



FACULTY DEVELOPMENT POLICY MANUAL

STAFF

2018

Kuruvilassery P.O., Mala, Thrissur Dist., Kerala - 680 732
Email : office@holygracebschool.org www.holygracebschool.org
Tel: 0480 3293889, 2897186, Mob: 9745110061



DECLARATION

The objective of this Manual is to compile the faculty development policies followed in Holy Grace Academy of Management Studies, Mala. This Manual supersedes all previous manuals, handbooks, and memorandums that may have been issued from time to time on subjects covered in this Manual.

The Institute reserves its right to interpret; change; suspend; cancel; or dispute, with or without notice; all or any part of what is contained in the Manual.

In the interpretation of any policies and procedures covered in the Manual, the Director's decision will be final and binding on all employees of the Institute.

HR Department



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CHAPTER 1

GENERAL INFORMATION

1.1 HOLY GRACE GROUP OF INSTITUTIONS

The old dictum that ‘Actions Speak Louder than Words’ is true with the unique reputation that Holy Grace enjoys ever since its inception in 1999. The smile of satisfaction on every child is the hallmark that Holy Grace values most. Adherence to the ethics in academics and uncompromising spirit for perfection are transparent to everyone who associates with Holy Grace.

Holy Grace is not merely an institution that is limited to teaching the students who come to its classrooms. Its responsibility stretches to the society in which Holy Grace is part of. The bridge between parents-teachers and management is maintained always intact. The channels of communication through which feedbacks sent and received make the system well-oiled throughout.

Holy Grace has always been a student-oriented and student-centric institution and strongly believe that a judicious blend of modern techniques and traditional values will sustain us and bring success to our students. Special efforts are taken by the college in giving career guidance and facilitating placements. Apart from academics, the soft skills of the students are enhanced through a variety of co-curricular activities such as group discussions, debates, presentations, project works, external seminars, industrial visits etc.

Holy Grace Group of Institutions

Launched in 1999 under the rubric of Holy Grace Foundation, a registered charitable and educational society, Holy Grace Group of educational institutions commenced its meritorious journey towards fulfilling its mission to provide ‘quality education with a Global perspective’ for coming generations. Institutions of various genres catering education in various fields starting from CBSE School to Colleges of Engineering, Pharmacy, Polytechnic, Management Studies, all came into being at different periods of time.

Now Holy Grace Campus is an educational cluster with multiple institutions ideally spaced in a sprawling 15 acres of flourishing green land. It is a matter of great joy and pride for us to say that over the years we have earned a reputation for quality education that equips a student not only with academic credentials but also with personal credentials like social,



intellectual, behavioural or sports and art cultural. More over our effort to provide education long with preparing a student in such a way that he or she never falls short of any global bench marks was very much appreciated by both parents and students alike.

Holy Grace Academy of Management Studies

The wholehearted support and encouragement received from the general public paved the way for the birth of Business School in 2005 which is affiliated to the University of Calicut and approved by the AICTE New Delhi. As for Holy Grace, the Business School is the premier institution among the sister institutions of the Group. Professionalism and academic discipline are always maintained ever since its inception. The MBA programme here offers host of specializations such as Tourism and Hospitality, International Business, Human Resources, Marketing, Finance and Systems. The expert coaching by the dedicated faculty and the guest lectures by the eminent industrial leaders are the regular features at Holy Grace. It was elevated in 2019 to the Research Centre of Kerala University of Fisheries and Ocean Studies and many scholars are doing research in various topics in Management.

A unique Academic Industry Interaction program is conducted every month that imparts the students with industrial insights. There are separate hostel facilities for girls and boys. Recreational and health facilities like Table Tennis, Gym and a swimming pool are also made available to the students. The Institute aligns programs to industry needs and offer numerous avenues for learning and exposure. There are many co-curricular activities that are offered by the institution. The compulsory confidence building exercises help the students in many ways. The institution provides 100% placement assistance. The top recruiters that give placements include Toyota, Bajaj Alliance, Decathlon, Tata Group, Esaf Bank, ICICI, Byju's, 90+, to name a few.

