

NMIET "DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF TEACHING FACULTY"



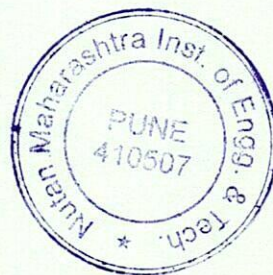
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Nutan Maharashtra Vidyha Prasarak Mandal,
Talegaon Dabhade, Pune



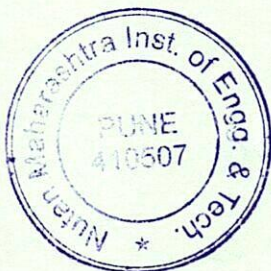
Nutan Maharashtra Institute of Engineering and
Technology, Talegaon Dabhade, Pune

- Approving Authority:
1. Savitribai Phule Pune University, Pune.
 2. All India Council for Technical Education, New Delhi.
 3. Higher and Technical Education, Government of Maharashtra, Mumbai.



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1.0 PURPOSE AND SCOPE

As faculty members of Nutan Maharashtra Institute of Engineering and Technology, they 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 behavior 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 full time faculty members, adjunct faculty members, visiting faculty members, faculty members on contract / part time employment given teaching assignment attached to all departments of Nutan Maharashtra Institute of Engineering and Technology.

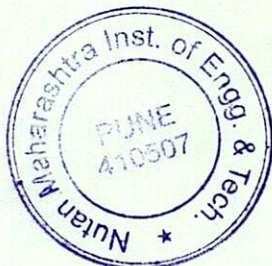
Adherence to these rules and regulations and code of conduct makes the faculty members responsible for bringing suspected infringement of any of the provisions to the attention of appropriate authority of the Institute. Raising such concern is a service to the Institute and will not jeopardize one's position or employment. Confirmed violations will result in suitable disciplinary action upto and including termination from employment or other relationships with the Institute. If need be, legal recourse may also be resorted against the concerned individuals.

3.0 CURRICULAR RELATED

3.1 Teaching and Learning

A faculty is responsible for,

- i) Teaching of both core and elective courses in the field of his / her specialization as allocated by the Head of the Department for various programmes offered by the Institute.
- ii) Conducting laboratory 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.



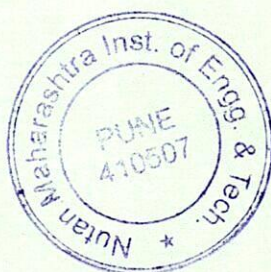
- iii) Providing proper guidance and supervision of the project work undertaken by students and development of proper rapport with the industry / organization if the project is industry related one.
- iv) Making the teaching more effective and interesting to the students by the use of multi-media teaching 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.

3.2 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.

3.3 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 of courses not only taught by him / her, but also that assigned to him / her by the Head of Department / College Examination Officer / Authority of the Institute.
- ii) A faculty is required to conduct and invigilate any exam / test in the Institute level examination / University level examination. Such test / exam may be for the course taught by him / her or for any other course assigned by the Head of Department / College Examination Officer / Authority of the Institute.

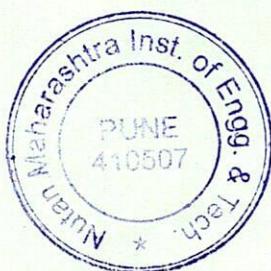


3.4 Maintenance of Records

- i) Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and in time. This should be produced to the Head of the Department (HOD) as and when called for or immediately after the test for scrutiny and should be handed over to the HOD after the academic audit.
- ii) Each faculty member is required to keep a file containing question papers set by him / her for the course handled, copy of answer sheets of the students after evaluation, for production to the academic audit.
- iii) If the faculty member is assigned to be the Class Teacher and Guardian Faculty Member by the HOD, he / she should maintain the list of students under him / her, their parent / local guardian contact address / phone / mail ID etc., so that the student's progress could be monitored and communicated to them. The Class Teacher and Guardian Faculty Member shall also maintain cumulative record of attendance for the courses undergone by the student course-wise. The Class Teacher and Guardian Faculty Member should also help the HOD in counseling poorly performing students and the follow up action taken to improve the students' performance.

