, oral examination, project work evaluation, should scrupulously be objective in his/her approach so that the student can earn the marks/grading for his/her performance only. Besides, he/she should indicate the mistakes on the script except for end semester examination, where no marking is permitted to be made on the script.

d) Maintenance of Records

- i) Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and in time.
- ii) Each faculty member is required to keep a course file of course taught by him/her with all relevant papers, for produce to the academic audit.
- iii) If the faculty member is assigned to be the Class Coordinator by the HOD, he/she should maintain the list of students under him/her, their parent/local guardian contact address/phone/mail ID etc., so that the student's progress could be monitored and communicated to them. The Class Coordinator shall also maintain cumulative record of attendance for the courses undergone by the student course-wise. The Class coordinator should also help the HOD in counselling poorly performing/person with disability (pwd) students and the follow up action taken to improve the students' performance.

e) Monitoring of students' progress

- i) The faculty of any course is required to watch the attendance and academic performance of each student of his/her course and take necessary steps at his/her command to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the HOD and the Class Coordinator so that the information can be sent to the parents/guardians.
- ii) 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.
- iii) A faculty member may be required to be a Faculty Adviser to a group of students. He/she is then really a mentor for the students in his/her group. He/she has to keep account of the courses registered/enrolled by them and advice and counsel the students.



- iv) A faculty member must be thorough with the regulations of the academic programme offered by his/her department and other instructions issued from time to time so that he/she can effectively guide the student.
- v) As a Faculty Adviser, the faculty member is required to motivate students under his/her care and also help them while they face any other general problems till they leave the Institute.
- f) Participation in Academic Developments**
 - i) A faculty member should actively participate in curriculum preparation for new programmes/modification of existing programmes.
 - ii) 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.
 - iii) 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.
 - iv) To be an effective faculty, he/she is required to update his/her knowledge by attending faculty development programmes, short-term courses, professional society meetings, National / International Conferences, Seminars, reading recent technical journal articles and periodicals and going through the web sites of world class Universities/Institutes. They may also enrol in one or more Professional Societies/Associations.
- g) Punctuality and Regularity**
 - i) The faculty member shall not permit any student to attend the class after the stipulated time specified by the Institute so as to ensure punctuality in attending class by the students.
 - ii) A faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.
 - iii) As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made. This will ensure better compliance of scheduled classes.
 - iv) A faculty member shall be punctual in attending class and leave the classroom after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/workshop for practical classes.
 - v) The faculty member shall carry out any other academic related activity that may be assigned to him by the Head of Institute from time to time.

4.0 INVOLVEMENT IN DEVELOPMENT ACTIVITIES

A Faculty member Assistant Professor, Associate Professor and Professor are responsible for,

a) Laboratory Development & Maintenance

- i) 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.
- ii) 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 experimental setup for use by students.
- iii) As a member of the faculty, he/she should ensure that the various Computer Machines, machinery and equipment in the laboratory and workshop are maintained in working



condition and are used effectively both for academic requirement, project works and research related activities.

- iv) In case, a faculty member is assigned to be in charge of laboratory or workshop, he/she has to oversee the work of technical staff of the laboratory, besides arranging for periodical maintenance/repair and recalibration wherever necessary.
- v) As an in-charge of laboratory, he/she must 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

- i) As an 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 finalise it before inclusion in the overall budget proposal of the Department.
- ii) 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.
- iii) The faculty member should help the Professor in charge of purchase or 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.
- iv) Once the budget proposals are approved by the management, the faculty in charge of the laboratory/workshop 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 Professor in charge of purchase or HOD.
- v) The faculty member shall follow the detailed guidelines/procedure issued by the Institute regarding purchase of consumable and non-consumable items both indigenous as well as imported items.

c) Co-Curricular activities

- i) A faculty member is required to arrange guest lectures, seminars etc., to supplement regular lectures and help in the conduct of faculty development programmes, short-term programmes, workshops, open houses, exhibitions organized by the Department or Institute.
- ii) 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.
- iii) A faculty member if nominated as an Office-bearer such as Treasurer, Adviser of Professional Society functioning in the Department/Institute he/she shall perform such duties accordingly.
- iv) A faculty member is required to help the Professional Societies in organizing annual events such as hackathon, Project Competition, symposium, technical contest, quiz, and also in the interaction with the parent bodies (e.g. CSI, IEEE etc.) to promote the student chapter of the professional bodies.
- v) A faculty member is required to coordinate National/International conferences/seminars/symposium / workshop.
- vi) A faculty member should submit project proposals to the funding agencies for financial assistance to conduct seminars, conferences, faculty development programme, and short-term training Programme etc.



