ACADEMIC REGULATIONS

A. GENERAL REGULATIONS

- The lecturers are expected to create an environment which emphasizes the team work.
- Preparations of lecturer teaching schedule for the semester and submission to the HOD for approval prior to the commencement of classes
- Completion of syllabus effectively with in the available working days.
- The faculty shall be at their workplace (Classroom and Labs) at least 5 minutes before their reporting time.
- Monitoring the attendance of the class and submit the reports.
- Completion of online attendance on the same day.
- Supporting the examination cell in preparing question papers in Outcome Based Education (OBE) to Conduct tests and submit test results to the HOD.
- Volunteering and taking active part in all the activities of the department and College to facilitate the Overall growth of the institution.
- Maintaining discipline among the students of the concerned classes.
- Regular updation of Movement & Minutes Register.
- Encouraging the students to participate in Curricular, Co-curricular, student development Programmes and clubs.
- Attending the need-based duties assigned by the HOD/Principal.
- If anyone leaves the College premises during working hours shall seek necessary permission from HOD and register their absence in the movement registers.
- The Faculty shall compulsorily wear the college ID and be in prescribed dress code in the College premises.
- The Faculty shall ensure discipline is maintained in the classroom, labs and in the College premises. in case of the matters of indiscipline, the same shall be reported to the HOD / Principal.
- The Faculty shall not carry mobile phones during instructional hours.
- The Faculty are permitted to use the mobile phones inside the staff room only.
- The faculty should communicate with students only in English.
- The Faculty should receive the documents for the assigned tasks from the HOD and in turn should hand over the documents to the HOD at the time of leaving.
- The Faculty are expected to update their knowledge by attending Seminars/ Workshops/Conference, after obtaining prior permission through proper channel.
- The Faculty should publish their research papers in reputed International /Indian Journals / Conferences as per the research guidelines given by the Institution.
- The Faculty should adopt new and emerging teaching methodologies with prior approval.
- The internal evaluation of the Faculty will be done based on the Institutional Performance Appraisal Index Annually for the career enhancement.
- The Faculty are expected to follow the rules and regulations of the Institutions as prevalent from time to time.

- Any requirements for the Department/Labs equipment the approval should be forwarded through proper channel such as HOD / Vice Principal/ Principal.

B. REGULATIONS IN THE DEPARTMENT

- The faculty should share any official queries only to the HOD and proceed for further actions.
- The subject allotment and work load will be finalized by the HOD, Academic coordinator after taking into account the faculty's willingness and area of specializations.
- In addition to the teaching, the Faculty should take additional responsibilities as assigned by HOD/Dean/Principal in academic, Co-curricular and Extracurricular activities.
- Whenever a faculty intends to take leave, the Faculty should get the leave sanctioned a day prior in advance and with proper work adjustment made for class / lab /invigilation. If the adjusted class is unattended, the Faculty who is on leave is responsible and it will be viewed seriously and leads to serving a "Show cause notice/Memo".
- In case of emergency, the Faculty is allowed to avail themselves the causal leaves as phone per semester with the proper work adjustment. And, the HOD must be informed.

C. REGULATIONS IN THE CLASS ROOM

- The Faculty should have a good control of students.
- Regulating classroom for the first 5 minutes of each hour in all aspects such as monitoring the dress code, cleanliness of the class room and the seating arrangements are mandatory.
- The faculty should get the lesson plan approved by the HOD.
- The Teaching Faculty has to get verified their Teaching diaries, Minutes and Movement Registers by the HOD once in a month and submit into the Principal for the audit by
    - 1st of every month.
- The Faculty should engage the class for 50 minutes without any deviation.
- Attendance should never be handled by the Students in any case.
- The usage of various ICT enabled teaching methodologies should be documented properly.
- The documentation of the conduct of remedial classes for the slow learners should be done properly.
- The faculty should regularly visit library and read the latest journals / magazines in the respective specialization to keep updated.
- The faculty should be very much available for doubt clearance.
- The faculty should motivate the students and bring out the creativity and hidden talents among them.
- The faculty should never be biased in any aspect.
- The faculty should be highly professional in approaching the students. While counseling the students, both the genders of the staff shall be present.

D.REGULATIONS FOR CLASS TEACHER

- The class teacher must update the student's personal file and counseling record regularly.
- To ensure that every student is well supported to fulfill their leaning potential.
- Monitoring the progress and quality of students, appraise them and co ordinate the Parent Teaching Meetings (PTM) as per the schedule.
- Encouraging the students to learn beyond the syllabi contents.
- Motivating the students to complete on line certifications through MOOC&NPTEL.
- Giving awareness to students about the rules of attendance, General Discipline, NCC, NSS, Sports and Industrial tours etc.
- Maintaining the student discipline in the class as per the existing institutional policies.
- To execute an effective induction programme, job oriented and value added courses for students in consultation with the HOD.
- To be the academic leader of the designed class in the Department.
- Arranging the industrial visits for students to improve their leaning experience in consultation with HOD.
- Creating the awareness on outcome based Education (OBE) among students.
- Responsible to show the increase in the results of the respective class
- Encouraging the students to participate in various competitions conducted at the other Colleges.
- Encouraging the students to take part in Academics, Sports, Research, Project developments and Extracurricular activities.
- The awareness on government policies such as CLEAN INDIA, MAKE IN INDIA, DIGITAL INDIA and VIKAST BHARAT should be given to students.
- Coordinating any other duty as assigned by, the HOD/Dean/Administration.