3.5 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 HOD and the Class Teacher so that the information can be sent to the parents / guardians.
- ii) A Guardian Faculty member is required to attend / organize the Class Meeting either as a course teacher and / or as Guardian Faculty member of the class and should actively participate in the deliberations there to improve the teaching learning process.
- iii) A faculty member may be required to be a Guardian Faculty Member to a group of students. He / she is then really a mentor for the students in his/her group. He / she has to keep account of the courses registered/enrolled by them and advice and counsel the students.
- iv) A faculty member has to be thorough with the regulations of the academic programme offered by his / her Department and other instructions issued by Authority and University from time to time so that he / she can effectively guide the student.



- v) As a Guardian Faculty Member, 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 Institute.

3.6 Participation in Academic Developments

- i) A faculty member should actively participate in implementation of curriculum preparation for new programmes / modification of existing programmes.
- ii) Contribution to the preparation in implementation 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 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 faculty development programmes, short-term courses, professional society meetings, National / International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities. They may also enroll in one or more Professional Societies / Associations.

3.7 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 and leave the class room after his / her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory / workshop for practical classes, as the case may be.



- v) The faculty member shall carry out any other academic related activity that may be assigned to him by the HOD / Higher Authorities from time to time.

4.0 RESEARCH AND DEVELOPMENT

4.1 Academic Research

- i) As research is an inherent component of the functions of a 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 either do it by himself / herself or motivate undergraduate or a junior colleague to take up the study under his / her supervision.
- iii) As the scope for doing further research work from the undergraduate project work is ample, active involvement of the faculty member in the student's project work is very essential.
- iv) If the student's project work is industry related, the faculty member shall visit the industry to know the problem in its perspective so that he / she can guide effectively. In fact, this will help to develop contact with the industry.
- v) 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.
- vi) Faculty members can act as research supervisor for other Universities with the prior permission of the Institute.

4.2 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 should publish their research output only in SCI or SCOPUS journals and publications in non-refereed journals will not be recognized.



- iii) Faculty members shall also strive to file patents if their research output is felt new and novel.
- iv) Depending upon the research content, the faculty member may also present papers in International / National level conferences, but the impact they command compared to publications in refereed journals is considered much less.
- v) 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 with ISBN / ISSN numbers.
- vi) The faculty members will be provided financial incentives for publications in refereed journals and national & international patents taking into account the impact factor, total citations, immediacy index, half-life, etc.

4.3 Sponsored and Funded Research Projects

- i) An important source of financing and professional recognition to the Institute 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) The faculty member, who is a Principal Investigator, besides employing Project Associates, if the project proposal contemplates and the funding agency approves, can also use the services of students and research scholars, wherever possible.
- iii) Many funding agencies provide funding assistance for establishment of centers of excellence. A faculty member may also examine and send proposal pertaining to his / her department or interdisciplinary ones for establishment of such centers.
- iv) Students should also be encouraged by faculty members to submit proposals for securing funding assistance for student projects from Science and Technology Boards of the University State and Centre and other private agencies.
- v) The effort of the faculty member must be to convert his / her creative idea into a product either physical, conceptual or 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.



- vi) Cash incentives, as may be decided by the Management, 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

5.1 Consultancy Projects

- i) Executing consultancy works for the state and private organizations is another important source of financial resource to the Institute. 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 besides development of good rapport is very essential. Guiding industry oriented student projects is an easy way of establishing contacts with the industry counterparts. Hence, faculty member guiding such project works should establish proper, healthy and positive rapport with the concerned industry from where such project work is undertaken.
- 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.
- iv) Attending seminars and conferences organized by professional institutions such as Confederation of Indian Industry (CII), Federation of Indian Chamber of Commerce & Industry (FICCI), The Institution of Engineers (IEI), Institute of Electrical and Electronics Engineers (IEEE), Institute of Electronics and Telecommunication (IETE), Indian Society for Technical Education (ISTE) or other Industrial Associations will also help to understand the problem of industry.