The well-stocked library with e-books and plenty of journals facilitate the students for self-learning. The College also offers regular industrial visits and internship programmes. The air-conditioned class rooms are equipped with audio-visual facilities. The College also has a Business Studio which is aimed to ignite the entrepreneurial aspirations of the students. The College also gives importance to indoor and outdoor games such as football, basketball and badminton, table tennis, chess etc.



Add-on training programmes, orientation and out bound programmes go on in parallel with the main course of study. The IELTS and French language coaching under the professional mentors help the students to seek job abroad. NCFM/ NISM certifications, Business Data Analytics and Diploma in GST, SAP/ERP training, training Logistics and Supply Chain Management and Digital Marketing are also offered by Holy Grace Academy of Management Studies.

1.2 GOVERNING BODY

The governing structure of Holy Grace Academy of Management Studies is presented in a tabular format below

Board of Directors

Sl. No	Name	Designation
1	Sri Vakachan Thakkolkaran	Chairman HGAMS
2	Sri Benny John Ainikkal	Vice Chairman
3	Sri. K T Benny	Secretary
4	Sri. Davis Kavalakkatt	Finance Director
5	Sri. James Maliakkal	Board Member
6	Sri. Sany Edattukaran	Board Member
7	Adv. Clemance Thottapilly	Board Member
8	Sri. N J Pauly	Board Member
9	Sri. Jeesan Pallipatt	Board Member
10	Sri. Jolly Vadakkan	Board Member
11	Sri. Robinson A T	Board Member
12	Sri Johny Chenginiyadan	Board Member
13	Sri. K V Antony	Board Member
14	Sri. Jose Kannampilly	Board Member
16	Sri Baby Vettiyadan	Board Member
17	Sri. Jose Elanjipilly	Board Member
18	Sri. Antony Maliakkal	Board Member
19	Sri.M P Johnson	Board Member
19	Sri C V Jose	Board Member
20	Sri.Albert Antony Kunnampilly	Board Member



Advisory Council Members

Dr. Abdul Salam	Former Vice Chancellor, Calicut University.
Dr. M Ramanunny	Director, Agriculture Cooperative Staff Training Institute, Govt. of Kerala.
Dr. Sivakumar R	Former Dean, Vellore Institute of Technology.
Dr. Justin Paul	Professor, University of PUERTO, RICO, SANJUAN, USA & Distinguished Scholar in IIM-K.
Dr. V K Anand Kumar	Former Professor, IIM Bangalore, Director of Institute of Supply Management India and USA.
Dr. Ajith Abraham	Director, Mission Intelligence Research Lab USA
Mr. O.T.S Nambiar	Former Executive Director, Spices Board, Govt. of India.
Mr. Rajeshkumar S	State Council Member, CII southern Region Forum for Entrepreneurs & Start-up Member.
Mr. Jomy P L	Educator, Career expert, Director of Sensorium Centre for Advanced Learning
Mr. Vimal Chandran	Director, Academicia Management Skill Pvt. Ltd.



CHAPTER 2

2.1 Faculty Roles and Responsibilities

In consonance with its mission and goals, the College has a well-articulated policy and a well-structured process to ensure faculty and staff involvement in academic and institutional matters, which:

- Defines the role and responsibilities of the faculty in academic affairs: the curriculum, teaching, student support, research and/or scholarship, management and administration;
- Outlines course management requirements, including maintaining office hours, providing A syllabus for each course on the first, class day, and grading and examination duties;
- Defines the role and responsibilities of professional staff in the institution;
- Defines the role of faculty in governance;
- Assures academic freedom;
- Defines the organizational and reporting relationships for faculty and professional staff;
- Describes standards of professional ethics and cultural norms to which faculty and Professional staff adhere.

