



NEW HORIZON COLLEGE OF ENGINEERING

Autonomous College Permanently Affiliated to VTU, Approved by AICTE & UGC
Accredited by **NAAC** with 'A' Grade. Accredited by NBA

The Trust is a Recipient of Prestigious Rajyotsava State Award 2012 Conferred by the Government of Karnataka.
Awarded Outstanding Technical Education Institute in Karnataka.



RULES & REGULATIONS FOR STAFF MEMBERS



VISION

To emerge as an institute of eminence in the fields of engineering, technology and management in serving the industry and the nation by empowering students with a high degree of technical, managerial and practical competence.

MISSION

- To strengthen the theoretical, practical and ethical dimensions of the learning process by fostering a culture of research and innovation among faculty members and students.
- To encourage long-term interaction between the academia and industry through the involvement of the industry in the design of the curriculum and its hands-on implementation.
- To strengthen and mould students in professional, ethical, social and environmental dimensions by encouraging participation in co-curricular and extracurricular activities.

QUALITY POLICY

To provide educational services of the highest quality both curricular and co-curricular to enable students integrate skills and serve the industry and society equally well at global level.

VALUES

- | | |
|--------------------|-------------------------|
| • Academic Freedom | • Innovation |
| • Integrity | • Professionalism |
| • Inclusiveness | • Social Responsibility |

PERSONAL DETAILS



Name of the Faculty:

Designation:

Department:

Date of Joining:

NHCE ID No:

Address for communication:

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Permanent Address:

.....

Contact No: Res:

Mob:

Email ID:

Official Mail-ID:

CONTENTS

SL NO	DESCRIPTION	PAGE NUMBER
1	DISCIPLINE	5
2	MORAL CODE OF CONDUCT	6
3	DRESS CODE	8
4	WORKLOAD	8
5	LESSON PLAN, EXECUTION, BEYOND SYLLABUS	8
6	CLASS TAKING ACTIVITY	10
7	CIE TEST DUTY	11
8	CONTINUOUS INTERNAL EVALUATION TEST EVALUATION	11
9	ASSIGNMENT, QUIZZES, SEMINARS	12
10	PROJECT AND SEMINAR	14
11	CIE RESULT DISPLAY	14
12	MENTORING	15
13	SEMESTER END EXAM DUTY	16
14	RESEARCH AND PUBLICATION	16
15	ACCOUNTABILITY AND RESPONSIBILITY	19
16	EXTRA DEPARTMENTAL WORK	20
17	BEYOND DEPARTMENTAL WORK	21
18	BEYOND COLLEGE WORK	21
19	PROFESSIONAL ETHICS	22
20	PARENT TEACHER INTERACTION	23
21	ASSOCIATION WITH STUDENTS	24
22	ALCOHOL AND DRUG ABUSE	25
23	REDRESSAL OF GRIEVANCES	25
24	USE OF INSTITUTIONS STATIONERY / FACILITIES	25
25	STAFF WELFARE MEASURE	25
26	ENTERTAINING VISITORS	26
27	EXIT POLICY	26

1. DISCIPLINE :

- ❖ Faculty shall get students attention focused before beginning any lesson.
- ❖ Faculty shall keep their administrator/HOD informed of any untoward incidences.
- ❖ Faculty shall keep parents informed, too. Inform parents of your expectations for students through newsletters, phone calls, parent-teacher meetings, or other means of communication. When parents know what you expect, they will be more supportive of your actions.
- ❖ Faculty shall watch out for an excess of negative comments. Frame the comments, suggestions, and behavior modification in positive terms.
- ❖ Teach your students proper discipline. During the first week establish a set of expectations, the specific details of those expectations, and the consequences if those expectations are not followed.
- ❖ The dates for the internal tests are usually common for all the courses. However, the HOD may request the Principal for a change in the internal exam dates. Internal tests shall be conducted only on the dates notified by the HOD in the department
- ❖ A faculty shall not take any type of leave without prior notice/information.

Teacher-student relationship

(i) Teacher-student relationship should be based on the general principles teachers follow at work, such as fairness and honesty. If teachers do not stick to these principles, students will hardly respect them.

