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# ACADEMIC AND ADMINISTRATIVE ROLES AND RESPONSIBILITIES

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Draft proposal



DECEMBER 31, 2020

MARIAN COLLEGE KUTTIKKANAM AUTONOMOUS

[Company address]

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## FUNCTIONS AND RESPONSIBILITIES - DIRECTOR OF THE DEPARTMENT

1. The Director shall have overall supervision of the Department through the HoD and give directions for the smooth conduct of academic activities and coordinate the functioning of the Department to which they are appointed.
2. Chair the Departmental meeting whenever the Director is present for the meeting.
3. Convene periodic Department meetings to ensure that the Vision, Mission and PSOs are refined if necessary and implement OBE curriculum.
4. Prepare the annual academic calendar of the Department in consultation with the teachers in the Department and submit them to the Principal
5. Give directions and support to the HoD to carry out all the activities and programmes of the Department smoothly and effectively
6. Prepare and submit "Appraisal and Confidential Reports" of the teaching staff of the Department every year.
7. Give directions to conduct the Department / class-wise PTA meetings.
8. Submit proposals for Value added/ Add-on, Non-credit, Elective etc courses for the programmes offered in the Department.
9. Propose new certificate, diploma and degree programmes in the Department.
10. Make efforts for fund generation through contributions, consultancy, projects, patenting, sponsorships etc for the development of the Department
11. Support the faculty to identify and make available external resource persons for the programmes and activities of the Department, wherever necessary.
12. Verify the attendance and internal marks of the students in the Department and the complaints, if any, are to be resolved in time and intimate the Principal on time.
13. Guidance to the HoD to prepare the annual update of library books, necessary infrastructure etc Undertake similar or any other activities entrusted by the Principal/ management from time to time.
14. Undertake similar or any other activities entrusted by the Principal/Management from time to time
15. In the absence of the Director, the HoD of the Department shall discharge the duties and responsibilities of the Director.

## FUNCTIONS AND RESPONSIBILITIES - HEAD OF THE DEPARTMENT

Departments without Directors shall function under the HoD. In such Departments the HoD will exercise the powers and responsibilities of the Director too.

1. Be the Head and Leader of the Department and ensure its growth and development in terms of programmes, funded and non-funded research projects, development of consultancies, establishing and strengthening collaborations with the industry and academia, increased number of applications for the programmes, enhance quality applications, student diversity in intake, total quality development of the students etc.
2. Conduct regular meetings of the Department faculty members and initiate follow-up action.
3. Preparation of Department Time Table and allocation of topics as per syllabus and ensure that classes are engaged as per the time table.
4. Coordinating the formulation of Department short- and long-term plans.
5. Facilitating interaction and collegial spirit and harmony among the Department faculty.
6. Prepare and submit annual report of the Department at the end of every academic year - in consultation with the Director- to the Principal
7. Motivate faculty towards Research Proposals to various funding agencies such as UGC, DST, DRDO, STRIDE, CSIR etc., and also to the NGOs
8. Assign and Coordinate responsibilities of full-time/part time faculty of the Department: teaching assignments, committee assignments, and student advice assignments etc.
9. With the help of the Programme coordinator/s ensure allocation of workload (teaching load and practical load) to all faculty and staff members of the Department
10. Obtain feedback from the faculty and students to ensure the smooth progression of teaching, learning and assessments of all courses to complete them effectively in time.
11. Accept leave requests and recommend leaves, with suitable substitute arrangements, of the Departmental colleagues.
12. Organize need based workshop/seminars/symposia/visits/excursions etc. and to invite guest speakers for interaction and guidance to students and faculty members.
13. Co-ordinate with the teaching and support staff of the Department for smooth function of conduction of academic, co-curricular and extracurricular activities of the Department.
14. Take advise/sanction from the Vice Principal/Principal for implementation of academic, co-curricular and extracurricular activities.
15. Conduct Department/ Class-wise PTA meetings, meetings etc periodically.
16. Provide information and guide the students for prominent career opportunities.
17. Facilitate faculty in the preparation and processing of self-appraisal of performance, growth plan etc.
18. All submission from the students, teachers and staff to the principal and/or management shall be routed through the HoD only
19. Listen to student complaints, and grievances that originate in the Department and as far as possible find remedies to them. If not, refer the matter to the higher authorities with the suggestions and recommendations.
20. Adheres to Quality Management System (QMS) Procedures as communicated by the College
21. Maintains records and documents of Departmental activities and achievements as per the IQAC directions.
22. Present the Departmental budget requirement to the Principal/Management before the commencement of the academic year and/or whenever necessary.