5.2 Extension Activities

- i) A faculty member should take efforts to organize refresher courses, seminars, workshops not only for the benefit of faculty members but also for participants of industry and society at large. Such programmes could be self supporting or sponsored ones.



- ii) Conduct of continuing education programmes / structured courses to meet specific requirement of the industry and society is yet another way of augmenting resource for the Institute. A faculty member can organize such programmes either one time or on continual basis year on year.
- iii) 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

6.1 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) Whenever new courses or new topics are proposed in the curriculum and syllabi in the emerging areas, the faculty member can design and fabricate or assemble new experimental setup for use by students.
- iii) 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.
- iv) 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.
- v) As one in charge of laboratory, he / she has to ensure proper maintenance of stock registers, both consumable and non-consumable, periodical stock verifications, and proposal for replacement of over aged / unserviceable equipment, besides their safe custody.

6.2 Purchase of Items for the Laboratory

- i) As one in charge of laboratory has to prepare budget every year after taking into account the academic course requirements, research needs and discuss with the HOD and finalise it before inclusion in the overall budget proposal of the Department.



- ii) 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 and taken into stock.
- iii) The faculty member should help the in charge of purchase or the HOD in finalizing the specifications of equipment to be purchased calling the quotations and evaluation and tabulation of bids to be placed before the Authority.
- iv) 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 have to prepare revised budget proposal through the HOD.
- v) The faculty member shall follow the detailed guidelines / procedure issued by the Institute with regard to purchase of consumable and non-consumable items both indigenous as well as imported items.

6.3 Co-Curricular Activities

- i) A faculty member is required to arrange guest lectures, seminars etc., to supplement regular lectures and also help in the conduct of faculty development programmes, short-term programmes, workshops, open houses, exhibitions organized by the Department or Institute.
- ii) A faculty member is required to organize industrial visits, educational tours and accompany the students to visits / tours as and when required by the HOD.
- iii) A faculty member if nominated as an Office-bearer such as Treasurer, Adviser of Professional Society functioning in the Department / Institute he / she shall perform such duties accordingly.
- iv) 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 (e.g. ASME, IEEE, ISTE, IETE etc.) to promote the student chapter of the professional bodies.
- v) A faculty member is required to coordinate National / International conferences / seminars / symposium / workshop.
- vi) A faculty member should submit project proposals to the funding agencies for financial assistance to conduct seminars, conferences, etc.



6.4 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) A faculty member if required to help the HOD in all administrative matters and compilation of departmental replies to higher authorities etc.
- v) The faculty member has to serve as a member of any enquiry committee or as a member of various committees whenever the Department / Institute organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.
- vi) Faculty members are liable to be assigned the responsibility of Hostel Co-ordinator of the hostels, Canteen Co-ordinator for the Canteens, run for the benefit of students for a specific period of time.
- vii) All faculty members are expected to oversee the students go to the class on time and not loitering in the campus.
- viii) Faculty members should also take part in activities related to NCC, NSC, NSO, Red Cross Society, Alumni Association, etc., as office bearer / organizer and shall discharge the duties assigned to the position.
- ix) 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

7.1 Working Hours

- i) All full-time faculty members should perform a minimum of 40 hours of work per week for the Institute on a 5 or 6 day week basis. The Institute 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, continuing education, summer courses, etc.
- iii) The minimum working hours may vary in the case of part-time and visiting faculty depending upon their condition of employment.

7.2 Teaching-Contact Workload

Of the minimum workload of 40 hours per week, the teaching-contact hours for different categories of faculty members are as follows:

i)	Assistant Professors	16 hours/week
ii)	Associate Professors	14 hours/week
iii)	Professors	12 hours/week
iv)	Deans / HODs / Principal	06 hours/week

The above mentioned is only minimum contact hours be assigned by the HOD. However, the faculty member is expected to devote his / her time for research, lesson preparation, valuation of test / assignment 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.