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

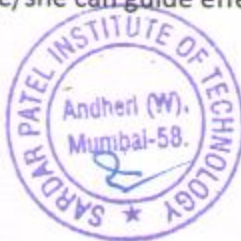
- i) A faculty member should see that the classrooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose.
- ii) A faculty member should ensure that lights and fans are switched off after the class is over, and if there is no lecture class for the students in the next period to save energy consumption.
- iii) As discipline in the campus is very essential, every faculty member should interfere if they notice indulgence by students in activities of condemnable nature.
- iv) 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.
- v) The faculty member must serve as a member of any enquiry committee or as a member of various committees whenever the Department/Institute organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.
- vi) Faculty members are liable to be assigned the responsibility of Residential Tutor/ Warden of the hostels run for the benefit of students for a specific period of time and for this service they shall be given perquisites in addition to their salary.
- vii) All faculty members are expected to oversee the students go to the class on time and not loitering in the campus.
- viii) Faculty members should also take part in activities related to NCC, Association, etc., as office bearer/organizer and shall discharge the duties assigned to the position.
- ix) Any other activity(s) related to Department or Institutional Development that may be assigned to the faculty member depending on the need.

5.0 RESEARCH AND DEVELOPMENT

A Faculty member Assistant Professor, Associate Professor and Professor are responsible for research and development,

a) Academic research

- i) As research is an inherent component of the functions of an Institute, every faculty member shall take active efforts to make research contributions in his/her field of specialization.
- ii) A faculty member should identify specific aspects/track relating to his/her area of specialization in which there is considerable scope for further working, so that he/she either do it by himself/herself or motivate undergraduate and postgraduate scholars or a junior colleague to take up the study under his/her supervision.
- iii) 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.
- iv) 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.
- v) 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 he/she can guide effectively. In fact, this will help to develop contact with the industry.



- vi) Interdisciplinary and collaborative research is assuming enormous proportions a faculty should take efforts to identify such area(s) by interaction with his/her colleagues in other departments or researchers in established R&D laboratories for collaborative research purposes.
- vii) Faculty members can act as research supervisor for other Institute/Universities only with the prior permission from Head of Institute.

b) Research Publications and Books

- i) As research publications in refereed journals of international importance not only improve the individual's image but also of the institution, every faculty member should strive to bring out such quality publications.
- ii) Faculty members should publish their research output only in SCI journals and publications in non-refereed journals will not be recognized.
- iii) Faculty members shall also strive to file patents if their research output is felt new and novel.
- iv) 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.
- v) 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 (International Standard Book Number/ISSN (International Standard Serial Number) numbers.
- vi) The faculty members will be provided financial incentives for publications in refereed journals taking into account the impact factor, total citations, immediacy index, half-life, etc.

c) Sponsored and funded research projects

- i) An important source of financing and professional recognition to the Institute 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 and acquiring facilities such as equipment, instruments, etc. Funding Agencies such as AICTE, DST, UGC, CSIR, MHRD, DAE-BRNS, BARC, DAE-NBHM, BDT, DOE, DRDO, DRDO-AR&DB, DRDO-DMRL, DRDO-LSRB, DSIR, ICMR, IGCAR, INSA, IREDA, ISRO, ISTE, CSI, MU, IE, IET, IMD, MCIT, MNRE, MoEF, MoES, MoWR, MFPI, NCERT, SERC etc.
- ii) The faculty member, who is a Principal Investigator, besides employing Project Associates, if the project proposal contemplates and the funding agency approves, can also use the services of students and research scholars, wherever possible.
- iii) 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.
- iv) Students should also be encouraged by faculty members to submit proposals for securing funding assistance for student projects from Science and Technology Councils of the State and Centre and other agencies.
- v) The effort of the faculty member must be to convert his/her creative idea into a product either physical, conceptual or computer software. 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.



