



Role and Responsibilities of Faculty Members

The faculty has the dual responsibility of facilitating the teaching-learning process on the one hand and participating in active research to maintain currency in their academic disciplines. Faculty members are expected to structure their activities to maximize the interaction between teaching and research. In addition, faculty members are expected to participate actively in the conduct of the institution's affairs, and work for the good of the institution. They should ensure collegiality both at the department level and at the institutional level, showing due respect for the opinions of others and accepting their full share of responsibility. Faculty members have primary commitment to the institution and its goals, and should accord the institution professional loyalty. There should be no conflict of interest in the professional activities of faculty members and any outside activity should be consistent with the institution's policies.

All faculty members are expected to engage in the following activities listed under the categories indicated:

In matters of academic and student support, faculty

- maintain competence and expertise in their disciplines, staying abreast of current research and developments in the field
- engage in scholarly activity such as:
 - publishing research work in refereed journals
 - publishing books, monographs or chapters published by recognized professional/educational publications
 - development of research lab
 - making presentations at scholarly conferences, workshops and seminars,
 - making invited presentations at universities/university departments etc
 - reviewing thesis/dissertations from other academic institutions
 - consultancy in the area of expertise
 - other scholarly activities such as fellowships and post doctoral awards, editorship of journals etc
- plan course schedules with a calendar of the semester's academic requirements and communicate them to students in a timely manner





- adopt appropriate teaching methodologies and innovative approaches in the teaching-learning process
- set question papers on schedule, value the answer scripts and return them to the students within the stipulated time of two weeks
- set question papers for end semester exams wherever internal paper setting is in practice
- set question papers for CA Tests and submit them to the Controller of Exams through the Head of Department at least two weeks prior to the test, collect the question papers and participate in invigilation of students during the test
- attend Boards of Studies meetings and any other departmental or institutional meetings
- write grant proposals for improving teaching, research activities/laboratory development
- develop/design new courses, software, revise syllabi in accordance with institutional goals
- guide/supervise theses, dissertations, project work of students
- provide experiential learning opportunities such as student involvement in research and /or community service
- meet with classes as scheduled, punctually, on a regular basis
- arrange guest lectures, field visits, extension activities whenever necessary in consultation with the department head
- develop new pedagogies, approaches, resource materials and any other aids for the benefit of the students
- prepare content for remote/online course teaching
- be up-to-date and reasonably skilled in LMS and educational technology so as to be able to use these with ease
- be present on campus during working hours and be available to interact with students
- interact with students outside class to support their academic progress, monitor internships, supervise term papers/projects etc
- ensure academic integrity and appropriate standards in students' work
- encourage academic freedom and free exchange of ideas among students
- motivate students to discover their full potential and be ready to meet individual needs
- demonstrate respect for students as individuals and avoid discriminatory treatment





- advise students academically and ensure effective mentoring
- maintain discipline and enforce classroom behaviour conducive to the learning process for all students
- identify students who need the help of a counsellor and direct them to her in a timely manner
- identify academically weak students, enroll them in remedial programmes and monitor their progress and attendance
- encourage students during department fests and other departmental activities by their presence and active involvement

In matters of administration, faculty

- assist the Head of Department during admissions
- cooperate with the Head and other faculty members in the efficient running of the department
- participate in all institutional functions and ceremonies until the end of the programme
- assist in maintaining discipline during department fests and activities
- Assist in stock checking in the department once a year, preferably during the even semester
- Submit the CA mark sheets in the prescribed format duly signed by the students
- Post student attendance regularly
- Maintain the departmental library and all other equipment of the department
- Inform the Head about Casual Leave in advance, who will appoint a substitute if possible
- Ensure that missed classes are made up as soon as possible or appropriate arrangements are made ahead of time

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PRINCIPAL
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CHENNAI - 600 086.

CODE OF CONDUCT FOR STUDENTS

1. Students are expected to follow all rules and regulations as laid down in the handbook.
2. Students are expected to attend classes regularly.
3. Attendance is taken at every lecture, practical or tutorial as specified in the College timetable.
4. Attendance requirements must be fulfilled by every student in each course.
5. Students can check their attendance on the College website through their student login. Any discrepancy may be reported to the course teacher, rectified by the teacher concerned and reported to the Deans of Academic Affairs within three days. No further corrections in attendance status will be permitted.
6. Students are expected to write all the tests and submit assignments given for each course on time. Any malpractice during Tests/Examinations will result in their cancellation. In the case of End Semester examinations the student will also be debarred from writing the rest of the examinations of the semester.
7. All students must be present on the reopening day of each semester. Those who are absent on these days will have to pay the prescribed fine.
8. The day begins with a common prayer for which all should be present and in which all should participate with due reverence.
9. Students are not permitted to leave the College during working hours. In case of an emergency, permission to do so must be obtained from the Head of the Department.
10. Every student should wear her identity card while on campus.
11. Every student is expected to dress simply and modestly. The College mandates that students wear a saree, or salwar kameez, or jeans and kurta while on campus. Sleeveless attire is not permitted.
12. Students are not permitted to be in the parking lot during class hours.
13. Students are not permitted to model/participate in live modelling shows/fashion shows/stage shows.
14. Students are not permitted to do any of the following without prior permission from the Principal: give interviews, publish any material, participate in radio/TV programmes.

15. The use of mobile phones is banned on campus. Students are not permitted to use mobile phones at any time or in any place on the College campus. Violation of this rule will result in confiscation of the phone and a fine will be levied. Confiscated phones will be returned on payment of the fine.
16. Mobile phones may not be used to take photographs/videos on campus without the permission of the Deans of Student Affairs/Head of Department.
17. All students who come to College by car/two-wheeler must buy the appropriate vehicle passes by June 30,2019. Vehicles without passes will not be allowed into the campus thereafter. Drivers are not permitted to remain on campus.
18. Students may not post negative statements about the College/faculty/staff/other students on social media websites. Violation of this will result in severe sanctions, including dismissal from the College.
19. Littering is prohibited. Students are expected to keep the campus neat and clean.
20. Students should not damage/deface College property (chairs, benches, tables, walls, etc.) A heavy fine will be levied on students who misuse/damage College property.
21. Students are not permitted to eat in the classrooms.
22. Students shall report to the office of the Deans of Student Affairs whenever they change residence. Failure to report within three days will be regarded as a serious breach of discipline. In the case of students residing in the hostel, permission to vacate the hostel must be obtained in advance from the Principal.
23. Tampering with/misuse of ID Cards or bus passes will result in withdrawal of these facilities.
24. Smoking, consumption of alcohol, possession/use of drugs or drug peddling is strictly forbidden. Students found guilty of substance abuse or in possession of drugs will be suspended/dismissed from the College.
25. Protests/strikes on campus by students are banned. Students participating in them are liable to be suspended/dismissed from the College.