23. Ensure the repair, maintenance and cleanliness of the Department, classrooms and their premises and report to the authorities if there are any concerns.
24. Order/request purchases for the Department. Verify that college equipment/facilities under the Department's control is properly staged, maintained and serviced as required.
25. Maintain proper account for the funds and assistance received from all sources.
26. Communicate all the information and decisions received from the Principal to the staff and if required to the students and is responsible for replying to various queries by the higher authorities.
27. When on short leave, hand over the charge to the next senior most faculty in the Department with prior approval of the Principal.
28. Undertake similar or any other activities entrusted by the Principal/ management from time to time

### Programme - Curriculum and Assessments

29. Regular and effective conduct of BoS meeting as per the Mahatma Gandhi University Act and ensure timely update of syllabi on the basis 360<sup>0</sup> feedbacks (Existing students, Alumni, Faculty, Industry, Placement Officers etc.)
30. Participation in the Academic Council in the absence of the Director and present the modifications proposed in the new syllabi if any.
31. Convene the Department Faculty Council within the first week of every Semester to finalize the Assessment Plans for all courses and ensure that they are published for the information of all students taking the course.
32. Obtain reports on the conduct of CAs and ensure that the assessment results are uploaded to MCKA on time.
33. Ensure smooth conduct of examinations including question bank preparations, continuous assessments of theory and labs, if any as per the regulations of the syllabus.
34. Propose suitable examiners to CoE before the beginning of SEA for the valuation of answer scripts in consultation with the Programme Coordinators and Course in-charges.
35. Synchronize SEA valuation and regular classes in such a way that all valuations are complete within 10 days of the last SEA.

## DUTIES OF THE FACULTY IN CHARGE OF COURSES

1. The faculty should own the course and will be in-charge of proposing modifications to the course content or its assessment pattern based on sound reasons.
2. Participate in the BoS to present modifications if any, suggested above.
3. Develop COs in alignment with the PSOs and POs of the College
4. Develop teaching, learning and assessment plans for the course considering the slow and advanced learners.
5. Present in the Faculty Council of the parent Department the tools for the continuous assessment of students and obtain final approval with or without modifications.
6. Enter the CO-os, course plans and CA plans to the MCKA within 2 weeks of starting the course
7. Provide the students minimum of one activity that they will be compelled to use the library resources. This can form part of CARS/CADL
8. Take the attendance of students every hour and give the report to the concerned Faculty Advisor on a daily basis.
9. Regular update (within 2days of announcement of results) of CA in MCKA.
10. CA activity shall be assessed and the results be published, preferably within 2 days and shall not be late than one week of conducting the activity.
11. If there are any grievances on assessment, settle the issue in discussion with the HoD of the concerned (not the parent) Department.
12. Conduct the faculty appraisal by the students before the final publication of the CA results. The appraisals shall take place after CA3 and before the last date of completion of the class.
13. Propose names of examiners- both internal and external - to HoD for the SEA evaluation.
14. Prepare the question bank with the support of the teachers, get it peer vetted, upload it to MCKA and publish them as per the directions of the College.
15. Prepare and present the scheme of answers to the Chief, if he/she is not the Chief of the evaluation board.

*PS. If there are more than one teacher taking the same course, it is highly advised that they make some discussions before finalizing their teaching, learning and assessment plans. However, every teacher is free to select their style and pattern with the consent of the Department council.*