(ii) Teachers should play a proactive role in the construction of the relationship with students. Although students also take part in the interaction, it is the teacher's role to lead. Teachers should boast a degree of confidence required to build and keep a strong classroom relationship.

(iii) Teachers should know the students and understand their needs. Teachers should get to know each student and his or her individual skills and necessities; get familiar with their interests and intellectual

potential. Understanding the cultural background and personality of each student is a key step to building a successful teacher-student relationship.

(iv) Classroom interaction should be based on respect and self-esteem. Students should learn to both give and receive respect.

(v) Teachers should use effective discipline models.

(vi) Classroom work should be interesting and fun. Students should have certain control over their work in order to feel commitment and engagement with learning.

(vii) Teachers can strengthen their relationship with students if they actually enjoy the time spent in the classroom. Creating a pleasant environment is not in conflict with keeping a professional distance.

(viii) A “win-win” situation in classroom can be achieved through a synergy between teacher and students using the balance of power. Power is held by both parties in the relationship. When teachers try to take over the entire control in the classroom, students try to react and even argue their authority. On the other hand, if students share the power with the teacher, the interaction is much more constructive as they feel commitment.

(ix) Both verbal and nonverbal communication should be very clear. Teachers should make sure they understand students and that students understand them. A good communication is essential for any relationship.

(x) Teachers should find a way to motivate students. A relationship will hardly work if one of the parties is not willing to participate. The same works for teaching and learning.

2. MORAL CODE OF CONDUCT:

- ❖ Every teacher shall possess and actualize a full commitment and devotion to duty.
- ❖ A teacher shall not engage in the promotion of any political, religious, or other partisan interest, and shall not, directly or indirectly, solicit, require, collect, or receive any money or service or other valuable material from any person or entity for such purposes.

- ❖ A teacher shall not use his position or official authority or influence to coerce any other person to follow any political course of action.
- ❖ Every teacher shall enjoy academic freedom.
- ❖ A teacher is a facilitator of learning and of the development of the youth; he shall, therefore, render the best service by providing an environment conducive to such learning and growth.
- ❖ Every teacher shall provide leadership and initiative to actively participate in community movements for moral, social, educational, economic and civic betterment.
- ❖ Every teacher shall merit reasonable social recognition for which purpose he shall behave with honor and dignity at all times and refrain from such activities as gambling, smoking, drunkenness, and other excesses, much less illicit relations.
- ❖ Every teacher shall live for and with the community and shall, therefore, study and understand local customs and traditions in order to have sympathetic attitude, therefore, refrain from disparaging the community.
- ❖ Every teacher is intellectual leader in the community and shall welcome the opportunity to provide such leadership when needed, to extend counseling services, as appropriate, and to actively be involved in matters affecting the welfare of the people.
- ❖ Every teacher shall maintain harmonious and pleasant personal and official relations with other professionals, with government officials, and with the people, individually or collectively.
- ❖ Every teacher shall actively insure that teaching is the noblest profession, and shall manifest genuine enthusiasm and pride in teaching as a noble calling.
- ❖ Every teacher shall uphold the highest possible standards of quality education, shall make the best preparations for the career of teaching, and shall be at his best at all times and in the practice of his profession.
- ❖ Every teacher shall help, if duly authorized, to seek support from the college, but shall not make improper misrepresentations through personal advertisements and other questionable means.

- ❖ Every teacher shall use the teaching profession in a manner that makes it dignified means for earning a descent living.
- ❖ Teachers shall, at all times, be imbued with the spirit of professional loyalty, mutual confidence, and faith in one another, self-sacrifice for the common good and full cooperation with colleagues.
- ❖ A teacher is not entitled to claim credit or work not of his own, and shall give due credit for the work of others which he may use.
- ❖ A teacher shall hold inviolate all confidential information concerning associates and the institution and shall not divulge to anyone documents which has not been officially released, or remove records.

3. DRESS CODE:

- ❖ Books are judged by their “Covers”. In addition, however, “covers” create first impressions, and first impressions count. How a faculty dresses sets a tone, an image, and others react to this. In a classroom, the teacher’s attire can management largely impacts the students’ opinions and creates either a negative or positive type of educational climate. Understanding and practicing proper attire for the classroom can affect a teacher’s relationship with students, her ability to serve as a role model and authoritative figure, and even her daily outlook.
- ❖ Gents faculty shall, while in campus, have only formal tucked-in shirts with shoes.
- ❖ Lady faculty shall be with the dress code decided/fixed/directed by the management.

