

## **Code of Conduct for Non-Teaching Staffs employed in NBRC**

1. Every staff employed in the institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.  
1 (a) it shall be mandatory on the staff employed in the institute to do any work in connection with an examination conducted by institute, which he/she is required to do by the Head of the Administration/Academic or head of the Institute, as the case may be.
2. No Staff employed in an institute shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the institute authorities shall be produced within a week.
3. No Staff employed in an institute shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc., specific sanction of the institute authorities in writing shall be abstained.
4. No regular staff employed in the institute shall send any application for employment under any other agency, except through the intimation the Administration approval of the Institute.
5. Any staff employed in an institute when involved in criminal proceedings shall inform the committee of each proceedings.
6. No staff employed in an institute shall engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
7. No staff employed in an institute shall contest or participate in or canvas for any candidate in any election.
8. No staff employed in an institute shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.
9. No staff employed in a institute shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
10. No staff employed in an institute shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.

# **POLICY ON CONDUCT AND ACADEMIC INTEGRITY FOR STUDENTS**

## **PREAMBLE**

This Handbook highlights the standard procedures and practices of the National Brain Research Centre for all students enrolling with the Center for pursuing M.Sc & PhD courses. All students must know that it is their responsibility to abide by the Code of Ethics and Conduct.

The Center's endeavor, by means of enforcing this Code is to put in place a Document for all students that is egalitarian, conscientious, effectual and expeditious; and to provide a system which promotes student growth through individual and collective responsibility.

All students are requested to be familiar with this Code, which can be also be found on the official website of the Center.

The Code holds students (both individuals and groups) responsible for their actions and its consequences. Those who fail to fulfill their responsibilities stand to lose their privileges or have penalties imposed on them.

## **1. JURISDICTION**

- 1.1** The Center shall have jurisdiction over the conduct of the students enrolled in or associated with the Center.
- 1.2** This Code shall apply to any student enrolled in a PG/PhD programme at the Center or visiting scholars etc. The Code will apply to conduct that occurs on the premises of the Center, including activities sponsored by the Center and functions hosted by other recognized student organizations. It also applies to conduct that occurs elsewhere, which could impact the Center's interests or reputation such as those occurring in sponsored programmes, activities by the Center (students travelling for educational purposes or to attend seminars etc.), or in the context of a relationship between the student and a third party that involves the student's standing, status or academic record at the Center.

## **2. WHAT CONSTITUTES MISCONDUCT?**

The Center believes in promoting an environment that ensures safety to all and promotes academic efficiency by enforcing behavioral standards. These standards include upholding of academic integrity and respecting all persons, their rights and property etc., Prohibited conduct includes, but is not limited to the following:

### **2.1 Alcohol and Substance Abuse:**

- (a)** Consumption, manufacture, sale, possession and distribution of alcohol is prohibited on campus. Any student found guilty of behaving irresponsibly under the influence of alcohol will be penalized

- (b) Students found guilty of engaging in any unlawful possession, use, distribution or manufacture of controlled substances or illegal drugs, or their raw materials will be referred to the state police.

## **2.2 Ragging**

The Center has a coherent and an effective anti-ragging policy in place which is based on the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']. The UGC Regulations have been framed as per the directions issued by the Honorable Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges.

### **3.2.1 Ragging constitutes one or more of the following acts:**

- a. any conduct by a student or students hurting, teasing, or being rude to other students;
- b. rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship, physical or psychological harm or raise fear or apprehension thereof in any other student;
- c. asking a student to do an act which makes him/her uncomfortable and which has the effect of causing or generating a sense of shame, torment or embarrassment, affecting the physique or psyche of such a student;
- d. any act that prevents, disrupts or disturbs the regular academic activity of any student;
- e. exploiting other students to complete academic tasks assigned to them;
- f. any act of financial extortion or forceful expenditure burden put on a student by other students;
- g. any act of physical abuse including sexual abuse, stripping, indulging in obscene, lewd acts including but not limited to gestures, causing bodily harm or any other danger to the health of a student;
- h. any act or abuse either orally or in writing including by spoken words, emails, post, public insults which would also include deriving perverted pleasure, the vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- i. any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure.

