



Faculty & Staff Handbook



Registrar
Quantum University

The Future is
exciting

1. Please read the document carefully.
2. Every effort has been made to provide accurate and current information; however, the right is reserved to change, without notice, any of the Rules and Regulations of the University at any time. All such changes are effective at such time as the University Authorities determine, and may apply not only to prospective faculty members but also to the existing faculty members of the University.
3. The document is intended to serve only as a general source of information about the university and is in no way intended to state contractual terms.
4. Any errors and omissions are subject to corrections.



Registrar
Quantum University

INDEX

PHILOSOPHY :

Chapter 1	Recruitment, Promotion & Termination Policy and Procedure
Chapter 2	Role and Responsibilities
Chapter 3	Code of Conduct and Professional Ethics
Chapter 4	Leave Rules



Registrar
Quantum University

Vision

To be a seat of learning where a student gains academic and professional excellence, stays connected with the inner self, imbibes respect for human values, and becomes a world citizen.

Mission

To be a forward-looking, ever-evolving University of merit that shall continually strive to promote all-round excellence among all its stakeholders to create a rich, eternal legacy of trust.

To imbibe values and ethics of global relevance such as gender and race equity, inclusive growth and also sustainable 'protection' and 'care' of the environment.

To ensure a high core competence in students in their respective domains that cater to the changes in technology and dynamics of industry demand. The students should be adaptable to change and be life-long learners.

To provide opportunities to students to nurture their skills in additional areas of knowledge, relevant to their times, through interdisciplinary pedagogy and robust Industry interface.

To ensure wellness and wellbeing of its students through a range of value addition programs and freedom to pursue one's passion in areas of interest, including sports, music, dance, theatre, community service, and many more.

To be a stronghold of liberated students who believe in the rich cultural heritage of their country, but have a truly global orientation.

Chapter 1

Recruitment, Promotion and Termination Policy and Procedure

1.1 Recruitment Policy

1. All faculty recruited should be able to fulfill Vision, Mission and University goal.
2. Towards achieving our goal the University is committed to train and develop our teachers and provide all facilities to them to grow to their potential. Our HR policies are directed towards this goal.
3. In terms of our policy, faculty requirement is decided well in advance of academic year/semester by the Directors of each school in consultation with Heads of Departments and Coordinators of various streams.
4. Rigorous procedure is put into operation so that we are able to locate the best talent. Our recruitment procedure is in line with UGC requirements.

1.2 Recruitment Procedure

Regular Appointment

1. Advertisement inviting applications are given in the prominent newspapers / portals.
2. Applications received are screened by the Registrar in terms of qualification and other requirements. Potential candidates are invited for an interview before interview panel.
3. Interview panel for faculty consists of Vice chancellor, respective Director, Subject Expert, Respective Head of Department, and Chancellor Nominee.
4. Candidates cleared by the panel are asked to undertake demonstration lectures on the subjects he/she is comfortable with.
5. A merit list is prepared on basis of panel recommendation.
6. The candidate finally selected is briefed about the policies and rules of the university and salary is fixed as per university norms/ negotiation.
7. An offer letter is issued to the finally selected candidates mentioning designation and the date of joining.
8. Once the candidate decides to join the university his/her application is forwarded to Registrar for appointment and completion of joining formalities.

9. The final appointment letter is issued to the candidate at the time of joining which contains the final terms and conditions of employment.
10. All new faculty members shall be on a probation basis for a minimum period of 2 years.
11. It shall be the responsibility of the employee to apprise himself / herself of all service rules & regulations at the time of appointment.

Adhoc Appointments

1. Respective Director and Head of Department and Coordinators decide the requirement and search from their own contacts/ old resumes available/ website etc.
2. Stray Applications received by the office also come into help.
3. Located candidates are interviewed by the Director, HOD and an internal subject expert. Candidates are asked to carry out demonstration lectures.
4. Once the candidate is accepted by the Panel his/her name is recommended for appointment on adhoc basis.
5. If the performance and feedback of such candidates found good then on the recommendation of the HOD the candidates have to go through the regular recruitment procedure. The services of adhoc candidates may be regularized on the recommendation of regular selection panel.

1.3 Documents to be submitted after recruitment (self- attested)

1. Copy of Curriculum Vitae
2. Photocopy of your all testimonials
3. Proof of Date of Birth
4. Five passport size color photographs (taken recently)
5. Photocopy of Experience Certificate (s), if any
6. Photocopy of PAN Card
7. Photocopy of Aadhar Card
8. Salary Slip of last organization, if any
9. Relieving Slip from Previous Organization, if applicable
10. Photocopy of Passbook of HDFC, if available

1.31 Termination Policy

A faculty can be terminated from his / her service if they are found involved in any of the following but not limited to:

1. For Violation of Academic standards.
2. Violation of codes of conducts, rules & regulations of the Universities.
3. Misrepresentation of fact & figures.
4. For Non-performance.
5. Indulging in acts that bring disrepute to the University.
6. For any other unethical conduct.
7. For harming the interest of the students in any manner.
8. For coming social or community disharmony both on & off the campus.

1.4 Promotion Policy

A process, involves identification of particular internal individual faculty member as the possible successors to the key or senior position if it is vacant. In this process Assistant Professor may be promoted as Associate. Associate Professor may be promoted as a Professor as per the guidelines of UGC and Quantum University policy.

1.5 Mandatory Probation:

Probation: Probation means an appointment made on trial on specified conditions for a stipulated period to a post for determining one's fitness for the job. With the exception of certain positions, all regular faculty members serve a minimum of the two years of employment on probation.

1. Temporary appointment: It means appointment made purely on temporary basis either for a permanent post or against a temporary post. With the exception of certain positions, all regular faculty members serve the first two years of employment on a probation basis.

2. Evaluation in Probation Period: Probation period allows the respective Director and department head to evaluate the ability, suitability, and potential for success of the faculty. It also allows time for the faculty to decide whether or not the job is satisfying. Fifteen days prior to the completion of probation period, Director and Head of the Department, based on his/ her evaluation, will intimate faculty member and to Registrar about his performance. Registrar will put all non performing evaluation reports to Vice Chancellor and if Vice Chancellor agrees with the evaluation, the candidate shall be terminated from service.

3. Continuance of Probation: If the employee's service during the probationary period is deemed unsatisfactory but if it is determined that the employee should continue in a probation status rather than being terminated, the recommendation that the employee remain in a probationary status should be forwarded by the Director/ Head of the Department to the Registrar. In all such instances, the faculty member must be counseled and notified in writing regarding the extension of the probationary period.

4. Voluntary Resignations and Termination: Resignations may be accepted in lieu of termination. Unless notified all job offers are on a permanent requirement with a probation period. Termination of employment, or other disciplinary action, during the probationary period, is not subject to progressive discipline and the grievance procedure.

1.6 Resignation Policy

1. Employee wishing to resign should inform his /her Head of the Department and tender his/her resignation in writing to the Director through HOD. He/she should state clearly the date from which he/she wish the resignation to become effective, bearing in mind the notice period required. It is often helpful if employee who intends to resign gives the reasons for doing so.

2 Director/ VC/ Registrar conducts the Exit Interview.

3 Employee doubtful of the effective date of resignation, contractual notice period, contacts the Director/ Registrar for advice.

4 Employee leaving without a notice period does not receive his/ her salary equivalent to notice period or have to deposit amount equivalent to notice period salary. Employees interested in resigning cannot utilize any leaves except OD and only due CL.

5 Employee who resigns during academics semester is released after academics sessions keeping in mind the interest of the students or they may be released only in exceptional cases.