4. WORK LOAD:

- ❖ Work load should not be less than 40 hours per week, of which teaching contact hours should be as follows

Principal	6 hours/week
HoD/Deans/Directors/Professors	14 hours/week
Associate Professors/ Assistant Professors	16 hours/week

For the above stipulation, two tutorial/laboratory hours will be counted as one teaching hour

5. LESSON PLAN, EXECUTION, BEYOND SYLLABUS:

ADVANTAGES OF LESSON PLANNING:

- ❖ It inspires the teacher to improve the further lessons.
- ❖ It helps the teacher in evaluating his teaching.
- ❖ It develops self confidence in the teacher.
- ❖ Proper care is taken on take into consideration, the level and previous knowledge of students.

- ❖ The teaching matter is organized in a time-frame.
- ❖ It inspires the teacher to ask proper and important questions.
- ❖ It provides guidance to the teacher as to what and how he should teach.
- ❖ It helps in creating the interest of students towards the lesson.
- ❖ It stimulates the teacher to think in an organized manner.
- ❖ It helps the teacher to understand to objectives properly
- ❖ Use Lesson Planning and Tools. Teacher shall use various technologies like Projectors, Computer, Television, Internet, Tablets, YouTube, Evernote, Prezi, Power Point Presentation, Glogster, Smart Board, Google Docs, Wordle, Dropbox , etc. to give that interesting learning atmosphere to the students.
- ❖ The faculty shall prepare the lesson plan in the format made available in the department.
- ❖ The lesson plan shall be prepared as per the schedule and submitted for higher authorities' approval and signature.

LESSON PLAN:

- ❖ Faculty shall prepare the lesson plan for theory and laboratories separately. Minimum number of hours to be planned as per NHCE AU- TONOMOUS SYSTEM in a semester for theory subjects is 44 hours and for the practical's it is 32 hours/as specified in the syllabus book.
- ❖ Lesson plans shall contain detailed outlines or descriptions of the classes in a curriculum and shall indicate how the classes are presented and taught to students. Lesson plan to contain course and lesson objectives, activities and content, as well as assignments to be completed outside the classroom.
- ❖ Faculty members' lesson plan document must be available in their staff academic file, which has to be updated after engaging a class.
- ❖ The faculty shall after completion of each unit submits to the Head of the Department (HOD) for approval and signature.

- ❖ A faculty shall indicate the deviations occurred in engaging the class with appropriate documentation in the lesson plan. The deviation shall be got approved by the HOD. The percentage of deviation should not be more than 5 percent.
- ❖ Faculty members have to keep lesson plans ready at least one week in advance, before any academic semester starts.
- ❖ A faculty shall orient their teaching method/strategy towards attainment of COs and POs as stated in their syllabus.
- ❖ A faculty shall indicate one or two application for each of the module taught.

6. CLASS TAKING ACTIVITY:

A FACULTY SHALL:

- ❖ Use positive presence. Don't park yourself in the front of the classroom. Move around the room continuously, and get in and around your students. Make frequent eye contact, and smile with students. Monitor students with your physical presence.
- ❖ Model the behavior you want students to produce. If you exhibit respectfulness, trust, enthusiasm, interest, and courtesy in your everyday dealings with students, they will return the favor in kind. Remember the saying, "Values are caught, not taught."
- ❖ Use low-profile intervention. When you see a student who is misbehaving, be sure your intervention is quiet, calm, and inconspicuous.
- ❖ Provide lots of positive feedback.
- ❖ Acknowledge hard work, kindness, and dependability.
- ❖ Faculty shall be consistent! Although this is easier said than done, the key to an effective discipline policy in any classroom is consistency. Make these principles part of one's classroom action plan.
- ❖ Faculty shall not hand out lots of warnings without following through on consequences. Lots of warnings convey students that he/she won't enforce a rule.
- ❖ Faculty shall be fair and impartial. The rules are there for everyone,

and that includes girls as well as boys.

- ❖ Faculty shall teach students to listen. Faculty shall minimize repeating the same instructions several times which makes students not to listen.

