

MRU (PROFESSIONAL ETHICS, JOB DESCRIPTION & TEACHING PRACTICES FOR FACULTY, HODs, DEANS & PROVOST/DEAN ACADEMIC) REGULATION, 2019

In pursuance of the provisions under Section 33(1) of the Haryana Private Universities Act, 2006, the Board of Management of the Manav Rachna University, hereby makes the following Regulations relating to the Professional Ethics, Job Description & Teaching Practices of Faculty appointed by the University.

1. Short Title And Application

1. These Regulations may be called Manav Rachna University (Professional Ethics, Job Description & Teaching Practice) Regulation, 2019
2. These shall come in force from the date of notification by the University.
3. These shall apply to all to teachers which shall include Professors, Associate Professors, Assistant Professors, Librarian, Director (Physical Education) and such other post of the University as may be treated at par with teachers by the Board of Management.

2. Definitions

Words and expressions used in these Regulations shall have the meanings assigned to them in the Act, Statutes and Ordinances of Manav Rachna University, unless the context otherwise requires.

3. Faculty Members and their responsibilities.

Whoever adopts teaching as a profession, assumes the obligation to conduct himself in accordance with the ideal of the profession. A **Faculty Member** is constantly under the scrutiny by his students and the society at large. Therefore, every Faculty Member should see that there is no incompatibility between society precepts and his conduct. His conduct should be an ideal one and must motivate and inspire students. This profession further requires that the Faculty Members should be calm, patient and communicative by temperament and amiable in disposition.

4. Conduct & Behaviour expected from the Faculty

A Faculty Member should...

- (a) Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- (b) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication. Faculty Members should personally know the details of all students and keep a record of students' profile.
- (c) Participate in extension, co-curricular and extra-curricular activities including community services and social initiatives.
- (d) Co-operate and assist in carrying out functions relating to the educational responsibilities of the School / department and the University such as: assisting in admissions, counselling, Administration, Examination etc.
- (e) Manage their private affairs in a manner consistent with the dignity of the profession.
- (f) Express free and frank opinion by participation in the professional meetings, seminars, conferences etc. towards the contribution of knowledge.

- (g) Maintain active membership of professional organizations and strive to improve upon their own education and profession through them. Respect the right and dignity of the students in expressing their opinion.
- (h) Deal justly and impartially with students regardless of their religion, caste, and creed, political, economic, social and physical affiliation.
- (i) Recognize the difference in aptitude and capabilities of the students and strive to meet their individual needs.
- (j) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- (k) Inculcate scientific outlook among students, the respect for physical labour, ideals of democracy, patriotism and peace.
- (l) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- (m) Pay attention to only the attainment of the student in the assessment of merit.
- (n) Make themselves available to the student even beyond their class hours and help and guide students without any expectation of remuneration or reward.
- (o) Help students to develop an understanding of our national heritage and national goals.
- (p) Try to maintain a contact with the guardians /parents of the students, send performance reports to them whenever necessary and meet them in the meetings convened for the purpose.
- (q) Refrain from inciting students against other students, colleagues or administration.
- (r) Treat other members of the profession in the same manner as they themselves wish to be treated.
- (s) Speak respectfully of other Faculty Members and render assistance for professional growth.
- (t) Refrain from lodging / gossiping on unsubstantiated allegations against colleagues to higher authorities.
- (u) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- (v) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession and work for the University.
- (w) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities towards the University.
- (x) Co- operate in formulation of the policies of the University and accept responsibilities as assigned by the University.
- (y) Co-operate with the authorities for the betterment of the University keeping in view the interest and in conformity with dignity of the profession.
- (z) Give and expect due notice before a change of position is made.
- (aa) Refrain from availing themselves any leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- (bb) Seek to make a continuous professional growth through study and research.