8.0 CODE OF CONDUCT

8.1 Faculty Member and Student

The faculty member plays a pivotal role not only in attaining the general aims of education, but also in the realization of the mission, goals and objectives of the Institute in which he / she is a member. He / she have to make all efforts for the physical, mental and intellectual development of students. In particular a faculty member shall strive to achieve,

- i) to accord just and unprejudiced treatment to all students irrespective of religion, caste, creed, sex, economic and social status.
- ii) to make regular contribution for the personal development of students, while looking after their interest and welfare.
- iii) to be a role model for inculcating the virtues of self-reliance, national consciousness and democratic values among students.



- iv) not to disclose confidential information about students to anyone except to authorized persons / agency or in the interest of law.
- v) to be fair and to assess the students impartially and only on merit / performance.
- vi) to have respect for and an affectionate and friendly attitude towards all students and help them to improve their behavior unmindful of some untoward events if occurred, rather than having feeling of revenge.
- vii) to abstain from accepting fees or honorarium, gift, etc., other than those permissible under the rules for providing guidance or coaching to the students.

8.2 Faculty Member and Parents / Guardian

A faculty member is expected to develop closer liaison with the parents / guardian of the students in order to achieve not only the broader objectives of education but also to the progress of the students. The faculty member should,

- i) respect the prerogative of parents/guardian to look after the interest of students.
- ii) develop friendly and co-operative relations with parents / guardian.
- iii) monitor the progress and share information about the students with the parents / guardian and also receive information about the students from them, which is essential for the development of students.
- iv) bring to the notice of the parents / guardian any short comings / behavior noticed which the faculty feel, the parents should know.

8.3 Relationship with Colleagues

A faculty member is expected to develop fraternal relations with his / her colleagues to have proper interpersonal relationships and to develop team spirit. In particular, he / she should,

- i) move with his / her colleagues in the Institute in a manner that he / she expects them to move with him / her.
- ii) extend co-operation with his / her colleagues in evaluating the students and in other activities relating to the educational matters and the development of his / her profession.

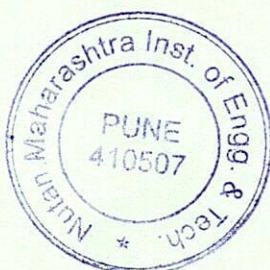


- iii) eschew writing anonymous letters to the authorities about his / her colleagues.
- iv) desist spreading rumors or wrong news about his / her colleagues to express his / her displeasure.
- v) resist the temptation of harming the teaching community for self-interests.
- vi) refrain from passing information about colleagues to any individual or agency without his/her express permission.

8.4 Faculty Member with Management

A faculty member is expected to develop proper rapport with the employer viz. Management of the Institute. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,

- i) perform all professional activities through proper channel.
- ii) do not discuss with unauthorized individuals about professional and secret information.
- iii) look for promotion / elevation only on grounds of competence / performance.
- iv) do not expect appointment or promotion out of turn, based on favoritism or against professional ethics.
- v) honor the provision of the bilateral agreement viz. bond / undertaking, which the faculty member committed / entered with the employer viz. Institute.
- vi) do not undertake any responsibility / work involving financial benefit in contravention of professional etiquette and the general interest of the Institute.
- vii) co-operate whole heartedly with the authorities of the Institute in the fulfillment of educational policies in conformity with professional responsibilities.
- viii) avoid condemnation of authorities, behavior through anonymous communication to outsiders / newspapers and also conversational conflicts which harm the student's interest.



- ix) conduct the Institute's transaction with utmost honesty, accuracy and fairness.
- x) avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
- xi) get the approval from appropriate authority empowered by the Institute to take up sponsored funded projects, though faculty members normally encouraged to do so, since such acceptance of an agreement will create a legal obligation on the part of the Institute to comply with the terms and conditions of the agreement. Only such authority can enter into the agreement on behalf of the Institute.
- xii) should follow all norms and standards set by the Institute for the faculty from time to time.