7. CIE TEST DUTY :

- ❖ Faculty should be available 30 minutes before the commencement of test.
- ❖ Faculty after collecting the blue books and question paper from the test coordinator shall distribute them to students either by calling USN numbers or place it on the respective desk.
- ❖ Internal examinations are for duration of one hour and shall be for 25 marks.
- ❖ Every sheet of the Internal Assessment marks list shall bear the signatures of the concerned faculty members.
- ❖ Faculty shall not be in the possession of news paper/text book/mobile phone or discuss with anybody while invigilating.
- ❖ Faculty shall monitor the students and report any untoward incidences to the test coordinator/HOD.
- ❖ Faculty shall collect the blue books after test time elapses and hand it over to the test coordinator.

8. CONTINUOUS INTERNAL EVALUATION TEST EVALUATION:

- ❖ Faculty, after checking the correctness of the subject for evaluation and counting the number of blue books, shall evaluate them. The faculty shall use the scheme of evaluation prepared by him/her.
- ❖ The faculty shall evaluate the blue books with highest level of diligence, integrity and carefulness.
- ❖ While evaluating the faculty shall evaluate the blue book looking carefully to the marks allotted to the question and the maximum marks for the subject.
- ❖ The faculty shall post the marks scored for each question at the appropriate place in the blue book.

- ❖ The faculty shall write the final marks scored in figures and words after totaling the marks.
- ❖ Faculty shall prepare the consolidated statement of mark of the students for that subject in a specified format and the same shall be handed over to the HOD for signature within the stipulated time.
- ❖ The average of the three IA marks obtained by a student in a particular subject and the marks of assignment and quizzes will be the final CIE marks for the subject.
- ❖ Faculty shall prepare the consolidated statement of CIE mark of the students for that subject in a specified format and the same shall be handed over to the HOD for signature within the stipulated time.
- ❖ A faculty shall inform in writing to the HOD the USNs and Names of those students who have scored less than 40% in CIE for necessary further procedures/as specified in the regulation book.

9. ASSIGNMENT, QUIZZES, SEMINARS:

A poor teacher complains, an average teacher explains, a good Teacher teaches, a great teacher inspires:

- ❖ A good teacher always uses different methods in class so every student understands and learns. On the other hand, those teachers who use only one method of teaching create slow learners in the class because every student learns at different pace and method. The teaching method is the most important factor in slow learning; a talented teacher can understand the problem of the student and eliminate that by a better teaching style, which caters to the students need and mind.
- ❖ It may not be possible to solve all the numerical in the class for a particular unit of the subject, then in such situations faculty members (as much as possible) can come out with unique assignments for each student in the class. Such assignments for each student make him think and work on the assignments given by the faculty member for the subject. If only one set of questions are given to the entire class then there is always a chance that students may copy the assignment.
- ❖ As a faculty member, one need to be responsible for evaluating the assignments, if answers given by the students are not up to the standards, it is a moral responsibility of the faculty members to

counsel the students about the importance of assignment questions. In setting the questions for the assignments, faculty members may consider the questions from the previous university question papers.

- ❖ Three assignments can be given to the class, with three different difficulty levels.

(i) Level A – Very good Student(Difficult Level – High)

(ii) Level B – Good/Average Students (Difficulty Level –Average)

(iii) Slow learning students (Difficulty Level-Low)

- The faculty, in consultation/concurrence of the HOD, shall notify the assignment/quiz/seminar date well in advance. In any case it shall be conducted as fixed in the calendar of events (before any test schedule).
- The questions for the assignment shall follow the RBT policy.
- The maximum mark assigned for seminar/assignment/quiz is to be as mentioned in the curriculum.
- The faculty concerned shall consolidate the marks scored by all students in assignment/quiz/seminar in the format specified and submit to higher authorities for approval and signature.
- The faculty shall maintain the record of the marks in assignment/quiz/seminar conducted in a file.
- The faculty can decide whether class assignments are whole-class, small groups, workshops, independent work, peer learning, or contractual:
- Whole-class-the teacher lectures to the class as a whole and has the class collectively participated in classroom discussions.
- Small groups-students work on assignments in groups of three or four.
- Workshops-students perform various tasks simultaneously. Workshop activities must be tailored to the lesson plan.