5. Job Description

5.1 General Job Description of Teaching Staff:

- (a) Preparation of the course plan with detailed break up of syllabus topic for the subject to be handled, as per the guidelines and decide on the prescribed text / reference books for further study.
- (b) Preparation of daily faculty report (work Diary) in the prescribed format.
- (c) Effective utilization of the teaching hours for the benefit of the students duly adapting to the teaching methodology as may be specified for the particular course, including holistic peace studies classes.
- (d) Ensure that any teaching hour lost due to leave or other exigency is compensated by filling in the leave hours of any of other faculty members of the same class.
- (e) Prepare and conduct the monthly comprehension tests as per pre-notified course schedule.
- (f) Prepare a question bank along with answers, progressively for the topics covered, jointly with other faculty members handling the same subject for the same class of other divisions/Schools/Departments.
- (g) Device evaluation methods and evaluation tools (e.g. question papers, projects, assignments) along with fellow teachers teaching the same course.
- (h) Evaluate students on a continuous basis.
- (i) Complete evaluations within prescribed time in a fair and transparent manner and submit final grade sheets to examination section.
- (j) Update oneself of the current developments in the subject handled by regular reference to publications and Internet. Build relationship with industry & make recommendations to HOD for expert lectures etc.
- (k) As part of mentoring, the students in a class may be divided into “above average” and “average” category. The “above average” category students may be given challenging assignments and projects from fourth trimester onwards. Programmes could be evolved to other category student as well.
- (l) Participate in academic discussions initiated by the HOD/ Coordinator.
- (m) Suggest areas requiring modifications, improvements or changes in the curriculum.
- (n) Suggest relevant study materials/ Magazines/books/ equipment/ instruments/ software etc. required for teaching a subject in a class or laboratory.
- (o) The HOD / coordinator may specify any other responsibility and those additional responsibilities should also be performed with the same sincerity.
- (p) Continuously upgrade his / her educational qualification & knowledge through active research.
- (q) Help the School/Department in raising research funding through suitable collaboration activities.
- (r) Commensurate with his / her capabilities; indulge in Research & outreach activities to enhance the reputation of school & hence university.

6. Additional Job Description for Teaching Staff:

- (a) To be responsible for all the matters concerning the class(s) under the charge; more specifically:-
 - (i) Attendance, Attitude, dress code, conduct, behaviour, academic performance, extra and co-curricular activities of the students.
 - (ii) Identification of non / under performing students and ensuring their improvement by suitable measures including mentoring and remedial classes.

- (iii) Assist in choosing the class representatives and delegating role and responsibilities.
- (iv) Interact with the students and the class representative(s) discreetly, to know difficulties experienced by the students, for its rectification.
- (b) To interact with other faculty members of the class for the feedback on student performance and ensure appropriate corrective action.
- (c) Consolidate period wise attendance data for the class on a daily basis for necessary follow up on habitual latecomers and absentees.
- (d) Consolidate and review the marks & other details of the students of the class for internal assessments / mid-trimester examination etc. for initiating remedial steps for underperforming students.

7. Duties & Responsibilities of a Head of department:

- (a) Responsible for efficient functioning of the Department/Centre with reference to its goals and objectives in a professional manner.
- (b) Develop a schedule of the School / department activities for the academic year.
- (c) Ensure judicious class / job allocation to the faculty members.
- (d) Ensure that all faculty members complete their roles and responsibilities in a timely manner.
- (e) Ensure manpower management of teaching and non-teaching staff of the School / department, in such a way that no prescribed class hours are lost.
- (f) Ensure harmonious and cohesive work-environment, nurture a healthy academic community and assist in resolving differences among the faculty / staff members.
- (g) Review and approval of all relevant records of concerned faculty members.
- (h) Conduct periodic / independent review of faculty performance, individually, and suggest remedial tips.
- (i) Create / look for opportunities and avenues for developing faculty knowledge and capability.
- (j) Ensure that each faculty member, turn by turn, presents a recent article from a leading international journal to his fellow colleagues in the School / department /centre at least once in fortnight.
- (k) Encourage regular academic discussions on relevant subjects to give exposure to the relevant faculties in and outside the School / department/centre, to facilitate knowledge sharing and updating
- (l) Identify topics and arrange special lectures by academicians, Researchers on such different subjects in consultation with the concerned faculty.
- (m) Inspect concerned / selective classes regularly, at least once in week.
- (n) Maintain overall discipline among students in the School / department, as per Faculty policy and guidelines with due coordination with the class Teachers, with regard to attendance, uniform, attitude, conduct, assignment completion etc.
- (o) Resolve difficulties (academic and non-academic) faced by the students, in due consultation with the class teacher or admin staff and refer essential cases to the Counsellor, with a discrete note of reference.
- (p) Make efforts for enhancing employability of the students and make them placement ready.
- (q) Ensure that there is an interaction with the placement expert team and School/Faculty members and students at least once in a month for the pre-final year and final year students.
- (r) Convene regular faculty meetings to assess and review the progress on the planned activities.