Following is a summary description of these roles and responsibilities

2.2 Faculty Role in Academic and College Affairs

HGAMS considers the faculty as it's best asset. The institutional and academic organizational structures and academic policies have been developed to afford the faculty the maximum academic freedom to contribute to the institutional mission and goals. In addition to teaching and curriculum development, the faculty regularly takes part in academic administration, college development projects, marketing, promotion and student recruitment events, Committees and College Affairs.

In brief, the following are the central activities of the faculty members at HGAMS:

- Teaching
- Curriculum (other than syllabus) Planning and Development
- Research
- Faculty Recruitment and Appointment
- Advising
- Governance: Members in various Governing Committees



2.2.1 Teaching

The primary responsibility of the faculty is teaching. Faculty on average teach 3 to 4 courses in an academic year, depending on the ranks, typically consisting of 1 to 2 different courses in each of odd and even semesters. As HGAMS pays highest importance and priority to student's success, faculty members are expected to remain updated in their areas of expertise through innovations, pedagogical improvements and skills.

2.2.2 Curriculum Planning and Development

As the curriculum is designed by the University of Calicut, faculty will not develop curriculum for MBA program but will plan for the effective delivery and enrichment of the same. It is indeed crucial to analyze and evaluate whether the desired objectives and outcomes of the curriculum have been met with or not. To attain this, our institution diligently follows the recommendations made by AICTE for improvement or revamping of the curriculum, as required. This is done through periodical meetings conducted by the Academic council of the institute. The faculty members periodically undertake the evaluation of the curriculum and they are the major contributors to the identification of gaps in the existing curriculum. Apart from faculty meetings, discussions with Academic Experts, and Alumni were also done to identify the gaps in the curriculum with set program outcomes and program-specific outcomes. The curriculum gaps were invited and identified from the teaching faculties, alumni, education experts and industry experts. Primarily a brainstorming meeting will be conducted with the institute faculty members based on the individual exercise of gap analysis assigned to them. The faculty members will be also asked to map the respective courses as highly/ moderately/ slightly to get an idea about the extent of compliance.

Next the suggestions will be invited from alumni, education experts and industry experts by sharing with them the purpose of feedback, a copy of curriculum and a list of POs and PSOs. After that a circular will be issued to the faculty members to identify the gaps in curriculum with respect POs and PSOs and invited to attend the brainstorming meeting to verify, validate and list curriculum gaps. Later periodic meetings by the faculty of Holy Grace Academy of Management Studies will be organized to identify the Gaps in the existing curriculum with respect to Programme Outcomes and Programme Specific Outcomes. After that Meetings will be conducted in the Department with Academic experts and selected alumni for giving valuable



comments with respect to curriculum gaps. The experts and alumni will be provided with the MBA curriculum of University of Calicut for their review and feedback on curriculum gaps and they will be invited to the college by giving a formal invitation. The inputs gaps thus received from faculty members, department meetings, alumni, industry experts, and education experts will be consolidated and the comprehensive list of gaps has to be listed for its implementation and a report is submitted before the Department Advisory Committee headed by the Director of the institute to get approved at the Department Level. After getting the approval, department committee for the Gap Analysis will develop a curriculum and teaching planning for the extend of curriculum for the total duration of the courses. The approved Gaps will be then presented before the Institution's Academic Council for final approval. After the final approval, some POs which are highly essential to include but not at all observed in the curriculum is forwarded to the Chairman, Board of Studies, University of Calicutt consider and include as the identified gaps in the curriculum at the time of forthcoming curriculum revision. Periodic follow-up is done accordingly. After analyzing the Gap, Department Committee for the Gap Analysis develop a curriculum as well asteaching plan for the extend of curriculum for the total duration of the courses. The actions to be taken to cover the gaps with respect to POs and PSOs were identified based on the mapping of each course with POs and PSOs. The PO wise gaps identified and the proposed actions to cover those gaps are tabulated.