- Independent work-students complete assignments individually.
- Peer learning-students work together, face to face, so they can learn from one another.
- Contractual work-teacher and student establish an agreement.

10. PROJECT AND SEMINAR:

Guiding Students in projects and seminars are mandatory work for all the faculty members. A faculty shall guide for the seminar or project by :

- ❖ Introducing the students to a smaller aspect of project problem a larger problem through discussions and assigned readings.
- ❖ Teaching the students a series of techniques through which they can collect information relevant to the problem.
- ❖ Convening regular meetings with the student to review the data develop interpretations and solve problems.
- ❖ Working with the student to develop their first presentations of a seminar or Project Review Meetings.
- ❖ Being with the student to plan the next phase of the project.
- ❖ Be available for the student as they bring new data, point out patterns, suggest possible interpretations, and try out solutions to problems.
- ❖ Consult with the student as they design the final stages of their project. Part of this may involve the preparation of a paper.
- ❖ Encourage the student to publish his project work and linking their research or project work to society goals and to encourage for applying the research grants are most important work.
- ❖ Evaluate the project/seminar, as per the procedure, in phases and maintain the outcome of each phase in a file.

11. CIE RESULT DISPLAY:

- ❖ The test coordinator, after collecting the statement of marks lists from HOD, shall prepare a consolidated test marks list for that semester for

all subjects and submit it for HOD's signature within the stipulated time.

- ❖ The consolidated marks list prepared by the test coordinator shall be displayed, with the permission of the higher authority, in the appropriate place.
- ❖ The test coordinator, with the permission of the higher authority, shall post the consolidated statement of marks on to the web portal.
- ❖ The test coordinator shall prepare a graphical representation of the overall result in a desired form which shall be maintained in the result file.

12. MENTORING:

Mental preparedness and willingness of the mentor are pre-requisites to commence mentoring:

- ❖ All data and information that is made available by students (mentee) must be kept confidential at all stages. This must be followed by the concerned mentor.
- ❖ Mentoring must not be carried out as an assigned task, but as a keen responsibility.
- ❖ Being patient and a good listener are important attributes in a mentor, these must be developed gradually.
- ❖ The mentors should understand and identify reasons for academic problems, personal/emotional problems and address their grievances.
- ❖ Being a mentor, a faculty member has a capacity to positively change the assigned student (mentee); this change can be brought in both qualitative and quantitative way, provided the mentor feels responsible and brings the change(s).
- ❖ Mentoring need not be carried out in a formal way, an informal way of discussing and recording the developments in mentee, results in more constructive output.
 - a. Mentoring slots can be made available during at the end of the lab hours; free mentoring lab sessions can also be made use of if desired.

- b. The challenge of availability of time slots at mentors' end can be resolved through the intervention of HOD and / or Dept Time Table I/C.
- c. Before, faculty must prepare summary about the allotted students' previous academic performance.
- d. Suggestions / Solutions need to be given by the mentor for mentee's better academic performance.
- e. During mentoring, preferably, subjective questions must be asked to mentees. Examples:-
- (i) Rather than asking do you write and study?, one must ask – “what is your opinion about writing / & studying?”
 - (ii) How have' you tried it? Did you think it helped you in writing the answers well in exams?”

13. SEMESTER END EXAM DUTY:

- ❖ Faculty should be 45 minutes before the commencement of examination.
- ❖ Faculty after collecting the blank answer books shall distribute them to students by placing it on the respective desk in his allotted room.
- ❖ Faculty shall not be in the possession of news paper/text book/mobile phone or discuss with anybody while invigilating.
- ❖ Faculty shall check the question paper given to him/her pertains to that session.
- ❖ Faculty shall monitor the students and report any untoward incidences to the examination coordinator (if any).
- ❖ Faculty shall collect the answer books after examination time elapses and hand it over to the chief examination coordinator.

14. RESEARCH AND PUBLICATION:

- ❖ One of our organizational goals is to create a research culture across all the departments.

