

Faculty Handbook

1. Introduction

The Faculty Handbook reflects the policies and regulations of the Punjab Engineering College Chandigarh as they apply to the teaching faculty of the College. These are *in addition* to the rules, procedures and requirements contained in the Service Rules. The faculty being central to any educational enterprise, they have greater responsibilities than the other sections that go to populate an educational community.

2. Responsibilities

The faculty is responsible for contributing to the teaching programmes of the College through

1. Designing of teaching curricula
2. Preparation of course material for the courses and for the technology-enhanced learning (TEL) environment envisaged for the College. This includes developing the web sites for the courses on the education server of the College
3. Teaching of assigned courses.
4. Setting up of the required laboratories, identifying the equipment, preparing the lab manuals, and management of the laboratories as assigned.
5. Counselling students.
6. Helping in the management of student affairs, including sports, cultural and club activities, management of hostels, and disciplinary functions.
7. Helping the College in management of the various activities central to an academic campus.

In addition, the faculty is also expected to carry out research work, including consultancy assignments, of high quality in at least one of the identified research areas.

3. Workload Norms

Classroom teaching and the work associated with it is the major responsibility of the faculty. But the College recognizes that it stands to gain stature only through the individual stature of its faculty, which comes through making significant contributions to the advancement of knowledge, and through making contributions to the Industry by taking up advanced consultancy projects.

- A. It is envisaged that a faculty member of the College will spend about 20 hours per week on teaching and other tasks directly related to teaching. This includes time spent on preparing and updating the course-site, grading time and formal office hours, helping student with their difficulties in the courses being taught, and on the maintenance of course files in electronic format (containing detailed teaching plan used, text-books, copies of all assignments and teaching materials used, recommendations about desirable deviations, comments about the success of innovations, etc.).

Adequate hour credit for curriculum development, lab development, and senior projects handled.

- B. Besides these direct teaching duties, a faculty member is expected to spend about 20 hours per week on activities such as research, extension activities, preparation of teaching aids, development of computer-based instructional material and other educational software including books, teachers manual for lab courses, etc., Academic/student administration, Assigned duties in admissions process, academic/administrative committee work, wardenship, formal student counselling, etc.

4. Time Contract

Each faculty member at the beginning of each academic year will file with the Deputy Director's Office (forwarded by the Head of the Department) a statement on what is proposed to be accomplished in the following year. This should detail plans of what activities the faculty member wishes to undertake, with how much time input for each activity, and with what deliverables. The performance of a faculty member, as measured against this contract will be one parameter in his/her appraisal

5. Responsibility in Teaching

Punjab Engineering College is very serious about the quality of education that its students receive. The faculty will endeavour to put in its best effort in ensuring that its students receive the most modern professionally relevant education. Towards this end, the faculty will constantly strive to upgrade and

modernize their offerings, and to teach in such a manner that the students are able to develop intellectually, professionally and ethically.

A website will be maintained on the College academic server for each of the course being offered in a given semester. The instructor-in-charge is responsible for the contents posted on this site. Technical help will be available. It is expected that the course site will reflect modern pedagogical strategies.

Some of the simple things that must be ensured in all teaching activities are:

1. Faculty is expected to be punctual in the class and all other scheduled meetings with the students. It should try and inculcate in students, by example, the respect for time, procedures and rules.
2. Faculty is expected to be helpful and sympathetic towards the students and their learning needs.
3. Each faculty will maintain at least one open office hour on three different days of the week for the students. These hours should be set for students' convenience and should be announced in the class and posted. There will still be some students who will need to meet the faculty outside these hours. Faculty is expected to cooperate.
4. The class should be engaged for each of the scheduled hour. If a faculty member cannot take a class due to a rare pressing engagement, arrangements must be made to make that hour up, either through rescheduling at a mutually convenient hour, or through substitution by a colleague. Such arrangements should be infrequent.
5. Faculty are encouraged to use their academic freedom to organize the teaching of courses in a manner that appears as the best to them. But they must adhere to the teaching objectives of a course as reflected by the prescribed course contents. Any proposed substantial deviation from the prescribed contents must be discussed with the Head of the Programme and a report of the accepted deviation should be filed with the Deputy Director's Office before the beginning of the term.

6. Co-operative Teaching Model

The College proposes to use a co-operative teaching model where in classes of a large size one faculty member serves as the Instructor-in-charge and one or more faculty members help in the conduct of tutorial and laboratory sessions. It is expected that all members of the group work collectively for determining the optimal teaching strategy, for setting homework requirements, and for making quiz and examination papers. The tutors and laboratory instructors are required to be present during the lectures.

7. Student Evaluation

The teaching group for a course is responsible for awarding the final letter grades to the students for the course. It is expected that

1. Faculty will be absolutely fair in assignment of grades. Any wilful manipulation of student grades is seen as the most serious infraction of conduct rules.
2. The grades should reflect the performance of a student throughout a course. Though the teaching team is free to use their own weights, it is expected that the end-semester examination should not have a weight of more than 50% in the final grade.
3. In undergraduate courses there should be an end-semester examination and two mid-semester examinations.
4. The end-semester examination and the mid-semester examinations must be held within the periods allocated in the Academic Calendar. In exceptional circumstances, the Dean may permit holding the examinations outside these periods.
5. Grade *D* should be allotted only on minimum *acceptable* performance.
6. The grading in large classes (say, with student strengths more than 30) is expected to be low-*B* centric.
7. In smaller classes where a teacher can better understand the performance of each individual, a teacher need not grade on a curve.
8. The grading shall be transparent. The faculty is expected to return to the students the graded scripts of quizzes, tests, and mid-semester examinations within a reasonable time.

9. The graded scripts of the end-semester examinations are not to be returned to the students, and are to be preserved till the end of the next regular semester. However, as a policy of the College, the students shall have access to the scripts of their final examinations in all courses for inspection. All Instructors will notify a time for such access within three days of the examination. Any errors or omissions should be pointed out to the Instructors in writing on the cover sheet. The instructor will take these into account before submission of the grades.
10. For reasons acceptable to the Instructor, an *I* (for Incomplete) grade may be assigned if a student fails to complete any of the required coursework by the end of the semester. In all such cases, an *Incomplete Contract*, which is a formal agreement between the student and the instructor, is to be filed along with the grade report. An Incomplete Contract should include:
 - (a) The coursework that remains to be completed.
 - (b) The date by which the specified work must be completed (no later than one month of the close of the relevant semester).
 - (c) The final grade to be substituted for the *I* grade, if the specified work *is not* completed by the specified date.

The *incomplete contract* should be filed by the instructor with the Academic Office when the grade sheet is submitted.

If the student completes the required work by the specified time, the instructor completes a grade change form indicating the final grade earned. The student should check with the instructor to ensure that a grade change form has been submitted.

If the student does not complete the required work by the specified time, the *I* grade is automatically replaced with the final grade specified by the instructor on the *incomplete contract*. If a final grade is not specified, or if an *incomplete contract* is not filed, the *I* grade automatically reverts to an F grade after one month.

Under no circumstances will an *I* grade be given in lieu of the earned grade for a completed course. Similarly, the *I* grade is not assigned to enable a student to take a course once again to improve performance.

11. All final grade reports must be submitted to the Academic Office (through the Head of the Department) within 96 hours of the scheduled end-semester examination.

8. Consultancy and Sponsored Research

The College expects and encourages its faculty to undertake consultancy and sponsored research. Norms for administration and regulation of such work will be developed in due course of time.

The College also encourages its faculty to accept academic committee work of other institutions and agencies. The rules governing the release of faculty members for such duties will be developed in due course of time.