6 University at the prerogative of the management may retain employees who resign.

1.6.1 Handing Over

Before being relieved all employees should hand over charge to the appropriate person on consulting the Head of Department and inform the same to the Director. Head of Department is responsible for initiating the necessary action to ensure that all University property, data and equipment are returned safely. It is mandatory that A 'No Dues Certificate' is obtained from all the concerned persons on or before the last day of working and submit to Director/ Registrar. The process of relieving the employee shall remain incomplete without this.

Chapter 2

Role & Responsibilities

Members of the faculty are expected to meet their professional and institutional commitments at the University on a regular basis throughout the year. These commitments include time spent on teaching, research, student advising, other activities and various kinds of University administrative or advisory roles.

Members of the faculty are expected to handle their teaching assignments with professional skill. They should familiarize themselves with the overall organization of the University, and especially with the operations of the school in which they serve, and with its requirements and regulations, with which they will scrupulously comply. They should be active participants as committee members, student advisers, or in whatever other capacity they can render the best service in the affairs of the department and the University.

General Duties and Responsibilities

1. All the Faculty Members are expected to follow the rules and regulations of the university as prevalent from time to time.
2. The workload of all the faculty members shall be fixed by HOD/ Director.
In exceptional case whenever Faculty Members are entrusted with additional administrative/research load, adjustment in the contact hours could be made to ensure the total work load remains in parity with other teachers.
3. To absorb the growth of the university and keep up the efficiency level we follow the decentralized concept of a university.
4. Academic work is distributed to various HODs and Coordinators who coordinates and controls the academic activity with guidance of Director/ Dean/ Vice Chancellor.
5. Non-academic activities are also delegated to Faculty Members as activity/ event in-charge.

The Work Plan

The work plan of faculty members shall ensure, in the most productive manner, the utilization of stipulated 40/ 42 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ University.

A faculty is expected to contribute to the functioning of the university in number of roles:

A] As an Individual:

1. Faculty Members are expected to update their knowledge and remain up to date with the latest tools and technological advancements happening in the industry by attending Seminars/ Workshops/ Conferences/ online MOOC Programs etc., after obtaining necessary permission from the HOD and Director.
2. Faculty Members should attempt to publish text books, research papers in reputed Scopus or SCI indexed International/ National Journals/ Conferences which shall be an important factor in their appraisal.
3. The Faculty Members must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
4. Every Faculty Member is expected to extend his/ her beneficial influence in building up the personality of students and he/ she should associate himself/ herself actively with such extra. curricular activities which he/she is interested in or assigned to him / her time to time.

B] As a member of the Department/ University:

1. The Faculty member should ensure proper contribution for the upliftment and smooth functioning of the department.
2. The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
3. The HOD will allot the teaching load after taking into account the Faculty Member's interests and expertise.

4. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD/ Director/ Management in Administrative, Academic, Co-curricular or Extracurricular activities.
5. Every Faculty Member must give seminar on some topic at least once in each semester to other faculty members of the department to keep them updated with various topics.
6. The Faculty Member shall maintain high values of professional ethics and should not show any partiality to any segment/ individual student.
7. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class/ lab/ invigilation. In case of emergency, the HOD must be informed with appropriate alternate arrangements.

2.1 Classroom Teaching:

2.1.1 Preparing for the Classroom Lecture:

1. Once the subjects are allotted, the Faculty Member shall prepare the lecture plan in a detailed manner, preferably hour-wise lesson plan. The plans should be prepared keeping in mind the number of teaching hours available in that particular semester, so that the syllabus can be completed in a timely manner. (The Course File format is given in Annexure 1)
2. Faculty should make sure that they go through the POs, PSO, and COs of the course that they are teaching. All faculty members should make sure that all assignments, projects etc that they plan should be directed in achieving the COs of that particular course. They should also make sure that the BL level allocated is properly informed.
3. Faculty should thoroughly go through the OBE manual for detailed study of COs/POs etc.
4. As soon as a subject is allocated, faculty should start curating content from the internet for that particular subject. Preferable Unit-wise. Curated content should include:
 - a. Video Lectures
 - b. Reading Material available online
 - c. News Articles on Latest advancements happening on that topic.
 - d. List of reference books, preferable topic wise.

- e. Case Studies (in some cases)
- f. Tutorials / Tutorial Sheets to be given to the students.
- g. Assignments to be given to the students.

All this curated material should be shared with the students at the appropriate time. Ideally when that particular topic is being covered.

- 5. The Faculty Members should get the lesson plan and course file approved by HOD and Director.

The course file consists of Program Learning Outcomes, Program Specific Learning Outcomes, Course Learning Outcomes, Mapping Matrix of Learning Outcomes, Lecture Plan, Learning Material (Hand written/ typed notes; PPT; Useful links for online material/ mooc; PPTs; Cds etc.) Tutorial Sheets, Assignments, Student List with Flip classes/ seminar topics, Sessional Question Papers with model answers, Old Question Papers etc.

- 6. The Faculty Member's course file must be regularly updated and put up for inspection by HOD/ Director as the case may be.
- 7. The faculty member should practice/ rehearse the lecture well before going to the class.

2.1.2 During the Classroom Lecture:

- 8. The Faculty Members shall refer to more books than merely textbooks and prepare his/ her detailed lecture notes. These lecture notes are his/ her aids. The Faculty Member should not dictate the notes in the class. These lecture notes shall be uploaded on ERP / QLRC (Digital Library).
- 9. The Faculty Member shall move for the class at least 5 minutes early and enter the class without delay.
- 10. The Faculty Member shall engage the class for full duration of period and should not leave the class early.
- 11. The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, explain what is going to be learnt in another 2 minutes, then explain the lecture well up to 45 minutes and in the last 3 minutes conclude and say what we have seen/ will see in the next class.

12. The faculty member should cultivate suitable techniques (say, real life examples) in the lecture, to break the monotony.
13. The Faculty Member should use PPT, Models etc. very cautiously as teaching aids.
14. The Faculty Member should encourage students for asking doubts/ questions.
15. The Faculty Member should assess the comprehension by students and act/ adjust the teaching appropriately.
16. The Faculty Member should take care of academically slow learner as well as fast learner students and pay special attention to their needs in special classes.
17. The Faculty Member should make himself/ herself available for doubt clearance.

2.1.3 After the Classroom Lecture:

18. The Faculty Member should interact with the respective Faculty Class Advisor/Faculty Mentor and inform him/ her about the habitual absentees, academically weak student, objectionable behavior etc.
19. The Faculty Member should always aim for 100% pass results in his/ her subjects and work accordingly.
20. The Faculty Member should go among students as a highly updated, rich, resource person. For this he/she must regularly visit library and read the latest journals/ magazines in his/ her specialty and keep oneself abreast of latest advancements.
21. The Faculty Member should make himself/ herself available for doubt clearance.
22. Every Faculty Members should maintain students' attendance records in teacher's diary and also upload the attendance on ERP everyday as soon as the classes/ laboratory hours are over.
23. Every Faculty should ensure that their full syllabus is covered with proper pace, if they feel that they need extra lectures for completing the syllabus then they should request for the same to their HOD and make sure that it is done within a proper timeframe.

2.1.4 Tutorials:

Tutorials form an integral part of the whole teaching learning experience especially in problem (numerical) oriented subjects. The objective of giving tutorials to make sure that

the student has understood the concept and can apply it in various situations. It is expected that for each unit a tutorial shall be given to the student.

- a) One tutorial for each unit.
- b) Tutorial sheets should contain questions, which are not available in their textbooks.
- c) Tutorial sheets should be ideally long enough that it takes the student one hour to solve.
- d) Tutorial sheets should be graded and returned to the students.
- e) Tutorials should be discussed in class for doubts and clarifications.
- f) Faculty to maintain a record of the grades awarded to the students.