2.3 Faculty Recruitment and appointment

Faculty and Staff are appointed through a Staff Selection Committee for a period of one year, on probation. They will continue in service upon completion of the one-year probation, if found suitable. The qualifications and levels of Faculty members are designated as given below:

2.3.1 Assistant Professor

First Class or equivalent of a Master's Degree in Business Administration or equivalent and 2 years of relevant experience is desirable

2.3.2 Associate Professor

Qualifications as applicable for an Assistant Professor and a Ph.D. or equivalent, in the appropriate discipline. Post Ph.D. publications and imparting guidelines to Ph.D. students is highly desirable. A Minimum of 5 years' experience in teaching / research



/industry is desirable, of which 2 years preferably should be a post Ph. D experience.

2.3.3 Professor

Qualifications as applicable for the post of Associate Professor desirable along with a minimum of 10 years of experience in teaching/ research /industry, of which at least 5 years should have been at par with the level of an Associate professor. Alternatively, a minimum of 13 years of experience in teaching and / or Research and /or Industry in addition to the qualifications applicable for the post of an Associate Professor. In case of an application being put forward based on the research experience, a good academic track record in addition to the book/ research paper publication /IPR/patents record will have to be submitted along with the application, as deemed fit by the expert members of the selection committee. If the application is put forward in consideration of the vast experience in industry, the applicant must hold a managerial level or equivalent, to an Associate Professor and must furnish active participation records (in devising/ designing, planning, execution, analysis, quality control, innovative thinking, training), technical books/ research paper publications /IPR/patents, etc., as deemed fit by the expert members of the Selection committee.

2.3.4 Principal / Director

Qualifications aligned with the position of a professor, including Post Ph.D. publications and imparting guidelines to Ph.D. students is highly desirable. Minimum of 10 years' experience in teaching / Research / Industry out of which at least 3 years must be at par with the level of a professor or alternatively, a minimum of 13 years of experience in teaching and/ or Research and/or Industry. In case of research experience, a good academic track record and books / research paper publications / IPR / patents record should be furnished, as deemed fit by the expert members of the Selection committee. If the experience in industry is being considered, the same must be at par with a managerial level equivalent to the level of a professor with the submittal of an active participation record (in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training), technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee, at the time of submission of the application. A flair for Management and Leadership is a must.

2.4 Student Mentoring

An effective student advising system is a pre-requisite to the education at HGAMS. Full time



faculty members will be required to mentor a group of students who will remain with him/her until they graduate. The time spent in such advising will depend on the number of Students assigned, and must be considered as part of the overall workload of a faculty member. Instructors are required to post a schedule on their office door clearly indicating advising, research and teaching hours.

2.5 Academic Freedom

A faculty member has full freedom in discussing his or her subject in the classroom, subject to adherence to the course syllabus as presented. The faculty member's position as a member of a learned profession and as a member of this institution imposes an obligation that his or her public utterances be made with restraint and good taste and in no way may be interpreted as college policy.

Academic freedom is the freedom to teach and do research in any area without constraint, to discover and promulgate new ideas no matter how controversial. Academic freedom requires individuals and authorities allow to work without restraint and to prevent any interference with this freedom.

The exercise of academic freedom depends on resources that are not available to everyone. Teaching requires access to students; research requires libraries and other facilities. Faculty needs access to technology resources, colleagues to consult, journal and book editors willing to publish their work.

The institution primarily provides all scholarly resources. The freedom to develop and teach new ideas can be encouraged or discouraged in many ways. The college encourages academic freedom by granting tenure which provides job security for faculty members.

HGAMS has the right to foster academic freedom in many ways besides tenure, by reducing teaching loads, granting travel funds and sabbatical leaves so that faculty members can develop new ideas and exchange ideas with colleagues at other institutions both national and international.

