



# **Faculty hand Book**

**(Role & Responsibilities)**

MINAMS October 2023

**Policy statement:**

The Policy aims at providing parameters and scope of expectations and responsibilities within which employer and employee is to conduct themselves. It also contains guiding principles for effective fulfilment of defined roles and thus, steers one's actions effectively to help meet the desired responsibilities as well.

MINAMS stands at strong pedestal of various institutional pillars each one with a set of key responsibilities which has translated into framework of major expectations as well; as detailed below:

**Academic Council:**

There shall be an Academic Council of MINAMS comprising of the following:

- a) Dean as its Chair
- b) All principals of the constituent schools
- c) Two senior faculty members as nominated by the Dean

The Academic Council will report periodically to the Board of Directors on the following matters:

- i. Approve the courses of study, academic regulations and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc.
- ii. Make regulations regarding the admission of students to different programs of study in the Institute.
- iii. Recommend to the Board proposals for institution of new programs of study.
- iv. Recommending the Board for providing the necessary infrastructural, human resources and other requirements for progressing towards achievement of the vision of the Institute.
- v. Recommend to the Board the institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- vi. Advise the Board on suggestions(s) pertaining to academic affairs made by it.
- vii. Perform such other functions as may be assigned by the Board or other statutory bodies to which the Institute is affiliated.
- viii. Arranging teaching requirements for successful completion of academic programs and supervising the same periodically.
- ix. Facilitating Controller of Examinations for making arrangements for conducting examinations.
- x. Encouraging, managing and facilitating collaboration with other academic institutes

and industry.

- xi. Ensuring discipline among students.
- xii. Facilitating and supervising the co-curricular activities of the students.
- xiii. Appointing committees from amongst the Institute/ School teaching faculty and experts from outside, in order to sort out and advise on specific academic issues and consequently acting on the recommendations of such committees after due consideration.
- xiv. Periodically review of the academic programs and faculty performance and report the assessment to Board.

### **Responsibilities of Dean:**

The Institute shall be headed by a Dean having such qualification and experience as required to head a multi-dimensional degree awarding educational institute; as determined by the Board of Directors. In discharge of below mentioned functions, he will report to the Board to intimate progress on assigned responsibilities and seek strategic guidance:

- i. Developing a vibrant organizational culture characterized by promoting academic excellence, ensuring minimal disparity between the various levels of pedagogy, brought about by establishing purposeful mentor-mentee relationship and encouraging academic activities.
- ii. Supervising preparation of the academic calendars, monitoring their progress in terms of class work, syllabus coverage, student counseling/mentoring, directing and supervising student activity programs etc.
- iii. Helping faculty in planning effective remedial instruction.
- iv. Managing and evaluating instructional support program.
- v. Reviewing faculty appraisal, evaluation and conducting analysis of concerned academic data.
- vi. Develop faculty Annual Professional Development Plan and implement the same after seeking due approval of the Board of Directors.
- vii. Propose to the Board of Directors, Code of Conduct for all employees of the Institute and enforce the same accordingly.
- viii. Seeking approval of the Board with regard to budgetary requirement for academic and institutional development of MINAMS.
- ix. Creating professional development opportunities for all
- x. Mentoring others and identifying others with mentoring capabilities

- xi. Any other function that may be assigned by the Board of Directors from time to time.
- xii. Arrange Graduation Day by coordinating with all concerned

**Roles and responsibilities of principal:**

The principal / Head of Department reports to the Dean in all academic, administrative and financial matters related to the Scholl concerned. Broadly, his responsibilities fall into the following key categories:

- i. Regulation / Monitoring
- ii. Development
- iii. Strategist
- iv. Leadership
- v. Visionary
- vi. Planning
- vii. Execution

Regulation / Monitoring:

One of the important responsibilities of a principal is regulation of academic and general administration and monitoring the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring along with the expectations of the top management; students and their parents.

The following are some of the important responsibilities:

- i. Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
- ii. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
- iii. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
- iv. Enforce monitoring framework for the faculty after the same has been approved by the Board of Directors through office of the Dean.
- v. Monitoring all the academic procedures which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the school concerned.
- vi. Monitoring all the lesioning activities with governmental, corporate and other academic bodies / institutions.
- vii. Monitoring the liaison of activities with departments within the Institute and most

- importantly with the Board
- viii. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, Institute Academic Council.
  - ix. Maintaining the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution.
  - x. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.
  - xi. Preparing subjects-wise specialization of faculty list in all the subjects
  - xii. Maintaining an up-to-date academic record of students & faculty
  - xiii. Guiding younger faculty in identifying their fields of interest
  - xiv. Developing and implementing orientation programs for the newly inducted faculty and serving as an instructional coach.