2.1.5 Assignments:

The main objective of giving an assignment to the students is that the student should be able to:

- Express ideas or concepts in their own words to demonstrate understanding
- Apply relevant concepts to a situation or phenomenon
- Analyze ideas and concepts and consider relationships among them
- Evaluate a decision, perspective or a particular way of doing something
- Create new ideas or perspectives given a particular topic or issue

Two assignments in each theory subject to be given to the students by the respective Faculty Member covering at-least 65% to 75% of the total syllabus.

- a) Marks of the Assignments form an integral part of the internal semester evaluation.
- b) Assignments should be based on understanding and concept.
- c) Ideally assignments should be long enough for the student to take 2 hours to solve one assignment.
- d) Assignments sheets should be graded and shown to the students for their mistakes.
- e) Faculty should collect them back and keep them for official record.
- f) Assignments should be discussed in class for doubts and clarifications.
- g) Marks of the Assignments to be updated on the ERP by the faculty.

2.1.6 Mid Semester Exams:

1. While setting sessional question paper, the Faculty Member should take care of the quality and formatting of the questions also get approved from HOD before submitting to Exam Section.
2. The Mid Sem Exams papers must be checked within three days from the date of examination and marks uploaded on the ERP.
3. The Faculty Members should be very fair and impartial in awarding of internal marks to students.

2.1.7 Question Bank for the Final Exam:

Each faculty member needs to prepare Question Bank of 200 questions, unit-wise as per template in the subject that they are teaching. These questions shall form a part of the question bank from where the final examination question paper might come.

The main objective of the question bank should be to evaluate the student on various levels of understanding and fulfilling the requirements of Bloom's Taxonomy and the level that we want to test.

- a) All Questions prepared should be as per the CO mapping and taking into account desired BL level to be achieved.
- b) Questions should be prepared unit wise and in the format provided by the department.
- c) The questions would be of 2 marks and 8 marks.
- d) The 2 marks questions will be definite answer type and should test the basic understanding of the concept.
- e) The 8 marks questions will be descriptive answer type and should test the deeper knowledge of a concept.
- f) The question bank should be properly checked for mistakes and spelling mistakes before submitting to the HOD/ Director.
- g) After proper checking and consent from the HOD/ Director the question bank should be submitted to the relevant authority.

2.1.8 Planning a Flipped Class:

In flipped classroom students engage with lectures or other materials outside of class to prepare for an active learning experience in the classroom.

This is not a new idea, but the current usage of the term “flipped” is generally associated with students engaging with materials online followed by in-class activities that involve peer learning or small-group work. There are many activities that can be part of a flipped class such as discussions, debates, clicker questions, Q and A, demonstrations, simulations, peer tutoring and feedback, and role playing. An instructor may choose to flip just a few classes a term, where the concepts lend themselves to active learning experiences, or to flip all classes.

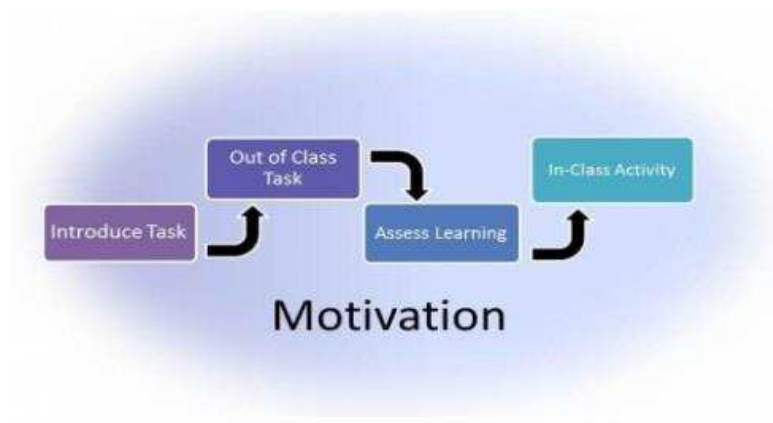
(i) Why flip?

In a lecture, the attention of most students starts to decrease after ten or fifteen minutes, so flipping the class can help keep students focused and learning for the whole period. Flipping the classroom means that students have time to process and reflect on concepts and increase their knowledge base before coming to class to apply their learning. Although an up-front investment of time is necessary to create online materials, including video content, the materials can be reused by the instructor from year to year.

Flipping some classes can add some variety and change of pace to classes and make the course more interesting for both students and instructor.

There is evidence that having students engage in active learning and peer learning in class leads to deeper understanding and greater retention of concepts than traditional lecture information transfer in class.

A planning model for flipped classes



Often when instructors are planning to flip a class they focus all their attention on planning the activities that the students will do in class and on what the students will do online to prepare for that active learning in class. However, there are two other aspects of the flipped-class design that require planning: how the activities will be introduced to the students and how the instructor and the students will know that they have adequately prepared for the in-class experience.

(ii) Introduce the task

The goal of this stage of the flipped class is to maximize student participation/readiness for the activities they will be doing online and in-class. Instructors should introduce the tasks by clearly explaining their expectations for what the students will be doing and the amount of time the students will need to invest to be ready for the class activity. Explaining what they will be doing and why being prepared for the in-class activities is also important. For some students, active learning in the classroom will be a new experience so a “no surprises” approach can reduce possible anxiety about a more participatory approach to learning.

(ii) Out-of-class task

Carefully consider the choice of media for the online activities and materials. Instructors can create their own materials such as narrated Power Point, screencasts and podcasts, or reuse online content such as websites, readings and videos. Video content should be concise -- no more than 10-15 minute segments -- and it can be helpful to students if there are guiding questions or prompts to help them recognize the keys objectives of the

preparatory work. If instructors include an online means for students to submit questions about difficult concepts or other questions, they can use some class time to discuss these issues.

(iii) Assess the learning

Before the in-class session both the instructor and the students can benefit from knowing if the students are adequately prepared for the in-class activity. Self-assessment quizzes or low-stakes online quizzes can be a good way to assess if students are adequately prepared. Ideally these assessments are short (3 to 4 questions), and include questions that provide an opportunity for students to apply what they have learned rather than questions that merely test factual knowledge. Formative feedback on the assessment questions and an opportunity for students to pose their own questions to the instructor can also be included. Evidence of preparation can also be provided through a short assignment or assessment at the beginning of the in-class portion of the flipped class. Learning and assessment are interconnected: low stakes or formative assessment is a valuable learning tool for students.

(iv) In-class activities

The most effective activities for promoting deep learning are those that create opportunities for peer-to-peer learning, student-instructor dialogue, and opportunities for active learning. The objectives of an activity should be clearly linked to course objectives and assessments; the in-class activity time can be used to encourage students to be creative and make discoveries (and errors) in a relaxed, low-risk environment.

(v) Motivation

Student motivation, which underlies the whole learning process, can be affected by the design of the activity. An enthusiastic instructor who has good rapport with students and creates an open and positive atmosphere in class can motivate student participation and learning. Activities that are designed to be challenging, but achievable, can help motivate students. Also students will be more motivated if they find personal meaning and value in the material and see that the course is relevant and linked to their future success.

Providing frequent feedback to students as they complete their learning can also increase motivation.

2.2 Practical Courses:

2.2.1 Preparing for the Practical Course:

1. The Faculty Member taking practical class must perform the experiments personally before going to class and be satisfied with the results before asking the students to conduct the experiments.
2. Whenever possible, additional experiments to clarify or enlighten the students must be given.

2.2.2 During the Practical:

1. The Faculty Member should divide the lab group students in sub group groups, each sub group may consist 4-5 students if possible.
2. The faculty member should demonstrate each and every experiment with the help of Laboratory Assistant in front of the students before assigning it to the students for performing. Safety precautions must be highlighted during the performance of experiment if any considering the students at the top priority.
3. The faculty member and Laboratory Assistant should also help out the students time to time if the students are facing any difficulty during performing of the experiment.
4. It is mandatory to check class record on a regular basis, the lab observations/ records of the experiment must be checked then and there or at least by next class. Some viva voce questions must be asked at the time of checking the records and grade of each experiment must be recorded in Faculty Diary.