2.6 Academic Integrity

Violations of academic integrity are causes for disciplinary actions imposed by the appropriate faculty member. Any instance of flagrant academic dishonesty, as determined by the instructor of the course in compliance with the established policy of the department through which the course is offered, can result in the student's dismissal from the class or



even expulsion from the College.

A faculty member accepts an obligation, in relation to his or her students, to discharge his or her duties in a fair and conscientious manner in accordance with the ethical standards generally recognized within the academic community (as well as those of the profession).

Without limiting the application of the above principle, members of the faculty are also expected to conduct themselves in a professional manner, including the following:

- To meet their classes when scheduled.
- To be available at reasonable times for appointments with students, and to keep such appointments.
- To make appropriate preparation for classes and other meetings.
- To perform their grading duties and other academic evaluations in a timely manner.
- To base all academic evaluations upon good-faith professional judgment.
- Not to consider, in academic evaluation, such factors as race, color, religion, sex, sexual induction, age, national origin, and political or cultural affiliation, and life style, activities, or behavior outside the classroom unrelated to academic achievement.
- To respect the confidentiality of information regarding a student contained in HGAMS records; and to refrain from releasing such information, except in connection with intra-College business, or with student consent, or as may be permitted by law.
- Not to exploit his or her professional relationship with students for private advantage; and to refrain from soliciting the assistance of students for private purposes in a manner that infringes upon such students' freedom of choice.
- To give appropriate recognition to contributions made by students to research, publication, service, or other activities.
- To respect the dignity of students individually and collectively in the classroom and other academic contexts.

2.7 Professional Ethics for Faculty members

Disciplinary action against a faculty member can be taken for various reasons as outlined below:

2.1.1. Professional misconduct, incompetence or neglect of duty “Professional misconduct,



incompetence or neglect of duty” includes, but is not limited to, actions such as:

- a) Refusal to fulfill contractual obligations such as: teaching, grading, advising, proctoring, and committee work.
- b) Refusal to abide by the academic policies of the College and HGAMS.
- c) Absence from classes without approval of the line supervisor, without proper notification to the students, and without arranging make-up classes (except for emergency situations)
- d) Falsifying grade records or reporting unsubstantiated grades.
- e) A chronic pattern of arriving late to classes that disrupts the educational process
- f) Falsification of academic and professional credentials
- g) Plagiarism
- h) Falsification of research information

These issues are first dealt with through the established academic hierarchy (e.g. the Chair’s office, and finally through the HGAMS Grievance and Disciplinary Committee.

2.8 Personal misconduct

“Personal misconduct” includes, but is not limited to:

- a) Criminal acts such as assault of an employee or a student
- b) Fighting while on HGAMS premises
- c) Wilful destruction or stealing of HGAMS property or facilities
- d) Persistent harassment (verbal, physical, racial, religious or sexual)
- e) Acts while under the influence of alcohol that threatens the integrity and image of the institution.
- f) Distribution of confidential, slanderous or libelous information that tarnishes the image of the institution and disturbs peace and harmony within the HGAMS community.
- g) Revealing of examination question papers to students
- h) Getting returns for giving marks to students for internal assessment
- i) Being found under the influence of alcohol inside the premises
- j) Other unethical behavior as stated in the Labor Law of India

Personal misconduct is handled administratively. Depending upon the severity of the violation, the violation is normally handled by the Chair, and may result in a letter of warning



that becomes part of the faculty member's personnel records. Severe violations, or repeated violations, are referred to the Dean of Academic Affairs. Severe violations may lead to termination of the teaching contract.

2.9 Faculty work load policies

The workload of a faculty member comprises the following five major components:

- Teaching and teaching related activities such as proctoring etc.
- Research
- Student mentoring
- Curriculum planning and development
- Committee work and academic administration

In addition, the faculty members are expected to participate in the following activities:

- Consultancy work
- Institutional Social Responsibility Services

2.10 Working Hours

Fulltime and Part-time faculty members are to schedule office hours in addition to the scheduled teaching loads. All faculty members are required to do academic counseling, academic advising schedules, class times and any other information that might be pertinent to his/her work schedule.

