

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.