2.2.3 After the Practical:

1. The Faculty Member should make himself/ herself available for doubt clearance even after the laboratory class.
2. Every Faculty Members should maintain students' attendance records in teacher's diary and also upload the attendance on ERP everyday as soon as the laboratory hours are over.

3. Every Faculty Member should ensure that their full syllabus is covered with proper pace, if they feel that they need extra laboratory classes for completing the syllabus then they should request for the same to their HOD and make sure that it is done within a proper timeframe.
4. Preparation of viva voce questions experiment-wise should be compiled so that same may be asked at the time of checking the records.
5. Maintaining the grades of each experiment must be recorded in Faculty Diary after checking the lab records.

2.2.4 Practical Quizzes:

1. Three quizzes in each practical course must be conducted online on the ERP during the semester by the respective Faculty Member covering about 30% syllabus in each quiz. Each quiz will be of 30 marks.
2. A MCQ type quiz bank of consisting of 30 questions covering about 30% syllabus for each quiz has to be uploaded on the ERP by the respective faculty member, out of which randomly 15 questions (each question carries 2 Marks) will be selected to attempt by the students. The question bank should be properly checked for mistakes and spelling mistakes before uploading on ERP and must be vetted by respective HOD/ Deptt. Coordinator.
3. The questions will be definite answer type and should test the basic understanding of the concept as well as deeper knowledge of a concept.

2.2.5 Practical Exams:

1. Each faculty member needs to prepare a quiz bank for end semester practical exam quiz of 120 questions, by merging already uploaded 90 questions for internal quizzes and additional 30 questions covering the whole syllabus. The students were asked to attempt 30 questions randomly by the ERP. The main objective of the quiz bank should be to evaluate the student on various levels of understanding and fulfilling the requirements of Bloom's Taxonomy and the level that we want to test.
2. Each Faculty Member will act as Internal Examiner during the conduct of end semester practical examination and coordinate with the External Examiner for the smooth and flawless conduction of end semester examination.

3. The Internal Examiner will finalize the awards in coordination with external Examiner and submit the awards to the Exam Cell.

2.3 Laboratory In-charge:

Each Laboratory In-charge will ensure the following:

- The laboratory physical space should be well maintained with respect to the cleanliness, keeping the furniture and equipments in their respective positions.
- The functioning and maintenance of all the equipments available in laboratory.
- Maintaining the up to date stock in respective stock registers.
- Maintaining the laboratory manuals, list of equipments, list of experiment of each practical course held in the laboratory in the prescribed format.
- Keep previous laboratory record of five students as sample files.
- Display of name of the laboratory in-charge, name of the laboratory technician, safety precautions, list of equipments, list of experiments, laboratory time table for odd and even semester on the display board.

2.4 As an Invigilator:

1. Faculty should ensure that the invigilation duties assigned to them should be taken with utmost seriousness and due care should be taken to follow the timings and other details of the exams.
2. During invigilation, the Faculty Member should be continuously moving around. He/ She should not sit in a place for a prolonged time. He/ She should watch closely so that nobody does any malpractice in the exam/ test.
3. Whenever any malpractice is noticed, the Faculty Member should inform the Exam section immediately.

2.5 Student/Faculty Rapport

1. The Faculty members shall dress, conduct and behave in a becoming manner to ensure that proper decorum is maintained between the students and teachers.

2. It is the responsibility of each faculty to participate in maintaining student discipline and administration, and to have good control of student both within and outside the classes.
3. As soon as the Faculty Member enters the class, he/ she should take attendance. If anybody enters late, the students may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the students through personal counseling and if it does not bring any change the students must be directed to meet the Mentor and HOD.
4. The Faculty Member should act with tact and deal with insubordination by students maturely.
5. The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feelings of students or share them for their caste community, sex, colors, creed, built etc.

2.6 Decentralizations

1. To respond to the growth of the university and keep up the efficiency level by way of decentralized concept of a university.
2. Academic work shall be distributed to various HODs and Coordinators who coordinate and control the academic activity with guidance of Director/ Dean/ Vice Chancellor.
3. Faculty shall undertakes the non-academic activities that have been delegated to various Faculty Members as activity / event in-charge.
4. The performance appraisal of each faculty member shall be done annually through the Performance Based Appraisal System (PBAS).

2.7 Quality Sustenance

Sustenance of quality of teaching is taken care of by appointing qualified, dedicated teachers acceptable to the students, well in advance.

1. Teaching program is channeled through proper planning of academic activities well in advance through academic calendar, lecture plans in each subject, portion completion schedules, etc. This is prepared and circulated in the beginning of the session.
2. Directors/ HODs shall co-ordinate and control such schedules by regular school/ departmental meetings and through formal and informal feedback from students so that our effort to sustain the quality of education is successful.
3. Quality enhancement shall be taken care by various methods such as flip classes, presentations, industrial visits, seminars, etc.
4. Faculty from professional fields, corporate and higher learning centers to be invited regularly for guest lectures.
5. Teachers to be encouraged to participate in conferences, seminars, workshops and present papers in highly indexed conferences for quality improvement.
6. It shall be our endeavour to search for gaps if any in any of our systems and strengthen those areas by bridging the gaps.

2.8 Duties of HODs

1. HODs to control, coordinate and motivate the teachers of their department.
2. They shall be accountable for preparation of lecture plan and course file by each teacher well in advance of the semester and satisfactory completion of the portion as per the academic calendar.
3. They shall coordinate with Board of Studies in relation to preparing an innovative industry ready syllabus.
4. They shall be responsible for availability of proper text book/reference book on the subject to which they are related to in the library.
5. To monitor and conduct academic/ non academic activities/ events of the department under the guidance of the respective Director.
6. To take department and faculty feedback and accordingly take the remedial actions.
7. To plan and take the necessary actions for improvement of department results and academic performance.

8. To coordinate assignments/ quizzes/ flip classes/ mini projects/ projects assessment and conduction of practical /oral examinations.
9. To maintain discipline and enforce rules as laid down by the university, in the department.
10. To plan for the semester and academic year, in terms of activities, guest lectures, industry visits, internships, trainings, workshops and placements preparation etc. for the benefit of the students and faculty.
11. To conduct regular meetings with teaching and non teaching staff as well as the Class Representatives and class advisors/ mentors to sort out any issue and queries related to academics.
12. To initiate teaching and non teaching load calculation and raise the requirement of manpower as per the rules laid down by university.
13. To execute any other work assigned by the Director/ management time to time.
14. To prepare the department requirements and budget needed.
15. To oversee the purchase and deployment of any resource allotted for the department.
16. Each HOD shall prepare an activity/ event planner of his department well in advance before beginning of semester and inform it to the Director, Faculty members and students preferably at the beginning of the semester.
17. HOD to review the sessional and end semester results after each examination and recommend, if necessary, steps to improve the result.
18. The HOD will monitor the mentoring by Personal Mentors of the students related to his department.