2.11 Faculty Absences

Faculty members are expected to be present during their allotted class hours. If a faculty member expects to be or is absent for any reason, they must secure approval from the Director after making alternate arrangement without affecting the academic schedule. It is his/her responsibility to make up for the hours lost due to such absences. The Director has to be notified of any such arrangements made.

2.12 Types of Appointments

The following types of appointment shall be in force:

- Time specific regular full-time appointment
- Time specific part time appointment



2.12.1 Full time regular appointment

The first two years of the appointment is probationary period. In this semester a faculty member is evaluated in terms of performance, relevance and unit needs. Depending on the evaluation, one of the following decisions is taken:

- To continue with the contract
- To extend the probationary period for one more semester
- To provide a timely notice of termination Full time regular appointees are entitled to all fringe benefits as per HGAMS policy. This includes the probationary period. Salaries are prorated over the period of employment and paid monthly.

2.12.2 Part-time/Adjunct appointment

A part-time and or an adjunct appointment is year specific contract for specific courses. The maximum teaching load allowed for a part time/adjunct faculty in a year is 50 hours. Part-time and adjunct faculty members are paid on hourly basis, and therefore, they are not entitled to other benefits such as paid vacation, gratuity, and medical insurance. Part time or adjunct faculty members must meet the same qualification conditions for appointment to regular faculty ranks as their regular counter parts do.

2.13 Hiring Process

- HGAMS is committed to a policy and program of equal opportunity for all people without regard to race, color, religion, national origin, sex, age, disability.
- When a teaching position becomes available it is advertised through appropriate media. Applications from suitable candidates are invited. The basic qualifications, experience and any other criteria specific to the job are clearly outlined in the advertisement.
- Applicants are required to send along with their résumés copies of all appropriate credentials, including all transcripts of grades and diplomas earned.
- Each prospective faculty is interviewed by one or more of the following individuals: the appropriate staff selection committee, the Dean of Academic Affairs, or any other individual deemed appropriate by the Dean of Academic. Short-listed candidates may be invited to give a demo lecture.
- Additional contact between the candidate and the committee members may be necessary by phone, fax, or E-mail. The Dean/Director makes the final decision on hiring upon recommendation from the committee, and this recommendation is sent to the Dean of Academic. No individual may begin teaching before this final approval has been given. The Dean of Academic informs each candidate of the final decision. The same standards in the hiring procedure apply for full & part- time positions.



2.14 Performance Reviews

2.14.1 Annual Reviews

All HGAMS faculty members participate in an annual review process. The purpose of the reviews is:

- To document the quality of teaching, based on student evaluations, course management assessments, peer reviews, and other measures of teaching quality;
- To document continuing research efforts needed for effective teaching and academic development; including efforts at professional development.
- To document service to HGAMS and the wider academic community;
- To document exceptional contributions to the continued development of HGAMS as a quality academic institution.

Annual reviews are initiated at the end of spring semester of each year, covering the previous calendar year. Each faculty member prepares a self- evaluation based on the Academic Affairs guidelines. These self-evaluations are reviewed by the coordinator, who makes an independent evaluation. The evaluation of the coordinator must be shared with the faculty member. The independent evaluation of the line-supervisor will make one of the following Disciplinary Actions

Faculty member's contracts may be terminated for disciplinary reasons.

2.14.2 Restructuring

There may be occasions where budgetary stress may cause a general restructuring, including downsizing, of the faculty.

2.14.3 Faculty Appraisals and Promotions

A consolidated yearly appraisal will be made for every faculty member at HGAMS which will incorporate all of the information received for every semester in the year from peer faculty observation reports, student feedback forms and general approach toward duties. The results of this appraisal form will form only the basis for extension of contract, promotion in rank, salary increments, etc.