*Developmental functions:*

Principal also needs to take-up developmental functions which are very important for the development of the Institute. The following are some of the developmental functions to be taken up by the principal.

- i. Assist to locate, contact, attract and recruit the right kind of the faculty members suitable for the institution keeping in view the future needs of the school concerned.
- ii. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
- iii. Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
- iv. Focusing on building an image for the institution at an overall level or in terms of a particular strength either in terms of a department or activities.
- v. Give input in academic and institutional developmental plans and prepare budgetary estimates for seeking approval of the Board of Directors.

*Strategic functions:*

Principal needs to shoulder various strategic functions which are aimed at developing network and develop alliances which pay rich dividends in long term. He will be expected to:

- a) Help in developing a strong association with industry, and signing Memorandum of Understandings aimed at improving specific strengths of the Institute.
- b) Contributing to various governmental and non-governmental agencies resources from

the side of the institution so as to gain long term association and commitment from these bodies.

Leadership functions:

These are in fact the most critical functions of a principal of an academic institution. With the fulfillment of these functions, the principal will exhibit the true qualities of a leader by being a role model to all his / her colleagues. The following are some of the leadership functions.

- i. The principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
- ii. Take-up training and establish credentials as academicians of international standard so as to gain acceptability among all the faculty members being a true academic leader.
- iii. To set high standards of discipline, commitment and involvement in work pattern.
- iv. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
- v. Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

Visionary functions:

- i. Developing a long-term model for the institution and working for realizing this vision in close association with the Dean.
- ii. Taking steps at regular intervals which facilitate towards realizing the vision.
- iii. Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
- iv. Under each of the heads mentioned above, the principal could take up many more functions suiting to the requirement and needs to the institution from time to time.

Planning:

The principal requires to prepare long term as well as short term plans (concrete documents) and present to the Dean.

Execution and Reporting:

The principal requires to present regular reports (quarterly, biannual and annual) about each and every function that they have taken-up or intend to take-up to the top management.

Any other such function and responsibility which the Board of Directors may assign in

furtherance to vision of the Institute.

**Roles and Responsibilities of Faculty:**

Faculty members report to their concerned principals in all matters related to their relevant school.

Following are indicative expectations from faculty members:

- i. A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Principal shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- ii. Develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom
- iii. Development of course handout material
- iv. Development of audiovisual/multimedia materials for the topic presented
- v. Prepares and executes Lesson Plan.
- vi. Completing syllabus within the stipulated time.
- vii. Reports to the class on time.
- viii. Utilizes classroom assessment techniques
- ix. Develops test questions in consultation with the course coordinator
- x. Evaluate assessments taken (if appropriate, based on type of test)
- xi. Be available for student consultation on a regular basis, informing students of their availability for student consultations (both with and without appointments and makes sincere attempt to solve their difficulties (academic and personal counselling)
- xii. Informs vice principal within a reasonable time about students' progress and how effectively students are learning
- xiii. Keeps a secure record of each student's results, both electronically and in hard copy
- xiv. Provides data relating to results in assessment tasks/exam events and attendance, if required, to the vice principal
- xv. Attends meetings of the course instructors and course coordinator to discuss issues affecting learning and other classroom issues
- xvi. Attends meetings with the course coordinator and the class representatives for the course to obtain feedback
- xvii. A faculty shall help the concerned principal / HoD to enforce and maintain discipline amongst the students.
- xviii. A faculty shall perform any other co-curricular work related to the Institute as may be

- assigned to him from time to time by the concerned principal / HoD.
- xix. Guides students on career opportunities.
  - xx. Maintain teacher's handbook.
  - xxi. Ensures availability of equipment needed for the lab in proper functioning
  - xxii. Evaluates lab workbooks and provides feedback to student on timely basis
  - xxiii. Recommends for procurement of equipment, if any for the smooth conduct of all experiments
  - xxiv. Keeps the lab clean and tidy
  - xxv. Ensures quality, maintenance and cleanliness of the school.
  - xxvi. Carries out research/innovative programs in the department.
  - xxvii. Organizes need based workshop/ seminars / symposia / visits/ excursions etc. by coordinating with the concerned principal / HoD
  - xxviii. If associated with the lab,
    - a. designs new experiments, if any,
    - b. prepares lab workbooks
    - c. ensures the availability of him/herself in the lab during laboratory periods for explanation, if needed
  - xxix. Any other responsibility assigned by Principal.

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