2.9 Duties of Faculty Mentors

1. To act as Teacher Guardian for a batch of specified member of students allotted to him/her.
2. He will handhold his students in their difficult times, like a parent does.
3. He will identify the Academically Weaker and Meritorious students from his group with the help of course teachers, for strategic planning to improve the overall performance of his group. He may choose meritorious students as Student Mentors and allot 2-3 students to each of them. Student Mentors will regularly monitor their other friends.
4. He will maintain all the relevant record of students in the Personal Mentor Diary, such as [but not limited to] academic result, academic performance in the courses, attendance in all courses, back papers details (if any), participation in games/sports/club activities, disciplinary action taken against the student (if any); regularity in appearing in continuous internal assessment components/ mid-sem examinations; completion of projects in time, Soft skill development needed.
5. He will regularly update the above information.
6. He will assist the mentee in deciding his academic plan for the semester.
7. He will guide the mentee in choosing the optional/ elective subjects.
8. He will keep a record of their problems (social, academic, health related, financial) and will bring to the notice of higher authorities the serious problems, if any.
9. He will assist him in redressal of his grievances.
10. He will help the mentee in getting leave on account of any medical or other emergency after being satisfied by the explanation given by the mentees.
11. He will assist HOD in giving GP marks to students (if so required by HOD).
12. Each PM will occasionally interact with the teachers teaching his mentees to get first hand information about academic progress of his mentees.
13. He will be in touch with the parents of his mentees. He will send the letters to the parents of all such students whose attendance is <75% and/or academic performance is poor. He will inform them using any suitable mode of communication.
14. He will notify the names of the students having shortage of attendance.
15. He will interact with the mentees to find out whether they understand various lectures. He will report the findings to the HOD for corrective action.

16. He may call a parent-teacher meeting and will inform the parents about the progress of their wards. Proper guidance will also be provided to the parents about Do's and Don'ts.
17. He will encourage the mentees not only to study hard but also to participate in cultural/technical festivals for overall development of their personality.
18. He will ensure filling of Registration Forms by the mentees in the beginning of each semester and will sign the Registration form.
19. He will ensure that the students fill Examination Forms in time. The defaulter list shall be submitted to HOD for further action. He will check that the Examination forms have been filled correctly by the student and all the Back Papers, as far as possible, are included in the list.
20. He will organize the distribution of Admit Cards/ Mark sheets to students.
21. He will download the end semester results of students and record them in Personal Mentor Diary.
22. After the declaration of result, he will identify the courses in which the performance of his students was VERY GOOD or VERY POOR. He will analyze the reasons for extreme performance of students.
23. He will obtain the list of students from Registrar office having DUES (fee, fine) and encourage such students to pay the dues in time. He will keep a record of reasons for students having such Dues.
24. He will work with mentees to find appropriate pathways to resolve their difficulties.
25. He will represent the University to the mentee and the mentee to the University.
26. He will maintain effective communication with other support services on behalf of mentees.
27. Students may name their PM as a referee on job applications and/or applications for further study, and this can continue long after a student has graduated.
28. One of the aims of the PM System is to provide support for the induction process. All new students are required to see their Personal Mentor during the first few weeks of joining the university and the levels of mentoring support needed is likely to be highest during this time. Particularly in those first few weeks, before new students have been able to develop their own 'mental map' of the University or to establish their own network of contacts, Mentors can play a valuable role as first point of contact. Even if Mentors do not

have the information themselves, they will usually know who may be able to help and can point students in the right direction. This is valuable in reassuring students and helping them to comfort themselves.

29. *International students* especially may be feeling isolated and homesick, and finding it difficult to adjust socially and to cope with language barriers and may be under *Cultural shock*. It can be useful if PM can help introduce them to their fellow students who are already accustomed with campus life. Students might also find it useful to contact the relevant International Students Society.

30. PM are often best placed to pick up early indicators of a student having academic/personal difficulties and *Identify "At Risk" Students*. Absenteeism from classes, failing to appear in mid-semester, achieving low grades can all be indicators of 'at risk' students.

31. The Personal Mentoring System is based on scheduled meetings between Mentors and their mentees. The minimum requirement is for two such meetings per month (once in two weeks). Besides, scheduled meetings, the mentees may also meet their PM in case of emergency/special situations.

32. All academic staff including HoDs/Directors shall be actively associated with Personal Mentor System.

33. Each academic staff shall act as Personal Mentor for a group of 15-20 students. For example, a faculty of Mechanical Engineering may act as Personal Mentor for 4-5 students of each of 1st, 3rd, 5th, 7th semesters of Mechanical Engineering, total number of mentees being 15-20. The mentees continue to be associated with the same PM till their graduation.

34. Sensitive personal information (for example, disability, medical conditions, personal problems) obviously requires a higher level of confidentiality and mentees should be able to assume that PM will respect their wishes unless there is a requirement to disclose. However, PM should be clear that they cannot guarantee absolute confidentiality. It is very important that PM do not promise what they are not able to or not prepared to deliver.

35. The Faculty Class Advisor/ Faculty Student Mentor must update the students' personal file regularly and put for inspection by HOD/ Director/ Management as the case may be.

2.10 Duties of Training and Placement Officer/ Head DEEPRO

1. Develop an annual placement strategy for the university program-wise and execute it. The strategy should include events and activities starting from the first year.
2. Develop a set of written rules and policies for placement that should be followed by students. This must include policies/rules for eligibility for placements, interviews, final placement, early joining, summer internships etc.
3. Counsel students who wish to pursue different careers and explain the different options available for them
4. Understand industry requirements and conduct industry surveys as well as network with companies and HR groups.
5. Update faculty on latest trends in industry and recommend training programs for faculty and students.
6. Maintain corporate database.
7. Assist faculty placement coordinators in organizing resume writing, group discussions, personal interviews, dressing professionally and skill development sessions for each department
8. Maintain Student Resumes category-wise.
9. Arrange for interview facilities at the campus or coordinate for pool campus activities.
10. To collect the appointment letters or correspond with companies to get them as soon as the interview is over.
11. To distribute appointment letters and collect acceptance letters from the students and dispatch to employers.
12. To give an annual report of all training and placement activities of the university in the month of May including but not limited to
 - a. Program and Department wise placement statistics and summary.
 - b. Trainings conducted during the academic year and its effectiveness.
 - c. Strength and weaknesses of the university in terms of placement.
 - d. Placement strategy for the upcoming year.
13. Collect information of all students who are eligible for placement at the beginning of each academic year.

14. Coordinate with all schools in case joint placement and/or training drives are required to be organized.
15. Any other responsibilities as assigned by the Vice Chancellor/ Management from time to time.
16. Coordinate pool and off-campus placement activities
17. Circulate details of pool and off-campus opportunities with students, HODs and faculty placement coordinators.
18. At the end of the drive TPO should collect all the offer letters and send it to students and information to respective Directors and HODs.
19. To establish a students' CRC team to coordinate all activities of training and placement.
20. TPO should produce a weekly schedule of the placement activities of the following week and circulate it with all concerned authorities, Department and students.
21. Meetings with HODs, and Faculty Placement Coordinators must be conducted once every 2 weeks during the academic session.
22. Maintain minutes of all meetings conducted by TPO.
23. All correspondences regarding placement or any other university activities must be conducted via university official email ids only.
24. All student data collected by Placement Officer or placement department or faculty placement coordinator will be stored on University ERP. These details must be produced on demand of the Vice Chancellor/ Directors/ Management.
25. The following information must be provided by the TPO as and when requested by the Vice Chancellor/ Directors/ Management:
 - a. Details of companies visited by TPO (including date and time).
 - b. Details of companies visiting the university.
 - c. Details of companies contact.