2.15 General Administrative Policies

2.15.1 Procedures for Promotions

The norms followed by AICTE and UGC will be followed to promote faculty into the next rank. However, for the college practical purposes promotions may be offered based on the merit assessment the college carries out as a continuing process.

2.15.2 Job Description of Faculty Members:

The primary responsibility of a faculty is to teach. The faculty members are expected to stay devoted to teach. The academic and non-academic responsibilities prescribed by the college as a standard and from time to time shall be part of the faculty job description.

2.15.3 Compensation and Benefits Remuneration

The college shall fix the remuneration of the faculty based on the qualification, experience, merit and responsibilities taken up by the faculty. The remuneration offered will be continued for a year before any revision. The revision of salary will be based on performance appraisal.

Benefits

The college offers the following benefits to the faculty members:

Accommodation: Faculty members are provided accommodation in the hostel.

Food: Faculty members can avail the canteen facility available at the college, free of cost.

2.16 Disciplinary Procedures Grievances

2.16.1 Faculty Grievance Procedures

Faculty members can present their grievances to the Employees Grievance Redressal Committee. The committee will probe the matter and will redress and resolve the grievance.

2.16.2 Disciplinary Actions and Contract Terminations

In the case of serious offences on the part of the faculty members, appropriate disciplinary action will be taken. Faculty members are given an opportunity to explain and defend themselves against the accusation. In the most serious cases contract will be terminated.

2.16.3 Professional Misconduct, Incompetence, or Neglect of Duty

Professional Misconduct, Incompetence or Neglect of Duty will not be tolerated at HGAMS. Faculty members are expected to exhibit high sense of professionalism, high level of competency and sincere attention duty. Failing in any of these areas may lead to initial



warning and then termination of contract.

Faculty members are expected to be punctual for all classes and meetings. Habitual late coming will be treated as neglect of duty.

Faculty members must submit all documents required and reports required on time. Failing on which faculty members will be considered to be neglecting duty.

Faculty members must be professionally dressed for the classroom and must be fittingly dressed for the campus.

2.17 Other Academic Responsibilities

2.17.1 Course File: Faculty members are required to prepare a detailed course plan in the prescribed format once the course is allotted to them for teaching during a semester. The course plan must be ready a week ahead of the semester in full completion and must have obtained the approval of the Dean of Academic Affairs.

The course plan is placed in the course file which is consistently built by the faculty during the semester and is submitted to the data center/ IQAC at the end of the semester. The course file must be kept safe by the faculty and must be produced to the Dean of Academic Affairs any time during the semester.

2.17.2 Business News Analysis: Faculty members have to regularly attend the daily Business News Analysis which is part of the continuous Faculty Development Program. They are expected to contribute at least one article analysis in detail in the Faculty News Analysis.

2.18 Non-Academic Duties:

Apart from teaching responsibilities at HGAMS, faculty members are required to contribute through various other initiatives at HGAMS which are listed below:

- Faculty In Charge of the Day
- Mentoring
- Functional Clubs
- Ad hoc programs

2.18.1 Faculty In Charge of the Day

Faculty In Charge of the day is fixed to run the regular activities of the college on a daily basis even in the absence of the Administrator.

2.18.2 Mentoring

Each batch of students is divided into 12 mentor groups. Each mentor group has a mentor



who is a full-time faculty at HGAMS

2.18.3 Functional Clubs/ Associations:

Functional Clubs/ Associations are organized to improve the knowledge level of students in the functional areas. Functional Clubs/ Associations aim to promote interest in the functional areas.

2.18.4 Ad-Hoc Program Coordination:

HGAMS is frequently compelled to host various programs due to the connectivity it enjoys with the immediate society. Faculty members will have to take up the responsibility and organize the programs effectively.