- ❖ With state-of-art research , faculty are well-equipped to groom students in the right direction to meet the real needs of industry and society.
- ❖ A high quality research should be carried out in each department.
- ❖ Each faculty member is expected to carry our research activities along with the normal teaching responsibilities.
- ❖ Research on the problem should lead you to innovation/patent, system optimization, better/new products, import substitute, new technology, or something of industrial or social value.
- ❖ The faculty members have to publish minimum 2 papers in every academic year.
- ❖ The following steps will guide you in identifying a research area of your interest, in assessing the facility, planning and conducting your research and to produce the desired outcomes.

PROCEDURE:

- (i) Identify the research area
 - Identify one or more area of your interest
 - You are also encouraged to take a real problem through industry interaction, or undertake a problem which can be of help to society at large
 - Undertake research survey to know the current trends and latest findings
 - Study published papers in reputed journals in the related area
 - Present your findings to the department and interested students
- (i) Assess the facilities
- (iii) Asses the lab facilities available to conduct your research
- (iv) Check out the libraries and other sources for reference material to conduct your research. Explore available e- resources

(v) You can also explore facilities in other renowned institutes and industries

(vi) Refresh/ Update your skills and knowledge to conduct your research work effectively

(vii) You can seek to fund for your research from organization such as AICTE, VTU, DRDO, DST, NRB, ERP and other public and private organizations

(viii) Plan your research Identify on

- Identify a guide from a reputed university who shares the same interest area
- Identify a research problem of importance
- Define the specific problem “completely’
- Decide on your research methodology
- From a team of interested students motivate them to be part of your research activities
- Plan your research activities with periodic checks, at least one milestone every three months

(ix) Conduct your research

- Plan well your research activities
- Be in constant touch with your guide to provide status and get feedback
- Ensure time-management on your research problem
- Assimilate the research work done
- Provide constant guidance and motivation to your team members
- Take ownership of your research

(ix) Outcomes

- Present your research findings and progress to the department at least once in a semester
- Your research outcome (paper, product, patent, process, and so on) should be approved by an expert committee as per the policy of our institute before any external submission
- Publish your results in reputed research journals and present your papers at national/international conferences
- Motivate students and guide them to present research papers in student symposiums and conferences
- You should also register for the PhD program in a recognized University and identify your guide preferable from our institution.
- Monetary benefits are provided to faculty as per our institute's policy for high quality research work and publications

15. ACCOUNTABILITY AND RESPONSIBILITY :

At NHCE, sufficient freedom is given to the faculty members in the execution of the duties like Teaching, Monitoring, Guiding and Counseling the students throughout the semester. The faculty members at NHCE are supposed to be responsible for their academic activity, which shall mean that faculty members have to complete assigned task faithfully. NHCE faculty members must continually improve teaching skills to understand their responsibility. All faculty members shall maintain the updated academic files.

To understand the accountability to the delivery of teaching ability, results are viewed for improvement. If required faculty members are advised to, attend faculty development programs which are conducted in association with AICTE, ISTE and other reputed institution.

Faculty members are responsible for cent percent pass result in end semester examinations. The Management of NHCE strongly believes in student feedback. This criterion is one of the important areas and expects a minimum 4.0 score on a 5 point scale.

16. EXTRA DEPARTMENT WORK:

- ❖ Each faculty shall involve himself/herself in all the departmental activity which may be beyond academics.
- ❖ The faculty shall work closely with other colleagues in department/college in proposing/implementing new methodologies which will uplift the image of the institution.
- ❖ A faculty will always be assistive, cooperative to other faculty at all times academically in the department.
- ❖ A faculty shall maintain highest level of integrity in the department.
- ❖ Guest Lectures: Faculty members can approach reputed educators and experts in their specific domain to take guest lectures.
- ❖ Coordination: Each faculty member is supposed to prepare documents which are required for NBA, ISO certification as per norms.
- ❖ Industrial Visits: Faculty members are to accompany students during industrial visits and guide them regarding the working of the industry at least once in a year.
- ❖ Seminars, Symposiums and Conferences: Faculty members are required to collectively plan symposiums and seminars and create opportunities for students to publish papers at least once in a year.
- ❖ Paper Publications: Faculty members must guide and help students who publish papers in various national and international journals and present research papers in the conference.
- ❖ Guidance in Co-curricular Activities: Faculty members must guide students for various co-curricular contests, especially during SARGAM.
- ❖ Enhancing Soft Skills: Faculty members should motivate students to take up public speaking, group discussions and presentations to enhance their communication/soft skills.
- ❖ Class Teacher: Faculty in-charge is responsible for smooth conduction of classes, student grievance and other such concerns.
- ❖ Internal Test Co-ordination: Faculty in-charge will be responsible for preparing internal test timetable and seating arrangements to ensure smooth conduction of internal tests.