8.5 Faculty Member And Society

The activities of a faculty member are not only related to the Institute but also have a serious impact on common social interests. Therefore, the following aspects merit consideration in this regard,

- i) adherence to desirable standards expected of professionals by the Institute.
- ii) participation in diverse activities of the community as a good citizen.
- iii) soliciting public co-operation in the promotion of educational programmes.
- iv) taking necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.

9.0 USE OF INSTITUTE RESOURCES

The Institute resources include, but limited to, the use of telephone systems, data communication and networking services, university domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities, vehicle and other equipment, time and effort of staff, students and others.

These resources must be used only for the purposes of the Institute. They should not be used for personal gain, and for personal purposes, except in a manner that is incidental, and reasonable in the list of employee's duties.



10.0 FACULTY AND PROFESSIONAL CAREER

An unceasing effort for professional development only ensures the dignity of a faculty member. The measures that would be helpful in ensuing professionalism include,

- i) continuous updating of knowledge and having greater involvement in research, industrial interaction, attending of conferences, seminars, etc.
- ii) having active participation in professional bodies meant for promoting and disseminating of advances in the knowledge frontiers in the field.
- iii) attracting bright youngsters to the academic profession through adoption of teaching norms.
- iv) making teaching more purposeful through active participation in educational planning such as program design, curriculum and syllabi development, etc.
- v) adherence to professional ethics, standards and values, whether supervised or unsupervised.

11.0 REPRESENTATION AND GRIEVANCE REDRESSAL

- i) A faculty member should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (eg. The suspected infringement is by the supervisor), the individual may go to a higher level of management within his / her department / institute.
- ii) Reports / representations shall be made to the grievance redressal committee furnishing factual information / evidence, for necessary redressal.
- iii) Faculty member, who is affected, should address his / her problem through proper channel to the grievance committee. If he/she is not satisfied with the committee's outcome, only then, he / she can appeal to higher authorities.

12.0 CONFLICT OF INTEREST / COMMITMENT


A faculty member owes his / her primary professional allegiance to the Institute and its mission to engage in the highest level of education, research and scholarship. He / she is committed to devote his / her time fully to academic, research, consultancy, extension and administration related activities. Therefore, doing private business is strictly prohibited; more so related transactions, personal work, etc., during the Institute working hours is strictly prohibited.



13.0 MISCELLANEOUS RULES OF CONDUCT

The following are the miscellaneous items of rules of conduct, which a faculty member is expected to follow.

- i) If a faculty member wishes to stand for election to any local body, State Legislative Assembly or Parliament, he / she shall seek the permission from appropriate authority and take leave for the period of his / her election campaign. He / she shall also take such leave as is due to his / her or leave without pay so long as he remains a member of the elected body of which he / she is a member.
- ii) A faculty member shall not indulge in any adverse criticism of the Institute and its officers by means of any article, broadcast or any other document or statement.
- iii) A faculty member is entitled to protection by the Institute if he / she is subjected to any libel in the discharge of his / her duties.
- iv) A faculty member shall not be under the influence of any intoxicating drug or liquor during the hours of his / her duty.
- v) Use of cell phones by students in the Institute campus during working hours is discouraged and hence the faculty member has to set an example. They should not use them during class hours, meetings, the open premises, etc., while they are free to use them in their cabin.
- vi) Faculty member shall not start private Business Organization, Association of his own or in partnership of his spouse or siblings, without prior information and permission of the Institute even if it is not pre judicial to his / her duties and even if it is non-profiteering.
- vii) Notwithstanding the rules and regulations and code of conduct specified in this document, all faculty members should follow the various rules and regulations framed, instructions issued by the Institute from time to time in true letter and spirit.


Shri. Rajesh Mhaske
Executive Chairman
NMVPM, Trust