2.10 Faculty Placement Coordinator(s)

It is mandatory for every school/ department to actively participate in training and placement activities and coordinate with the TPO for all training and placement activities of the university. Every school/ department shall appoint one or two faculty members as Faculty Placement Coordinators per department depending on the size of the department. The Faculty Placement Coordinators play a very important role. The main responsibilities of Faculty Placement Coordinators are as follows:

1. Counsel students of who wish to pursue different careers and explain the different options available for them.
2. Organize pre-placement activities and workshops for respective department in coordination with respective HOD and TPO.
 - a. CV writing workshop (in pre final year).
 - b. Mock group discussions and personal interviews (in pre final and final year)
 - c. Conduct aptitude tests ((in pre final and final year)
3. Conduct and coordinate industrial/company visits in consultation with respective HOD and TPO.
4. Facilitate internships for students in industries in consultation with respective HOD and TPO. Internship certificate is obtained and kept on record.
5. Organize guest lectures and information sessions from representatives of different industries in consultation with respective HOD and TPO.
6. Collect CVs/Biodata from all students of your department at the start of the even semester of pre final year. Verify their credentials with respect their marks sheets and once the results of a semester has been obtained, update the data and the eligible students for that semester.
7. Motivate students for CRC membership who can represent the department and actively participate in placement work.
8. Inform the students about the date and time of interviews, campus placements.
9. Be present at the time of interviews or any on campus placement drives on a date given along with the CRC student members.
10. Collect the list of selected students from TPO and inform the students individually.
11. Distribute the appointment letters to the students and get the acceptance letters and give them to the TPO.

Chapter 3

Code of Conduct and Professional Ethics

In a job situation an employee is obliged to deliver services in lieu of some kind of compensation offered from the side of the employer. This is the feature of the contract between you and the employer but it is not as simple as it seems; to be good at your job one must assure desired results in the prescribed time frame using the available resources at hand. This is also not sufficient; one must have focused commitment towards the vision, goals and targets of the organization.

You must agree that a successful employee is the one who is focused on the desired outcomes of the organization which also reflects his/her strong ethical values. Over the period of years, as one climbs the career ladder, a professional career path will bound you to take up multiple positions, roles and responsibilities in the same or different organizations. But it looks easier said than done, your performance will be regularly scrutinized and you will be constantly obligated to learn and evolve in order to achieve both professional and organizational goals.

Underneath are some simple formulas that you can easily memorize and follow to keep up the success ladder

The famous scientist Einstein's equation for professional growth may be interpreted as

E=MC²

Now here, **E** stands for **Excellent Performance**

Performance is always measured by comparing the desired outcomes with the actual outcomes. Excellent performance can differ from organization to organization but in actual sense it is always finding creative solution, understanding time frame, not holding back, setting goals and producing satisfying results.

M stands for **Motivation**,

Everyone gets into a rut and self loathing while facing enormous amount of

pressure in life, a little motivation can help them come out of it, especially leaders and managers are more susceptible to it. It is a viable expertise to know how to keep oneself motivated when things are going haywire. Practicing mindfulness, keeping thoughts positive and drawing inspiration from nature can be the best bet to keep things rolling.

One C stands for your **Commitment** towards your job and the other **C** stands for **Competencies** that you possess to get the work done.

If I am not wrong commitment is one of the qualities that every successful person in 1% of the population possesses. Commitment helps in getting things done, it's the procrastination killer. Results are the byproducts of completed tasks if you cannot ensure to complete a task, then you can never have the planned results.

The most important of them all is the **competencies** that you have acquired or will acquire in future as you mature in your profession.

Competency in layman language means “capability” and it is derived from the word compete; a person with high level of competencies is able to perform a task better than those who exhibit low level of competency. If you are keen to increase your potential, to achieve high level of functionality in work and personal life than this guide is for you. A catalyst keystone article, which can do the needful paradigm shift.

Lets now focus on competencies for a little while.

Competencies are small abilities including **knowledge, skill, attitude or any special dexterity/ quality** that can be leveraged to perform a job more proficiently and effectively. The right mix of some **small competencies** add up to build our **Overall Competency** to perform in a job role. Different jobs demand different competencies. A *Policeman* needs to assert strongly to enforce the law of the land. An *Army Personnel* needs to obey commands of Senior Officers without asking a question.

I have jot down some **eleven** of them in an interesting mnemonic manner that you can acquire through practice and resilience. It is by intention that I have fused them into mnemonics, for fast memorization and recollection whenever required. Let me also remind you that learning is a process and it takes time to master skills, behaviors and attitudes, but if you are determined to learn something then nothing can deviate you from your path. Real education begins when the college ends; your life path becomes your best teacher.

Competency ASK

A stand for Attitude (**Attitude to Innovate, Attitude to accept challenges and attitude to do things differently**).

You must have heard the saying a bad attitude is like a flat tire you can't go anywhere until you change it. Successful people have the right and flexible attitude; they have understanding of situations in the knowing that working through challenges is the way to personally evolve.

S stand for **Skill sets**

There is nothing in this world that you can't master or learn, so is the case with skill sets. The skills sets you have, separates you from others and also having skills specifically related to your job helps you achieve goals in fairly easy way. There are two types of skills interpersonal and professional skills both have their own advantages in pushing through difficult situations at work and produce results.

K stand for **Knowledge according to your profession**

Knowledge acquisition is a practice which is must for an employee, a person with knowledge is better equipped to solve problems, is able to take better decisions

and their performance indicators are very high. Once you access your knowledge level, you can always make efforts to upgrade your knowledge.

What I have given you is ASK; now this does not suffice and it only constitutes towards 40% of what any industry requires. There are other factors also that you have to learn, develop and inculcate in order to unlock your full potential.

Competency CD

CD here means **Can Do/ Can get it done** attitude, it is like you can give me anything and I will handle it like a pro. ***As the Japanese saying goes by, if someone can do it than I can also do it, and if none can do it than I must do it.*** That's the kind of attitude one must inculcate as life is full of challenges and it is by overcoming challenges that life becomes meaningful.

Competency OF

The **OF** here stands for **Overall Fitness**, believe me, your life long partner is your body and overall fitness means the physical, psychological and spiritual health. These three constitutes the foundation for life on which you can build a life that is enjoyable, peaceful and flourishing at the same time.

Competency C

The **C** stands for **Communication**; now communication does not always means to have command over a language, like the English language. Many are afraid in the Indian context that they can't speak good English and are unable to communicate precisely.

Communication in professional parlance is the ability to express ideas across your

seniors in the most simple and understandable words in a short amount of time because higher authorities do not have time to listen to every employee. So, communication becomes the most important competency that one must acquire to be the majestic leader of an organization.

Competency P

P means **Personality**; it has nothing to do with outward look of an individual. Perhaps it does not even comprise of height, weight, appearances or even your skin color. No, these attributes have nothing to do with the personality. The true personality of a person is his honesty, integrity, sincerity, human values, profession ethics and loyalty towards the organization; simply putting, the more committed you are towards your job the better will be your personality.

Competency V

V stands for **Vision** of the organization and every employee must have respect towards vision of the organization, this is true across any industry, one must attain clear understanding of the vision and goals of the institute so that the deliverables can be planned accordingly and become a diligent contributor and a partner in the organizational team to achieve desired outcome.

The last three competencies are **BMW**

Competency B

B stands for **behavior**, it is your behavior that makes or breaks a relationship, how you speak to your juniors, seniors, colleagues or even a low grade staff reflects your

own behavior. If someone wants to know about you then they must ask to the office assistance or peon in particular, they will tell how exactly you treat them and believe me it really affects your overall career growth. One must avoid a public conversation while giving a negative feedback to the subordinates and appreciation can be openly done in front of everybody such is the paradox of successful leadership. Praise in public and Criticize in camera.

Competency M

M is **managing** oneself; this one is the toughest task to accomplish, now let me demystify, what it actually means to manage oneself. It actually means to manage own time, speech, words, language, relationships, family affairs, emotions, money, striking a proper balance between the work and the family. At a personal level, the management skills are tested on how well you manage money, office work, family, spouse, and children.

A perspective on living a life of debt, paying loans and equated monthly installments (EMIs), corporate workers have a tendency to buy everything on loans and they live a life where their salaries are cut to the last piece and nothing is left at the end of the month. A big amount is been devoted to pay against the loan taken to buy an apartment, phone or a car and other modern day amenities. Well, some things are important and are bare minimum requirement for today's living but one should avoid the common snare of buying possessions on the pretext of loan and end up living a life of a slave.