- (s) Convene class committee meeting to get students' feedback on teaching / teachers.
- (t) Conduct pre examination and post examination reviews with the faculty members concerned with regard to quality of questions, answers, rectification measures etc. to improve the standard of examination and students' performance.
- (u) Comply with the reporting requirements and submissions as may be specified.
- (v) Finalise the work load allotment and timetable for the next trimester at least two months in advance.
- (w) Conduct BoS meetings for Curriculum development, teaching learning process, introduction of new subjects, introduction of new programme or any other area of significance.
- (x) Prepare and monitor the time and cost budgets for the School / department.
- (y) Prepare and submit feedback / appraisal reports of the staff members to Deans as per the University guidelines.
- (z) Ensure maintenance of appropriate quality of equipment in the laboratories for teaching and research.
- (aa) Convene and participate in meetings as per the regulations.
- (bb) Guide fellow faculty for building network with other stake holders in Industry, Research organizations and other academicians nationally & internationally. Support the Deans in forecasting on innovation activities.
- (cc) Support Dean in all his core duties.

8. Duties & Job Responsibilities of a Dean / Associate Dean (Faculty):

The Dean of Faculty is a multifaceted, multitasking academic leader who is broadly responsible for:

- (a) Administration of the faculty (staff and students).
- (b) Academic Rigor.
- (c) Academic Innovation.
- (d) Student Enrolment and Employability.
- (e) Outreach and Research.
- (f) Teaching and Learning

The details of each are as given below;

- (a) **Administration of the Faculty:** Administration of Faculty consists of compliances and alignment with the Statutory / Regulatory agency guidelines & University guidelines, establishing internal systems & sub policies aligned with overall university policies. Advise and Guide the Directors / HOD within the faculty, influence developmental activities for both; human resource as well as infrastructure and most importantly the students' interface to assist students in any form within the powers of the Dean.
 - (i) Dean shall be responsible for aligning the academic objectives of the Faculty with the vision and mission of MRU, set targets for achieving them and ensure that the set targets are achieved.
 - (ii) Support the Vice Chancellor to develop and continuously improve an appraisal system for the staff and ensure that the appraisal process is completed, to the point of submission to Registrar, in time. Prepare a plan of action post appraisal and implement it in consultation with the Vice Chancellor.
 - (iii) The Dean shall keep himself updated of changes in regulatory and accreditation environment and continuously keep the teams informed of the changes. Anticipate necessary changes and

appropriately implement them to ensure quality. Deans are also responsible to ensure that all the regulatory and accreditation criteria are being met for their programs and seek out accreditation for new programs.

- (iv) Prepare Annual Quality Assurance Report, Annual Report of the Faculty which would become part of the Annual Report of the university, and any such reports as decided from time to time
 - (v) Responsible for bi-annual development of quality parameters and ranking of integral units of higher education based on the Annual Quality Assurance Report.
 - (vi) Recommend to the Management proposals for the institution of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and making Regulations for their award.
 - (vii) Recommend to the Management through the Academic Council, proposals for the conduct of inter-faculty and area or regional studies, common facilities, such as instrumentation centre, knowledge resource centre, Science and Technology Parks, entrepreneurship development and industry incubation centre, intellectual property rights centre, workshops, hobby centres, clubs, museums, etc.;
 - (viii) Conduct regular meetings with the faculties / teachers and non-teaching staff to understand their concerns and address them.
 - (ix) Develop and oversee academic policies and procedures for the faculty.
 - (x) Develop quality benchmarks or parameters for various academic and administrative activities of higher education.
 - (xi) Shall be responsible for academic planning, monitoring and academic audit of the programmes and implementation of academic policies approved by the Academic Council in respect of academic development, maintenance of quality of education including standards of teaching and research and training of faculty.
 - (xii) Responsible for ensuring academic development of the faculty under his purview and proper implementation of the decisions of the Board of Studies, Board of Faculty, Academic Council, Board of Management and the Governing Body and Evaluation in respect of his Faculty. Conduct the examinations with authenticity and sanctity in coordination with the Examination department.
 - (xiii) Prepare reports as required by the various authorities or bodies of the university, the State Government, the Central Government, the Central Educational Commissions or Councils, Commission and any such other body.
 - (xiv) Set proper evaluation of faculties and encourage them to raise their standards by higher education /research.
 - (xv) Help develop and continuously improve a suitable grievance-redressal system; both at University as well as school /department level and support its functioning.
 - (xvi) Prepare proposals for award of fellowship, scholarship and other distinctions in the faculty for submission to the Academic Council.
- (b) **Academic Rigor:** This pertains to quality & intensity of teaching learning process in the university which need to be continuously monitored to ensure certain pre-agreed standards and norms. The Dean shall provide guidance, leadership, systems and processes for planning, monitoring and quality assurance.
- (i) Facilitate the creation of a learner-centric environment conducive for quality education. Strive to stay up to date with technological and philosophical changes in the education industry and ensure the Heads of School also do the same.