E.REGULATIONS FOR RESEARCH & DEVELOPMENT:

- Faculty members shall try to submit at least one research proposal annually to internal or external funding agencies to secure financial assistance for research activities.
- Each faculty member shall publish at least two research papers, review articles or short communications annually in a reputed, peer-reviewed or SCOPUS-indexed journals.
- The faculty members are encouraged to author or contribute chapters to books or text books published by National publishers, to strengthen academic and research resources.
- Individual faculty members shall participate in at least two national-level, one international-level conferences, seminars, symposiums or workshops annually and disseminate research findings through conference proceedings.
- The faculty members shall motivate and mentor students to undertake innovative, interdisciplinary and potentially patentable research projects, to promote scientific creativity and entrepreneurship.
- Faculty member shall strive to file at least one patent annually at the national or international level and subject to commercial or societal relevance of the research outcomes.
- Faculty members shall actively pursue opportunities for academic excellence and professional recognition by applying for suitable research awards, fellowships, honours and memberships.

- Faculty members are encouraged to collaborate with Nationally and Internationally renowned Professors, eminent Scientists and Research Experts to undertake funded research projects, joint publications with appropriate institutional affiliation.
- Faculty member shall endeavour to provide at least one consultancy service annually within their area of specialization to contribute government and societal needs.
- Every faculty member shall create, maintain and update professional research profiles regularly on various platforms including Google Scholar, Research Gate, ORCID, LinkedIn, Scopus and Vidwan, to enhance research visibility to the World and facilitate collaboration.
- Faculty members pursuing or registered for the Ph.D. programs under internal of external guides shall acknowledge VDPGC (A) as their institutional affiliation in all their research publications, presentations and academic communications.

ROLES AND RESPONSIBILITIES OF THE HEAD OF THE DEPARTMENT

Responsible for the effective Administration, conduct of Academic Curriculum and development of the department in line with the organizational goals and objectives.

A.GENERAL REGULATIONS

- Ensuring the smooth and effective functioning of the Department and sole responsible for all the staff and students of the department.
- Conducting periodic meetings for Faculty/ Non-Teaching Staff. The meeting minutes are recorded and the progress of the previous meeting should be discussed and recorded.
- Finalizing the objectives and actions plans of the departments in consultations with the faculty and execute the same.
- Planning and coordinating the faculty requirements of the department in line with the academic plans on an annual basis.
- Planning and procuring the infrastructure and other facilities for the proper maintenance of the department.
- Monitoring the timetable preparation of the department and ensure the completion of Teaching schedules as per norms.
- Responsible to identify the faculty in charge for various activities of the department and hand over the respective documents to them and in turn to receive the same at the time of relieving.
- Coordinating campus interviews in close association with the Placement Officer.
- Planning and executing the co-curricular activities such as Seminars, Guest lecturers Industrial visits for the department for providing holistic exposure to students.
- Identifying and sending the faculty to an industry for a week in turn collaborating in thrust areas and generating the MoU.
- Planning and organizing need-based Faculty development programmes.
- Preparing documents and necessary write-ups and ensure timely submission to the IQAC.
- Planning and organizing need-based Faculty development programmes.
- Responsible for performance appraisal of the staff members of the department at the department at the end of every semester and shall arrange to conduct necessary improvement programs.

- Responsible for organizing National / International Conference along with the related disciplines / departments.
- Regular reporting and submission of documents to IQAC.
- Analyzing the internal and end semester results and scheduling the remedial classes for the same.
- Responsible for class adjustment in case of emergency leave of Faculty.
- Responsible for monitoring and maintain the chemical and glassware stock and proper functioning of lab instruments for science departments.
- To focus on achieving awards as the Best department.

B.REGULATIONS FOR RESEARCH AND DEVELOPMENT

- Identify departmental thrust areas and encourage the establishment of Centre of Excellence (CoE).
- Promote research collaborations among faculty and students aligned with identified thrust areas.
- Communicate details of proposed and completed research events, publications, projects to the Dean (R&D).
- Identify relevant industries and facilitate industry-academia research partnerships.
- Facilitate student exchange programmes, internships, field trips and research visits to various central institutions aligned with departmental thrust areas.
- Initiate MoUs with academic institutions, industries, research organizations and experts to strengthen research collaboration.
- Encourage faculty members to submit seed grant-funding proposals and monitor approved projects.
- Promote intradisciplinary, interdisciplinary and multidisciplinary research among the faculty members and student community.
- Ensure that faculty and student research proposals are evaluated by the Research Advisory Committee (RAC) for scientific merit, originality and feasibility.
- Ensure plagiarism screening of research proposals and publications in accordance with institutional policies and applicable regulations.