Last, but not the least.

Competency W

W here means **Workplace Culture**, having respect for workplace culture of the organization is a must competency. It is all about discipline, dress sense, etiquette, manners, punctuality, and dos and don'ts of that organization that you are serving. Please accept the organization policies as it is and trying to bend it to suit your own

mood and desire will hinder your own professional life.

The complete mnemonic for the above interesting piece of competencies will spell something like this **ASK CD OF C P V BMW**. Bizarre right, but I hope it makes some sense and serve the purpose for which they are intended, to make you the master of your game.

On a closing note,

Successful people are not born with everything they need in their journey but instead they learn what they don't know. A skillful master is always learning and evolving, once they master a prowess they move on to the next challenge.

In hope these set of principles will usher you to become a better person, employer, spouse or parent and will help you live life based on true ethical values which matters the most to us as humans.

3.1 Equal Opportunity

It is a policy of the Quantum to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees/ students are not denied benefits, or subjected to discrimination under any program or activity of the University. Employees shall not discriminate against a student on political grounds or for reasons of race, religion, caste, language, or sex or for any reason of arbitrary or personal nature and shall not incite students/teachers against other students/teachers/colleagues/administrators or the governing body of the university.

3.2 Drug and Alcohol Free Workplace Policy

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees or students of university are strictly prohibited as per the Quantum University policy. All employees as a condition of employment shall abide by the university's policy on prohibited substances; and inform the university if he/she is convicted for possessing/ using drugs within three days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which will include termination of employment. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited

3.3 Sexual Harassment

Sexual harassment of employees or students at the university is strictly prohibited and offender may be dismissed or other disciplinary action including legal resource shall be taken. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment such as:

- a. Physical contact and advances. or
- b. Demand or request for sexual favors. or
- c. Sexually colored remarks. or

- d. Showing Pornography. or
- e. Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

3.4 Soliciting /Canvassing

Canvassing, placing signs and posters for solicitation purposes, chain letters, collections of any kind and sales of tickets or merchandise are prohibited on the university premises. All employees are prohibited from indulging in any personal activity utilizing the Quantum resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect. Employees have freedom of thought and expression. He or She shall not misuse the facilities or forum provided by the university.

3.5 Employment of Relatives

No individual shall be employed in a school or department, which will precipitate a subordinate-superior relationship between individual and any of his/her relative who is employed in the university through any line of authority. "Line of authority" means authority extending vertically through one or more organizational levels of supervision of management. For the purpose of this policy relatives are defined as husbands, wives, parents and children, brothers, sisters, and any in-law of any of the foregoing.

3.6 Conflicts of Interest

An employee of the university avoids actual or apparent conflicts of interest between his/ her university's obligations/ responsibilities and outside activities.

3.7 Code of Conduct

All employees have to follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the university. Following are examples of actions, which are unacceptable to the university and often result in disciplinary action or termination of employment:

1. Insubordination
2. Theft
3. Conviction of a felony involving moral turpitude
4. Bringing discredit to the university

5. Falsifying, grafting, or forging of any record, report, or information
6. Discourteous behavior
7. Any other misconduct interfering with performance of job tasks
8. Unauthorized absence from assigned work area
9. Sleeping on duty
10. Negligence
11. Dereliction of duty
12. Interfering with the work performance of another employee
13. Favoritism
14. Wasting materials
15. Willful damage to equipment or property of the university
16. Entering into an unauthorized work area
17. Continued failure to perform assigned duties
18. Failure to report absence
19. Habitual absence or tardiness
20. Job abandonment.
21. Indecent behavior leading to sexual harassment.

3.7.1 Safety

Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits. It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department and the Registrar Office immediately.

3.7.2 Confidential Information

Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him/ her depending on the severity of the matter.

3.7.3 Bribes

Employees of the university do not accept gratuities, courtesies, or gifts in any form from any person or persons, corporations, or associations that, directly or indirectly,

seek to use the connection so as to secure favorable comment or consideration on any commercial commodity, process or undertaking.

3.7.4 Political Activities

As an individual, each employee of the university retains all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the university is allowed to be a candidate for a political party seeking votes while being employed with the university, or take part in a political employment campaign while on duty, or indulge in any form of political lobbying on campus.

3.7.5 Disruptive Behavior

While honoring the freedom of expression and the right to Peaceful dissent of an individual, the university in the best interests of orderly operation and preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty or staff member. The university stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on the university campus is considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include termination of services.

3.7.6 Outside Employment

Employment outside the university is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the university. The employee must seek permission of the Head of the Department and Director before indulging in any outside employment to be sure there is no conflict of interest. Use of university property in such endeavors is prohibited. An employee must seek written permission of the Management before taking up any kind of employment.

3.7.7 Media

Without prior sanction from the Management no employee can give a talk to media or publish any statement in print publications or on social media either by name or anonymously about issues related to university matters.

3.7.8 Examinations

No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the university. Employees shall perform his or her academic duties and work related to examinations statutory reports and other examination related tasks as assigned with full professional ethics. A faculty member shall not be partial during assessment of a student or deliberately over-mark, under-mark, or victimize a student on any grounds. Employees shall not indulge in or resort to, directly or indirectly, any unfair means in teaching/ examinations and administrative work. Failure to conform to the above mentioned norms shall be construed as misconduct and will trigger disciplinary action.

3.8 Employees Dress Code Policy

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image of our University. During the University hours or when representing the University, all employees are expected to present a clean, neat, and tasteful appearance. Everyone should dress and groom oneself according to the requirements of the position and accepted social standards. In addition, Academics staffs not allowed to wear jeans or t-shirts etc. Only trousers and shirts with collar must be worn by all employees.

- 1) **Personal Appearance :** The employees are expected to come to the Office dressed in appropriate attire as specified by the University.
- 2) **Formal Attire :** Formal Attire is applicable from Monday to Saturday. The following dress code applies to Formal Attire.
For Gentlemen: They are expected to dress in formal, i.e., a full / half-sleeved shirt, formal trousers and formal leather shoes (brown, black or tan).
For Ladies: They are expected to be in a saree or salwar / churidar kameez, or dressed in western business formal. Gaudy / embroidered / bold dresses may be avoided and no Jean sare to be worn.
- 3) **In appropriate Attire:** Kurta-Pyjama, Shorts, Sundresses, Rubber Slippers / Sandals, Fancy sandals are not considered appropriate on working days.

HOD / Managers reserve the right to request any staff member to dress up according to appropriate standard as a condition of employment. If you are in a work environment within appropriate cloth in which you may be sent home to change, before returning to work.

Chapter 4

Leave Rules

4.1 Statement of Leave Policy : Employee are in full-time service of the University.

Leave is given to meet an urgent need and cannot be claimed as a right. The smooth functioning of university requires the continuous engagement of its faculty and staff with its students. Therefore approval or disapproval of the leave is the discretion of the competent authority, leaves during teaching periods or examinations are highly discouraged. In general leave can be taken for various reasons to recharge, vacation, rest, illness, emergencies or any other personal reasons. In all cases, the leaves must be approved by the respective Director. For any leave requested to HOD, an online application must be filled out on ERP either in advance (or on the day of resumption of duty) after doing class adjustments, depending on the nature of the leave taken. Leaves shall be calculated at the beginning of new calendar year on January 1st and end with calendar year on December 31st. Long leave (leave of three or more days continuously) during the academic session is extremely disruptive to scheduling and to the academic continuity of students. It is therefore highly undesirable to take time off during the academic session when classes are being taught. However, in the cause of extreme necessity, emergencies or unforeseen circumstances, only the Director can condone such absences. Unexcused leave of 3 or more days will constitute a break in continuous service and unexcused leave of 7 days or more will constitute abandonment of job. In case any faculty or staff wishes to return after an unexcused absence the management reserves the permit or to not permit the faculty/staff to return and the management may impose additional terms and conditions on the employee. The System Admin maintains a permanent record of leaves granted and used by each employee on ERP. All Leave approvals are subject to the following:

1. Prior leave record
2. Completion of syllabus or the assigned task
3. Availability of appropriate substitutions

Faculty Member is liable to forfeit his salary increment if:

1. Faculty does not make himself/ herself available for university programs.
2. Faculty takes unsanctioned leave or takes leave very often.
3. Faculty's work is sloppy or is not finished in time.
4. Faculty is in subordinate or defiant.