- ❖ Coaching Class Coordinator: Faculty in-charge is responsible for ensuring smooth conduction of coaching classes and student attendance.
- ❖ Library in-charge: Faculty in-charge is responsible for the issue of books, maintenance of the issue register and updating library resources.
- ❖ Mentoring: Faculty in-charge is responsible for guiding the mentees for improvement in academics and non academic areas. Time table In-Charge: faculty in- charge should ensure time table preparation before the commencement of each semester.
- ❖ Faculty in-charge is responsible for ensuring active participation of students in the activities of the Entrepreneurship Development cell.
- ❖ New Horizon Bytes: Faculty members should encourage students and colleagues to write articles for New Horizon Bytes and submit the same to the Editor.
- ❖ Faculty should facilitate enrollment of students to professional bodies.

17. BEYOND DEPARTMENTAL WORK:

- ❖ Each faculty shall involve himself/herself in all the institutional activity which may be beyond departmental assignments.
- ❖ The faculty shall work closely with other colleagues in department/ college in proposing/implementing new methodologies which will uplift the image of the institution.
- ❖ A faculty will always be assistive, cooperative to other faculty in the institution at all times academically/non-academically.
- ❖ A faculty shall maintain highest level of integrity in the institution.
- ❖ Faculty shall involve actively in the college cultural program "SARGAM".

18. BEYOND COLLEGE WORK:

- ❖ Each faculty shall involve himself/herself in all the social activity which may be beyond college works.

- ❖ The faculty shall work closely with other colleagues in proposing/ implementing new methodologies which will uplift the image of the institution.
- ❖ A faculty will always be assistive, cooperative with other faculty at all times in the institution.
- ❖ A faculty shall maintain highest level of integrity in the institution.

19. PROFESSIONAL ETHICS:

- ❖ Faculty should treat all students with love and affection.
- ❖ Greet colleagues and respond to greetings.
- ❖ Respect the value of being just and impartial to all students irrespective of their caste, creed, religion, sex, economic status, disability, language and place of birth.
- ❖ Faculty members should contribute towards physical, social, intellectual, emotional, and moral development.
- ❖ Must maintain the confidentiality in all matters concerning students.
- ❖ Should establish a relationship of trust with parents/guardians in the interest of all round development of students, and Strive for his/her continuous professional development.
- ❖ A Teacher should demonstrate professional competence to teach and learn.
- ❖ Should pro-actively share knowledge & information.
- ❖ Treat students, parents, peers, superiors and management with respect.
- ❖ Counsel & mentor students and peers when required
- ❖ Emotionally connect with students, to understand their aspirations and anxieties and help them achieve their highest potential.
- ❖ Create a culture that encourages purposeful collaborations and dialogue among colleagues and stakeholders.
- ❖ Be honest and encourage honesty in all the academic and other activities.

- ❖ Take pride in the teaching profession.
- ❖ Refrain from making unsubstantiated allegations, against colleagues or higher authorities.
- ❖ Avoid making derogatory statements about colleagues, especially in the presence of pupils, other teachers, officials or parents.
- ❖ Maintain confidentiality of information concerning colleagues.
- ❖ Provide a safe and open environment for discussion while dealing with sensitive issues.
- ❖ Inculcate a spirit of love and care towards all fellow human beings.
- ❖ Maintain proper dressing style.
- ❖ Encourage discussion, avoid arguments and gossip.
- ❖ Display initiative and continuously pursue excellence in all endeavors.
- ❖ Openly accept shortcomings through the transparency of actions.
- ❖ Raise personal view points only at appropriate forums.
- ❖ Do not discuss outside one's authority.
- ❖ Follow the reposting protocol on all official matters.