- (ii) Arrange for feedback from the students, the Faculty Members, non-teaching staff and the other stakeholders on quality-related processes and forward the genuine ideas to the VC or Registrar for consideration and implementation across the University. Work on the learning outcome of the program and take corrective actions wherever required.
 - (iii) Set high standards of measurable teaching effectiveness, and ensure compliance and continuous improvement through effective monitoring and training/counselling.
 - (iv) Work towards building teams of high quality teachers in schools / departments under the Faculty and participate in the attracting and recruiting new faculty.
 - (v) Take lead in creating right kind of rubrics for evaluation and guide the schools to build a rich repository of resources. Be responsible for creation of a repository of questions with model answers which shall be continuously updated and expanded.
 - (vi) Ensure feedback from stakeholders is appropriately ploughed back into the system and implemented both in letter and spirit.
- (c) **Academic Innovation:** the Dean shall provide leadership to innovate programs offered by the Faculty as well as reach-out to fellow Deans for interfaculty programs. Similarly innovations in systems & processes as well as resource utilization across Faculty is within the purview of Dean's responsibilities.
- (i) Shall go through the existing curriculum, initiate development of new undergraduate, post graduate programs and doctoral studies in line with the University's overall academic and administrative objectives.
 - (ii) Support planning and organization of inter-institutional and intra-institutional workshops, seminars on quality related themes and help identify good workshops elsewhere and encourage teachers to participate. Establish a methodology for extracting the crux of such interactions and internalizing to university systems and process.
 - (iii) Co-ordinate quality-related activities, including adoption and dissemination of good practices, development and maintenance of university database, through management information system for the purposes of maintaining or enhancing the University quality.
 - (iv) Shall maintain relations with other academic bodies, industry and other stake holders and help Heads to do the same and be updated with the current happenings in the education sector. Use these networks to establish current and futuristic trends and brainstorm to innovate and to equip university to tackle such changes.
- (d) **Student Enrolment and Employability:** The Dean shall offer leadership to help direct reporters to plan and coordinate faculty participation in student enrolment process. Guide Heads to plan & focus on employability and help coordinate with placement division in placement activity.
- (i) Personally Guide the students for admissions and selection of courses. Ensure that the teachers and HOD participate in these activities. Identify, help and train teachers in these activities through active coordination with the Admissions teams. Assist the management in completing admissions in time.
 - (ii) Represent MRU at various conferences, seminars, industries etc.
- (e) **Outreach and Research:** This is an area of establishing linkages with the industry, Government bodies, Research labs, thinkers & influences in society and use this network to enhance the research and other missions of the university.
- (i) In consultation with the coordinating Dean for Research, Consulting and Innovation; establish control and regulatory mechanism for research activities in the university under the guidance of the Vice Chancellor.

- (ii) Recommend to the Academic Council the norms of recognition of postgraduate Faculty Members and research guides in post-graduate departments.
- (iii) Responsible for ensuring standards of under-graduate and post-graduate research in the university.
- (iv) Build a culture of research, fund raising through funded research, publishing in high impact publications and wherever possible patent ideas, prototypes products or processes. Build a network with the help of Heads to use this expertise to create consultancy and training activities for the industry professionals through appropriate coordinating wing of the university.
- (v) Initiate enquiry into any unethical act / malpractices, committed in any academic programmes within the Faculty by any department.

Exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him by the Vice-Chancellor from time to time.

(f) Teaching and Learning

- (a) Engage in teaching and set standards and demonstrate the same to his fellow teachers
- (b) Be responsible for designing new Courses and Experiments which make curriculum more relevant.