### **3.2.2 Anti-Ragging Committee**

The Anti-Ragging Committee, as constituted by the Director and faculty Members, shall examine all complaints of anti-ragging and come up with recommendations based on the nature of the incident. The committee can have the Registrar, Hostel warden and Faculty members, as its members as decided by the Competent Authority from time to time. The Committee, however, should have a diverse mix of membership in terms of levels and gender.

## 2.3 Sexual harassment

Students should note that sexual misconduct or harassment encompasses a range of behavior, including but not limited to, sexual assault, unwanted physical contact, persistent unwelcome comments, sending e-mails, messages on social media or pictures that are insulting or degrading.

Sexual harassment amounts to a serious misconduct and will be dealt with as per the Govt Policy on Prevention and Prohibition of Sexual Harassment at Workplace. All cases will be referred to the Sexual Harassment Committee of NBRC. Committee will determine, based on the circumstances of each case, whether the actions brought to its notice constitutes a violation of the sexual autonomy and dignity of the recipient of the action.

## 2.4 Other misconducts

- a. Storing, possessing or using real or replica firearms or other weapons, explosives (including fireworks), ammunition, drugs, or toxic or otherwise dangerous materials on Center premises.
- b. Stealing, misusing, destroying, defacing or damaging Center property or property belonging to someone else.
- c. Unauthorized use of any Center facilities, equipment, services or computers. Theft or abuse of the Center computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tampering of Center property or facilities, the private residence of staff/professors, offices, classrooms, computers networks, and other restricted facilities.
- d. Making false accusations against any member of the Center.
- e. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, skin colour, region, language, sexual orientation, marital or family status, physical or mental disability, , etc.
- f. Not producing the identity card issued by the Center or refusing to produce it on demand by campus security.
- g. Physical assault, threats of violence, which includes any disruptive activity in a classroom or in an event sponsored by the Center. Any conduct which has a negative impact or constitutes a nuisance on and off campus.
- h. Organising meetings and processions without permission from the Center.
- i. Accepting membership of religious or terrorist groups banned by the Center/Government of India.
- j. Smoking on the campus of the Center.
- k. Parking a vehicle in a no parking zone or an area earmarked for parking other types of vehicles.
- l. Rash driving on the campus that may cause any inconvenience to others.
- m. Not disclosing a pre-existing health condition, either physical or psychological, to the Resident Medical Officer which may cause hindrance to the academic progress.
- n. Mis-behaviour during any activity of the Center.
- o. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to,

creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Center.

- p. Altercations of any kind between students or student groups will be taken seriously as a violation of the code and will be dealt with accordingly.
- q. Students encouraging, aiding, or conspiring in any prohibited conduct. And failing to comply with a disciplinary measure or disciplinary measures imposed under the procedures of this Code.

If these acts are committed off-campus, the Center will determine whether the code will apply after considering the seriousness of the alleged offence, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on, and off-campus.

### **3. NBRC POLICY FOR ACADEMIC INTEGRITY**

As a premier institution for advanced scientific research and education, the Center values academic integrity and is committed to fostering an intellectual and ethical environment. Academic Integrity encompasses honesty, responsibility and awareness of the ethical standards for the conduct of research and scholarship. The Center believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Center and its research missions, and hence, violations of academic integrity constitute a serious offence.

#### **3.1 Scope and Purpose**

Academic Integrity, which forms an integral part of the Code, applies to all students at the Center. Students are required to adhere to the said policy. The purpose of the Policy is two fold:

- i. To clarify the principles of academic integrity;
- ii. To provide examples of dishonest conduct and violations of academic integrity.

Failure to uphold these principles of academic integrity threatens both the reputation of the Center and the value of the degrees awarded to its students. Every member of the Center community, therefore, bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

The principles of academic integrity require that a student:

- i. properly acknowledges and cites the use of the ideas, results, material or words of others;
- ii. properly acknowledges all contributors to a given piece of work;
- iii. makes sure that all work submitted is his or her own in a course;

- iv. Produces academic work without the aid of impermissible materials or impermissible collaboration.
- v. obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions;
- vi. Respects the integrity of other students and their right to pursue educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

Violations of this policy include, but are not limited to:

**Plagiarism:** It includes the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve the submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:

- a. Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- b. Taking material from class notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- c. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.