20. PARENT TEACHER INTERACTION:

- ❖ Faculty must inform the parents about their ward's attendance and performance of the students once in every month through hard copy post/courier.
- ❖ Drawbacks of their wards in understanding subject/subjects should be discussed and measures are to be proposed for their growth in all respects.
- ❖ Problematic students' behavior/attitude should be discussed with parents and their co-operation is solicited for the development of their ward and the smooth running of the institution.
- ❖ Parents shall be requested to contact mentor through the mail once in fortnight.

- ❖ Faculty must meet mentees' parents at the time of the inaugural program in case of 1st-semester students.
- ❖ After identifying the average, below average and above average students the following measures are to be implemented.
- ❖ Average and below average students shall be trained with important questions of 5 modules by supplying prepared material such as lecture notes etc.
- ❖ Above average students should be trained with all possible questions, problems with solutions.
- ❖ At least top 3 students in each class should be identified and trained to achieve rank in the university examinations.
- ❖ Solving old question papers & time management techniques should be taught to these students.

21. ASSOCIATION WITH STUDENTS:

A faculty shall follow these practical and easy ways to improve teacher-student relationships.

- ❖ Get to know the students by name as quickly as possible.
- ❖ Get to know some personal things about each student.
- ❖ Conduct a values analysis discussion about some current event or topic.
- ❖ Provide positive comments when appropriate.
- ❖ Be positive and enthusiastic when teaching.
- ❖ Show students that you are not only interested in them but also that you care about them.
- ❖ Avoid the use of threats and punishment.
- ❖ Do not play favorites.
- ❖ Create a supportive classroom environment.

- ❖ Create an environment where questions and answers-even wrong answers-are encouraged and valued.

22. ALCOHOL AND DRUG ABUSE:

The Management does not tolerate the use, possession, sale or distribution of illegal drugs, alcoholic or being under the influence of illegal drugs, alcohol while on job or in the institutions. The working day comprises all breaks, lunch hours, and work sponsored activities. Improper use of prescription medicine also is a violation of this policy.

23. REDRESSAL OF GRIEVANCES:

The management is firmly committed to maintaining a healthy work environment where there is no discrimination or any form of harassment on the basis of race, religion, nations, gender, origin, age, personal prejudices and / or mental or physical disability. You may send your grievances, if any, to hod_hr@newhorizonindia.edu

24. USE OF INSTITUTIONS STATIONERY/ FACILITIES:

Institution stationery should be used exclusively for academic-official purposes. The Management strongly discourages its members from using the office stationery and accessories for personal use. This includes the papers, writing instruments, printer cartridge, photocopier, laptop etc.

25. STAFF WELFARE MEASURES:

- ❖ Recreational Trip for staff members.
- ❖ Gifts for staff members during Dussera and Diwali.
- ❖ Free transport facilities for Staff.
- ❖ Concession in Tuition fee for staff children studying in New Horizon Educational Institution.
- ❖ Staff Referral Incentives.
- ❖ Medical Insurance for teaching & non-teaching staff members.
- ❖ Food and accommodation in hostel.
- ❖ Subsidized food and accommodation for security staff members.

- ❖ Birthday celebration of staff members.
- ❖ Medical Center
- ❖ Reimbursement for children's book, bags, uniform, shoes etc given to staff children whose income is less than Rs.15000/- per month
- ❖ Uniform for class IV employees.
- ❖ Maternity leave with two months paid salary.
- ❖ Tie-up with Sakra hospital.
- ❖ Ambulance facilities
- ❖ Personnel counseling
- ❖ Medical and Accident insurance to the transport department staff.

..... and many more

26. ENTERTAINING VISITORS:

Personal or official visitors are permitted at the reception office only. The Receptionist will convey the details of the visitor, so that concerned staff members can meet such visitor at the reception office for a brief period and revert back to their work centers. Directors/Principals/HODs/Registrar/Deans may entertain their guests or vendors in their chambers/ office.

Staff shall take the Directors/Principals/HODs/Registrar/Deans permission when the need arises to go out of the campus, to attend to personal work, for short periods only.

27. EXIT POLICY:

The policy on 'Exit' or leaving the institution has been clearly laid out in the "Exit Policy". A faculty member cannot leave the institution abruptly and has to give a notice period of minimum two months notice depending upon the urgency and genuineness of the reason.



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