9. Duties & Responsibilities of Provost / Dean Academics

- (a) The provost oversees budget allocations to the faculties and works with them for planning, development, implementation, assessment, and improvement of all academic programs, policies, and supporting infrastructure including facilities and information technology. He has direct responsibility for the recruitment, retention, and renewal of the faculty, and contributes to maintaining the infrastructure that assists the faculty in teaching and research.
- (b) shall work under the guidance of Vice-Chancellor. Deans of faculties shall report to the provost.
- (c) He(she) shall be responsible for the education of undergraduate and postgraduate students on campus. He sets priorities with regard to admissions and financial aid and works to ensure student retention and timely graduation. He is also in charge of all cross-Faculty programs, including general education. With regard to curriculum and education, the provost works in close consultation with the Deans of various faculties in the spirit of shared governance. Broadly the functions of Provost / Dean Academic are:
 - (i) To lead, direct, develop, monitor the verticals assigned.
 - (ii) Shall be responsible for aligning the vertical objectives to the vision and mission of the University.
 - (iii) To provide leadership to strategic planning, research and setting up processes for the program vertical.
 - (iv) Approve the budget and monitor the expenses of the respective vertical.
 - (v) Shall support and guide the deans to achieve their Knowledge Research Indicators.
 - (vi) Shall possess a student centric approach.
 - (vii) Ensure that the research, academic programs and the faculty are of the highest quality.
 - (viii) Support research, grant-writing, publishing and other scholarly activities of the faculty.
 - (ix) Promote high quality research through collaboration, grants, publications and patents.
 - (x) To implement academic plans, research agendas and oversee the work.

- (xi) Work closely with the deans to facilitate program development. Introduce short courses / Executive diploma for the working category people.
- (xii) Contribute in designing MDP's and FDP's for faculties.
- (xiii) Involve the students in various research projects at national and international level.
- (xiv) Adopt best practices through international and national linkages.
- (xv) Collaborate with industries and government authorities for joint research collaborations.
- (xvi) Ensure systematic review of programs (majors) to ensure quality and current course content.
- (xvii) Formulate, maintain and implement a high-quality curriculum. Shall be responsible to approve the hiring, evaluation of faculty, staff, programs and services.
- (xviii) Provide leadership in matters of academic policy and administration. Regularly advise the Deans on these matters.
- (xix) Coordinate accreditation efforts and the preparation of reports to various accrediting agencies.
- (xx) Oversee the preparation of the class schedule of each trimester; approve the final class schedule.
- (xxi) Oversee the promotions of the programs and its admissions.
- (xxii) Ensure succession planning at each level.
- (xxiii) Ensure placement of students nationally and internationally.
- (xxiv) Responsible to shoulder responsibilities of the social initiatives carried out at the university.
- (xxv) Perform other duties as delegated by the Vice Chancellor and other higher management officials.

10. General guidelines on teaching practices

10.1 The general guidelines on teaching practices are as follows;

- (a) Course plan for the succeeding trimester must be prepared at least one month prior to the start of next trimester. Ensure that teaching staff do not engage students without a course plan. Course Plan must be developed (in the prescribed format) collectively by all the Faculty Members of the same subject / paper and it shall be endorsed by the Coordinator / HOD.
- (b) Due consideration must be given to the course objectives as well as the Programme objective while preparing the course plan. Further Faculty need to ensure proper documentation of such course plans.
- (c) Teaching must be done as per the course plan. At the end of every class, the topic to be dealt with in the next class must be announced and students must be asked to read the topic before they come for the next class. The Faculty Member must ask questions on the topic before commencing the explanation.
- (d) Last few minutes; at the end of every class; must be utilised to summarize what has been taught in that class.
- (e) Explanation must be in simple language with adequate illustrations.
- (f) Make adequate use of Information and Communication Technology tools, to improve the effectiveness of teaching –learning process.

- (g) Students must be prodded to interact on the subject by asking relevant / suitable questions.
- (h) Dictation of standardized notes for theory subjects must be **strictly discouraged**, instead, highlight important points and encourage the students to develop their own notes.
- (i) Formative assessment must be made by the Faculty Member about the learning of the students.
- (j) Assignments for internal assessment must be such that reference to books, library materials and Internet would be necessary for its completion. Assignments to be submitted by students must be handwritten. Mere copying from reference material must be wholly discouraged while evaluating internal assessments.
- (k) No class shall be let free for reasons of non- availability of the faculty.
- (l) Guest faculty / Visiting Faculty shall be engaged only in case of inadequacy of the internal resources.

11. Examination Duty

- (a) Attending to examination duty by faculty/ staff members is mandatory as per the work allotment assigned by the Controller of Examinations.
- (b) The invigilators should report 15 minutes before the scheduled start of the examination. Request for any adjustments in the allotted schedule should be done well in time.
- (c) As a matter of policy no leave shall be approved during examination days except under extremely unavoidable circumstances.
- (d) Any leave approval during the examination period, must be cleared by the Controller of Examinations. (For further details please refer Examination SOP)