6.0 CONSULTANCY AND EXTENSION ACTIVITIES

A Faculty member Assistant Professor with higher grade, Associate Professor and Professor are responsible for Consultancy and Extension,

a) Consultancy Projects

- i) Executing consultancy works for the state and private organizations is another important source of financial resource to the Institute. A faculty member should take efforts to secure consultancy works in his/her area of specialization from industries and business or from State agencies.
- ii) To secure consultancy work, the individual's capability in solving practical problem in his/her area of specialization besides development of good rapport is very essential. Guiding industry-oriented student projects is an easy way of establishing contacts with the industry counterparts. Hence, faculty member guiding such project works should establish proper, healthy, and positive rapport with the concerned industry from where such project work is undertaken.
- iii) A faculty member should constantly update his/her knowledge, familiarize himself/herself with the problem of industry by going through industry publications, attending professional society meetings etc., to establish contact and get to know the problem of industry.
- iv) Attending seminars and conferences organized by professional institutions such as Confederation of Indian Industry (CII), Federation of Indian Chamber of Commerce & Industry (FICCI), The Institution of Engineers (IEI), Institute of Electrical and Electronics Engineers (IEEE), Computer Society of India (CSI) or other Industrial Associations will also help to understand the problem of industry.

b) Extension activities

- i) A faculty member should take efforts to organize refresher courses, seminars, workshops not only for the benefit of faculty members but also for participants of industry and society at large. Such programmes could be self-supporting or sponsored ones.
- ii) Conduction of continuing education programmes/structured courses to meet specific requirement of the industry and society is yet another way of augmenting resource for the Institute. A faculty member can organize such programmes either one time or on continual basis year on year.
- iii) Extension activities could include various community-oriented services, preferably using the expertise in the field of science and technology, and addressing the requirements of weaker sections of the society.

7.0 WORKLOAD NORMS

a) Working Hours

- i) All full-time faculty members should perform a minimum of 40 hours of work per week for the Institute on a 5-day week basis (minimum 8 hours per day). The Institute has the right to fix the working hours and days depending upon the exigency.
- ii) The 40 hours is only the minimum, but a faculty member is expected to devote more time in connection with execution of sponsored and funded projects, consultancy work, continuing education, summer courses, etc.,
- iii) The minimum working hours may vary in the case of part-time and visiting faculty depending upon their condition of employment.



b) Teaching-contact Workload

The workload of the teachers in full employment shall be not less than 42½ hours a week for 36 working weeks (180 teaching days) for a 5-days a week pattern in an academic year. It should be necessary for the teacher to be available for at least 8½ hours daily in institute. Direct teaching-learning process hours per Week should be as follows:

Assistant Professors - 16 hours/week

Associate Professors/Professors - 14 hours/week

A relaxation of two hours in the workload may, however, be given Head of Department and to those who are working as supervisors to Ph. D. students of the Mumbai University. In no case relaxation will be more than 2 hours.

EXPECTATIONS MATRIX FOR FACULTY

Expectation Matrix				
Parameter	Assistant Professor with GP 6000/-	Assistant Professor with higher Grade	Associate Professor	Professor
Writing a research project for funding	At least one	At least one	At least Two	At least Two
Ongoing research project	--	At least one of min 4 lakh	At least one of min 10 lakh	At least one of min 12 lakh
Journal publication every year	--	1	2	2
Conference publication	1	1	2	2
Filing the patent	--	1	1	1
Conducting FDP per year	--	1 Biannually	1 Biannually	1 Annually
Attending FDP per year	2	2	1	1
Consultancy	--	1 Assignment	1 Assignment	Min 1 lakh
No of courses taught	4	4	4	3
Resource person for external events	--	1-2	3-4	4-5
Enrolment for MOOCs for new courses	2	1	Desirable	Desirable
CEP for fund fetching	--		2-3 days	3-5 day

Faculty members to commit yourselves and meet the institute expectations. If each and every one faculty members work passionately towards this, then surely institute ranking will improve year on year, the campus will become more vibrant, research intensive.


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