**Cheating:** It includes, but is not limited to:

- a) Copying during examinations, and copying homework, assignments, term papers, theses or manuscripts.
- b) Allowing or facilitating copying, or writing a report or taking an examination for someone else.
- c) Using unauthorised material, copying, collaborating when not authorised and purchasing or borrowing papers or material from various sources.
- d) Fabricating or falsifying (manipulating) data and reporting them in thesis and publications.
- e) Creating sources or citations that do not exist.
- f) Altering previously evaluated data and resubmitting the work for re-evaluation.
- g) Signing another student's name on an assignment, report, research paper, and thesis or attendance sheet.

**Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:**

- i. Use proper methodology for experiments and computational work. Accurately describe and compile data.
- ii. Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny if required, and the changes made should be clearly described.
- iii. Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to cherry pick data: omitting some data points to make an impressive figure.
- iv. Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.

### **3.2 Conflict of Interest**

A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research and publication, and working in committees, funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities, including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influence public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis.

### **3.3 Individual and Collective Responsibility**

The responsibility varies with the role one plays.

- i. **Student roles:** Before submitting a thesis to the department, the student is responsible for checking the thesis for plagiarism using software that is available. In addition, the student should undertake that he/she is aware of the academic guidelines of the Center, has checked the document for plagiarism, and that the thesis is an original work.
- ii. **Faculty roles:** Faculty members should ensure that the students follow proper methods for experiments, computations, and theoretical developments, record proper data and save them for future reference. In addition, they should review manuscripts and thesis carefully.

### **3.4 Reporting authority and Penalties**

- All complaints lodged against students regarding breach of academic integrity and research misconduct shall be governed by the committee headed by the Director or his/her nominated faculty member.
- Upon receipt of reports of scientific misconduct, the Director may appoint a committee to investigate the matter and suggest appropriate measures on a case- by-case basis.
- A breach of academic integrity is a serious offence with long-lasting consequence for both the individual and the Center, and this can lead to various penalties.

### **3.5 Print and Visual Media, and Social Media clauses**

- (a) Students are expected not to interact, on behalf of the Center, with media representatives or invite media persons to the campus without the permission of the Center authorities.
- (b) Students are not permitted to either audio or video record lectures in classrooms, actions of other students, faculty, or staff without prior permission.
- (c) Students are not permitted to provide audio and video clippings of any activity on campus to the media without prior permission.
- (d) Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Center on social media or indulge in any such related activities that could have negative ramifications on the reputation of the Center.

## **DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF TEACHING FACULTY**

### **1.0 PURPOSE AND SCOPE**

As faculty members of National Brain Research Centre, Faculty 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 faculty members, and fellows, who has given teaching assignment.

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 University. Raising such concern is a service to the University and will not jeopardize one's position or employment. Confirmed violations will result in suitable disciplinary action upto and including termination from employment or other relationships with the University. If need be, legal recourse may also be resorted against the concerned individuals.

### **3.0 CURRICULAR RELATED**

#### **a) Teaching and Learning**

A faculty is responsible for,

- i) Teaching in his/her specialization and as assigned by the Head of the Institute..
- ii) Conducting laboratory research, courses, tutorials and seminars of the programmes assigned to him/her in an effective manner, so as to improve the practical knowledge of the student.
- iii) Providing proper guidance and supervision of the project work undertaken by students and development of proper rapport with the industry/organization if the project is industry related one.
- iv) Making the teaching more effective and interesting to the students by the use of multi-

media teaching aids.

- v) Making the laboratory and seminar classes more purposeful by examining the students 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) On the whole, the teaching learning shall be learner centered 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, screening of video or power point presentation etc., in advance and the students should be informed of the same.
- 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.
- ii) A faculty is required to conduct and invigilate any exam/test in the university. Such test/exam may be for the course taught by him/her or for any other course assigned by the competent authority 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.

