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**MES ASMABI COLLEGE**

# **STAFF POLICY**





## MES ASMABI COLLEGE, P VEMBALLUR

# STAFF POLICY

### Teachers and their responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

### Job Description of Teaching Staff

1. Preparation of course plan with detailed break up of syllabus topic for the subject handled, as per the guideline, and decide on the prescribed textbook for study.
2. Teaching must strictly follow the order in the course plan. The course plan should be used as teaching schedule for the teacher. 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 teacher must ask simple questions on the topic before commencing the explanation.

3. Assignments for internal assessment must be such that reference to library materials and Internet would be necessary for its completion. Mere copying from reference material must be wholly discouraged while evaluating internal assessments.
4. No class must be let free for reasons of faculty non-availability.
5. Effectively utilise the teaching hours for the benefit of the students duly adapting to the teaching methodology as may be described by the HoD for the particular course, including holistic education classes.
6. 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.
7. Evaluate the answer sheets of CAEs and ESE examinations as per the guidelines of the Examination wing.
8. Update oneself of the current developments in the subject handled by regular reference to publications and Internet.
9. Participate in academic discussions initiated by the HoD
10. Suggest areas of modification, improvement or changes required in the curriculum.
11. Suggest relevant study materials/magazines/books on the subject for student reading and/or procurement by the college library.
12. The Head of the Department is free to specify additional responsibilities.

### **Examination Duty**

1. Attending to examination duty by faculty/staff members as per work allotment assigned by the Examination wing is mandatory.

2. 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.
3. As a matter of policy no leave shall be approved during examination days except in the cases of or for extremely unavoidable exigencies. Assigned teacher should arrange alternate staff for his/her duty.
4. If any student is caught with malpractices during the examination, proper comeuppance can be given to such student/ students as described in the examination manual.

### **Job Description for Head of Departments**

1. Responsible for efficient functioning of the Department with reference to its goals and objectives- conduct the department in a professional manner.
2. Develop and schedule the activities of the department for the academic year preparation of departmental calendar.
3. Ensure judicious class/job allocation to the faculty members.
4. Ensure that all faculty members complete their role responsibilities in a timely manner.
5. Ensure harmonious working environment to nurture a healthy academic community and assist in resolving differences.
6. Periodic independent review of faculty performance individually and suggest remedial tips
7. Encourage regular academic discussions for subject exposure among the relevant faculties in and outside the department, to facilitate knowledge sharing and updating.
8. Identify and arrange specialist lectures for different subjects in consultation with the concerned faculty.

9. Maintain overall student discipline in the department as per college policy and guideline, with due coordination with other teachers, with regard to attendance, uniform, attitude, conduct, assignment completion etc.
10. Resolve difficulties faced by the students, academic and non-academic, in due consultation with other teachers and referring essential cases to the College Counsellor, with a discrete note of reference.
11. Take all efforts from the department side for enhancing employability and placement readiness of the students in the department.
12. Convene regular faculty meetings to assess and review the progress of planned activities.
13. Convene class committee meeting to get students feedback on teaching.
14. 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 student performance/results.
15. Comply with the reporting requirements and submissions as may be specified.
16. Finalization of the work load/allotment and timetable for the next semester immediately on completion of the current semester
17. Prepare and monitor the time and cost budgets for the department.
18. Explore the avenues for enhancing the placement readiness of converting the department into a value centre.
19. Convene weekly department meetings.

### **Non teachers and their responsibilities**

MES Asmabi College recognizes the invaluable contribution of its non-teaching staff members who play a vital role in the efficient functioning of the institution. This policy outlines the guidelines and standards for the employment, roles,

responsibilities, and professional development of non-teaching staff members at MES Asmabi College.

**Equal Opportunity:** MES Asmabi College is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, or any other protected status.

**Recruitment:** Non-teaching staff members are selected based on their qualifications, experience, and skills relevant to the position. The recruitment process is transparent, fair, and unbiased.

**Job Descriptions:** Clear and detailed job descriptions outlining the roles and responsibilities of non-teaching staff members are provided to ensure understanding and accountability.

**Professional Conduct:** Non-teaching staff members are expected to maintain a high level of professionalism, integrity, and confidentiality in their interactions with students, faculty, and other staff members.

**Training and Workshops:** MES Asmabi College provides opportunities for non-teaching staff members to attend relevant training programs, workshops, and seminars to enhance their skills and knowledge.

**Career Advancement:** The college encourages and supports non-teaching staff members in their career growth. Opportunities for advancement are provided based on performance, skills, and experience.

**Benefits Package:** Non-teaching staff members are entitled to a comprehensive benefits package, including health insurance, ESI, EPF/PF, retirement plans, and other benefits as per the college's policies.

**Work-Life Balance:** MES Asmabi College values the well-being of its non-teaching staff members and promotes a healthy work-life balance. Flexible work arrangements may be considered where feasible.

**Grievance Procedure:** MES Asmabi College has a grievance redressal mechanism in place. Non-teaching staff members are encouraged to raise concerns through appropriate channels without fear of retaliation.

This policy reaffirms MES Asmabi College's commitment to providing a supportive, inclusive, and respectful environment for its non-teaching staff members. All NTS follow the code of Conduct of non teaching staff. The college acknowledges their significant role in the overall success and development of the institution.

## Staff Club

All the staffs of the college become the members of the Staff Club. The welfare activities are highlighted below:

- Honouring of Ph.D. Awardees
  - Honouring of faculty members who made achievements in academic and non academic matter
  - Organizes Farewell Programmes for Retiring Staff members
  - Organises Annual Staff picnic for recreation and relaxation.
  - Celebrates festivals such as Onam and Christmas etc.
  - Arranges funds for charity works like construction of home for the poor, distribution of devices for online learning for needy people etc.
  - Facilitates charity fund for residences upon deserving students and providing essential devices for Learning ensuring their academic journey is complemented by comfort and dignity.
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