In all matters, the decision of the management will be final.

4.2 Leave Rules

1. SCOPE

These Leave Rules shall apply to all regular Employees of the Quantum University.

2. DEFINITIONS

- I. **“Leave”** includes Casual Leave, Half Pay Leave and Extraordinary Leave.
- II. **“Extraordinary Leave”** means leave granted to an employee without pay.
- III. **“Competent Medical authority”** means medical officer of the University or a Doctor with minimum of M.B.B.S qualification.
- IV. **“Holiday”** means, a holiday prescribed or notified as such by the university authorities.
- V. **“Leave Salary”** means the monthly paid by the university to an employee who is on leave.
- VI. **“Month”** means a calendar month.
- VII. **“Pay”** means the monthly pay drawn on the day before the next month starts.
- VIII. **“Half Pay”** means half of the pay drawn.
- IX. **“Leave without Pay”** means leave when an employee absents himself without prior approval or leave sanctioned without pay for any other reason whatsoever.

3. RIGHT OF LEAVE

Leave cannot be claimed as a matter of right, when the exigencies of service so demand, discretion to refuse or resolve leave of any kind is reserved with the authority empowered to grant it.

4. COMMENCEMENT AND TERMINATION OF LEAVE

- I. Leave begins from the date on which it is actually availed of and ends on the day preceding the day on which duty is resumed.
- II. Sunday or other holiday may either be prefixed or suffixed to leave subject to approval of the competent authority.
- III. If the casual is due to medical reasons, production of appropriate medical prescription /certificate from a competent medical authority is mandatory.

5. For Faculty Members

- I. Leaves are not the right of the employee; they are the prerogative of the management.
- II. For availing any type of leave prior permission is to be obtained from the Director or the competent authority appointed by Management for this purpose.
- III. Late arrival is strictly prohibited as per service rules. Departing up to one hour early than the scheduled departure time, if there is no class will be considered as short leave.
- IV. Maximum two short leaves are permissible in one month. Short Leave cannot be clubbed with any other leave.
- V. Absence from the office for one hour to three hours will amount to half day casual leave.
- VI. Absence for more than three hours will be treated as full day leave.
- VII. The university will provide 15 casual leaves in one Calendar Year (I.e. from 01 January to 31 December). They can be taken only when they are credited in to the leave account of the employee, i.e., at the beginning of each month.
- VIII. Availing of casual leave is prohibited during examinations and important university events. Absenteeism on such days, even if the leave is due or it falls on a holiday, shall be considered as leave without pay and accordingly the amount shall be deducted. However, performance of duty on a gazette holiday shall be compensated.
- IX. The university will provide summer vacations equal to 12 working days in one Calendar year. The faculty members are entitled to avail one summer vacation per month of service rendered.
- X. The university will provide 6 working days winter vacation in one Calendar year, entitlement of which shall be half leave per month of service rendered.

- XI. The faculty members shall avail winter and summer vacations only in the slots decided by the Director or the competent authority appointed by the management for the purpose.
- XII. If a Sunday or a declared holiday occurs in between leave durations then it shall not be counted as leave provided the total leave duration does not exceed six working days.
- XIII. Credit of casual leaves will not be carried forward from one Calendar year to other.
- XIV. Subject to prior approval by the competent authority, up to maximum of two casual leaves can be clubbed with summer or winter breaks.
- XV. Leave shall not be allowed to any faculty member until or unless he/she makes proper arrangement of his/her class/tutorial/labs on that particular day and submits proof of arrangement made to his/her HOD/In charge.
- XVI. Maternity leave with half pay shall be admissible for a maximum of 15 days for those female employees who have served the institution for at least two years only if she resumes duty within sanctioned time. This leave shall be sanctioned not more than two times in a career.
- XVII. For routine academic pursuit, casual leaves shall be availed. However, major leave requirements for up gradation of academic qualifications shall be worked out on a case to case basis for the faculties that have served the University for minimum two academic years. only after enrollment. This shall be under a contractual prerequisite.
- XVIII. The regular casual leave shall not be applicable to part time faculty members or to faculty members who are working five days a week under a special arrangement. Only six casual leaves in a year shall be admissible to such category of employees.
- XIX. At the time of separation/termination from the services due to any reason whatsoever, rights to all types of leave, even if unavailed, shall stand cancelled.

6. For Administrative Staff

I. Leaves are not the right of the employee; they are the prerogative of the management.

- II. For availing any type of leave prior permission is to be obtained from the Director or from the competent authority appointed by the Management for this purpose.
- III. Late arrival is strictly prohibited as per services rules. Departing up to one hour early than the scheduled departure time will be considered as short leave.
- IV. Maximum two short leaves are allowed in one month. Short leave cannot be clubbed with any other leave.
- V. Absence from the office for one hour to three hours will amount to half day casual leave.
- VI. Absence for more than three hours will be treated as full day leave.
- VII. The university shall provide 12 Casual leaves to the staff members in one Calendar year i.e. 01 January to 31 December. They can be taken only when they are credited in to the leave account of the employee i.e. at beginning of each month.
- VIII. Credit of casual leaves will not be carried forward from one Calendar year to other.
- IX. The university will provide summer vacations equal to 6 working days in one Calendar year. The staff members are entitled to avail half summer vacation per month of service rendered,
- X. The university will provide 4 working days winter vacations in one Calendar year, entitlement of which shall be pro-rata basis for the length of service rendered.
- XI. Leave shall be allowed to any staff member only after allocating his/her duties to some other staff member.
- XII. Maternity leave with half pay shall be admissible for a maximum of 15 days for those female employees who have served the institutions for at least two years only if she resumes duty within the sanctioned time. The leave shall be sanctioned not more than two times in a career.
- XIII. At the time of separation/termination from the services due to any reason whatsoever, right to all types of leave, even if availed, shall stand cancelled.

In addition to the existing procedure for availing leave, faculty members are directed to note the following-

- 1. The leave has to be applied for in advance unless there is super emergency. In case of super emergency, if you have not been able to apply beforehand then an SMS has to be sent mandatorily to the HOD/Deptt. Coordinator before 9:00 AM on

the day you have absented yourself. Details of class substitution must be communicated to the HOD/ Deptt. Coordinator.

2. It is mandatory to generate a soft copy of the above leave pro-forma and email it to Director and your department coordinator on their respective emails to avail the leave. If leave has been taken for super emergency, then the leave Performa should be submitted immediately on rejoining the duty.
3. Substitution can only be done with a faculty who is already teaching the same class.
4. While applying for leave, the substitute faculty signature for arrangements should be obtained on the hardcopy and submitted to Director.
5. Faculty members who are likely to arrive late due to reason beyond control must inform their HOD/ Deptt. Coordinator in advance and certainly as soon as they arrive. In case the late coming necessitates class arrangement, they must do the needful & inform.
6. If you are taking a substitution class, then it should be taken with all seriousness without wasting that time.

It may be made clear that the final sanction of the leave will be considered only if the class adjustments are done and informed by emails/SMS to the respective HOD/ Coordinator.



Registrar
Quantum University