**d) 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 Registrar/Director so that the information can be sent to the parents/guardians.
- ii) A faculty member has to be thorough with the regulations of the academic programme offered by the Institute and other instructions issued from time to time so that he/she can effectively guide the student.
- iii) 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 University.

**e) 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) In order to be an effective faculty, he/she is required to update his/her knowledge by attending National / International Conferences, and reading recent articles, which are relevant to their expertise. They may also enroll in one or more Professional Societies/Associations both at National and International level.

**f) 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.
- v) The faculty member shall carry out any other academic and administration related activity that may be assigned to him by the Director from time to time.

**4.0 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 relating to his/her area of specialization in which there is considerable scope for further working, so that he/she can motivate Masters and PhD students, and Post Doctoral Research fellows 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) 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.
- v) 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**

- 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 shall also strive to file patents if their research output is felt new and novel.
- iii) Depending upon the research content, the faculty member may also present papers in International/National level conferences.
- iv) 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.

**c) Sponsored and funded research projects**

- i) An important source of financing and professional recognition to the University 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.
- ii) 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.
- iii) Students should also be encouraged by faculty members to submit proposals for securing individual fellowship from appropriate central agencies.
- iv) The effort of the faculty member must be to convert his/her creative idea into a product either physical, conceptual or a 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.
- v) Cash incentives, as may be decided by the competent authority, will be given to those faculty members for funded research/projects secured, research papers and books published and patents obtained.

## **5.0. CONSULTANCY AND EXTENSION ACTIVITIES**

**a) Consultancy projects**

- i) Executing consultancy works for the state and private organizations is another important source of financial resource to the University.

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 is very essential. Guiding industry oriented student projects is an easy way of establishing contacts with the industry counterparts.
- 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.

**b) Extension activities**

- i) A faculty member should take efforts to organize seminars, and workshops not only for the benefit of faculty members but also for participants and society at large. Such seminars and workshops could be supported by the University or from extramural funding..
- ii) 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.

**6.0 INVOLVEMENT IN DEVELOPMENT ACTIVITIES**

**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) As a member of the faculty, he/she should ensure that the various 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.
- iii) 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.

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

- i) 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.
- ii) The faculty member should help the purchase committee or the authority in finalizing the specifications of equipment to be purchased calling the quotations and evaluation and tabulation of bids.
- iii) 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 competent authority.

- iv) The faculty member shall follow the detailed guidelines/procedure issued by the University from time to time, and General Finance Rules (GIFR), with regard to 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. He/She is also responsible to conduct workshops, open houses, exhibitions organized by the Department or University.
- ii) A faculty member if nominated as an Office-bearer such as Treasurer, Adviser of Professional Society functioning in the Department/University he/she shall perform such duties accordingly.
- iii) A faculty member is required to help the Professional Societies in organizing annual events such as symposium, technical contest, quiz, and also in the interaction with the parent bodies to promote the student chapter of the professional bodies.
- iv) A faculty member is required to coordinate National / International conferences / seminars / symposium / workshop.
- v) 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)**

- i) 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.
- 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) The faculty member has to serve as a member of various committees whenever the University organizes major events such as Foundation day of the Institute, Cultural Festivals, outreach activities etc.
- v) All faculty members are expected to oversee the students go to the class on time and not loitering in the campus.
- vi) Any other activity(s) related to Department or Institutional Development that may be assigned to the faculty member depending on the need.

**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 University on a 5 day week basis. The University 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, out reach activities 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/research-contact workload**

Of the minimum workload of 40 hours per week, the teaching/research-contact hours for different categories of faculty members are as follows:

|                      |   |               |
|----------------------|---|---------------|
| Assistant Professors | - | 20 hours/week |
| Associate Professors | - | 16 hours/week |
| Professors           | - | 12 hours/week |
| Directors            | - | 6 hours/week  |

The above mentioned is only minimum contact hours be assigned by the Institute. However, the faculty member is expected to devote more time for research, writing manuscripts, preparing reports, writing extramural grants, lesson preparation, valuation of test/assignment, engaging in out-reach activities etc. He/she shall be present in the department during the working hours of the institution, unless, otherwise he/she goes on other official duties with prior permission from the concerned authority.

A faculty member shall follow detailed instructions issued in this regard from time to time by the Management.