## DUTIES AND RESPONSIBILITIES OF THE FACULTY ADVISORS

1. Faculty Advisor will be in-charge of the overall supervision and guidance of students of a class in a particular programme.
2. An Advisor shall be approachable to each and everyone in the class like a mentor, friend and philosopher.
3. A faculty advisor should keep the class united and never be a part of any particular group among the students.
4. Amicably settle issues among the students and report grave issues if any to HoD and other authorities of the College.
5. Bring to the notice of the authorities, grievance of students especially those of grave nature so that they will be immediately addressed by the appropriate authorities.
6. Try to know the students and their background as far as possible so that they may be helped to achieve their academic and career goals even amidst challenging situations of their personal life or family problems.
7. Support the students in their emotional breakdowns and seek the support of professional counsellors inside the college whenever necessary.
8. Organise seminars, trainings, activities, outreach programmes, camps etc. for the class with the approval of the authorities concerned.
9. Maintain cordial relationships with students and help and guide them to love the College and its authorities so that they will always be willing to cooperation to everyone on campus.
10. Correct and guide the students of the class to obey the rules and regulations of the College by explaining to them the need for them.
11. Monitor the attendance of students and make necessary follow up of regular absentees and help them to be regular for classes and ensure that the attendance data is regularly updated in MCKA.
12. Help and encourage student leadership and teamwork through organizing as many programmes (competitions, exhibitions, presentations, dances ...) as possible without losing regular class hours so that students to take up challenging tasks in an academic and artistic career
13. Identifying the eligible students for various incentives, awards, scholarships etc. and thereby promote talents of the students. They may be encouraged to participate in national and international competitions and win awards.
14. Suitably recognize the meritorious students so as to bring out the best out of them as well as a motivation to other students
15. Be an effective communication link between the College - Department – class - students.
16. The Faculty Advisor shall be a role model to students through their dignified behavior within and outside the campus.

## CODE OF PROFESSIONAL ETHICS OF FACULTY

(Adopted from UGC Regulations 2018)

### I. Teachers and their Responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have

already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teachers Should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
5. Maintain active membership of professional organisations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
7. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
8. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
9. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
10. Participate in extension, co-curricular and extra-curricular activities, including the community service.

## II. Teachers and Students

Teachers should:

1. Respect the rights and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
3. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
6. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.



### III. Teachers and Colleagues

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### IV. Teachers and Authorities:

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
6. Adhere to the terms of contract;
7. Give and expect due notice before a change of position takes place; and
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

### V. Teachers and Non-Teaching Staff :

Teachers should :

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
2. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

### VI. Teachers and Guardians

Teachers should:

1. Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

## VII. Teachers and Society

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

## REPORT SUBMISSION FORMATS

Form No: 001      CA Pattern Finalisation

Academic Year:      Semester:      Programme Name:

Course code	Course Name	Name of the Faculty in charge	Date of Dept. Council	# Faculty Present	Remarks	Signature of HoD

**NB.**

1. *To be submitted by the HoD to the Principal before the second week of every semester*
2. *If the course is offered to another Department a copy of the format shall be submitted to the HoD of the Department concerned.*

Academic Year:

Semester:

Programme Name:

Course code	Course Name	Name/s of the Faculty in charge	Examiners Proposed (2 per 30 students)	Qualifications/Credentials	Phone and Email	✓ Proposed Chief of the Board	Signature of HoD

Please tick ✓ the names with green ink who are proposed to be the Chief for that course. For a course multiple names can be proposed.

*NB: To be submitted by the HoD to CoE after beginning the semester. Not late than the first day of SEA*

**Academic Year:****Semester:****Programme Name:**

<b>Course code</b>	<b>Course Name</b>	<b>Date of Dept. Council</b>	<b>Date of Publication for students</b>	<b>Name and Signature of the Faculty</b>

*We hereby certify that the Course Outcomes and the assessment patterns are explained in detail by the teacher to the class*

Name and Dated Signature by the Class Representatives

1.

2.

*NB. To be submitted by the Faculty in Charges to HoD before the second week of every semester along with the detailed CA plan presented.*

No	ITEMS	DATES	NUMBERS			REMARKS/SUGGESTIONS
1	Department Faculty Council meetings held					
2	BoS Meetings held					
3	Curriculum feedbacks collected					
4	Examiners panel for all courses submitted					
5	# student and Faculty grievances addressed					
6	Ensured that the question banks are updated and effectively peer vetted for all courses					
7	# seminars + skill trainings + career trainings					
8	Any other					

No	ITEMS	REGULARITY	NUMBERS			REMARKS/SUGGESTIONS
1	PTA meetings held					
2	Update of attendance					
	# students discontinued in the semester. Reasons					
3	Career mentoring of students					
4	# discipline issues reported					
5	# student grievances addressed					
6	Outreach + Industrial visits + residential camps					
7	# seminars + skill trainings + career trainings					
8	# students who participated national/ international competitions					
9	Any other					