



St. Anne's Degree College for Women
Affiliated to Bengaluru Central University
Recognized by UGC under Section 2(f), Accredited by NAAC
Halasuru, Bangalore-560008



Responsibilities of the Academic Staff to Students



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1. PREAMBLE

This document is intended as a compilation of policies and practices which govern the professional relationship between Principal/Staff and student. It arises from a concern of the society and management that faculty responsibilities to their students should be clarified for reference and also to guide new members of faculty.

The vision of St. Anne's Educational Society is to "To provide humanizing and liberalizing education so as to form responsible citizens who in solidarity with others will create a just society"

The mission statement of the institution underlines our commitment to standards of academic excellence. It provides a sound liberal education primarily at the undergraduate level. The goal is the education of individuals to realize their full potential in all dimensions.

- ❖ Seeing education as a **spiritual ministry** of service.
- ❖ Providing an education which is integral and developmental, covering the physical, intellectual, emotional, social and spiritual domains and thus provides a total education.
- ❖ Imparting an **education of quality and relevance to the marginalized sections** of society and thus expresses our solidarity with them and our commitment to justice, equity and love for all.
- ❖ Making education a powerful instrument for empowerment.
- ❖ Challenging both the students and the staff to become sensitive to the pluralistic nature of our culture and to cross the many narrow boards and walls that we have created, so as to contribute to the evolution of a seamless society.
- ❖ Inviting the management to shift those paradigms that have become outdated and to adopt more relevant ones.
- ❖ Identifying several factors and indicators of a **value-based** learning climate in our instructions to **nurture a culture of faith** in our students and the necessity of providing a spiritual formation to all our students.
- ❖ Leading the young to be aware of the inalienable **human rights** of every individual and group and enabling them to become conscious of their responsibility to contribute towards a borderless society and to promote the common good.
- ❖ Forming the young to grow as women of character, competence, conscience, compassion and Commitment.

To this end the college emphasizes excellence in teaching enriched by values, best practices and the contextual knowledge.

In keeping with these principles, the Society has in recent years codified current practice or developed policies which define the day-to-day responsibilities of members of the academic community towards each other.

This document outlines the responsibilities of the individual academic, and the academic unit i.e., the principal and various departments to students.

Primary **duties of faculty** include effective classroom **teaching**, **academic** advising and counseling of **students**, participation in departmental committee work, continuous development of the curriculum through assessment, applied research or **scholarly** activity, and service such as assisting in recruitment of **students** and

CODE OF CONDUCT FOR TEACHERS

The **Code** reflects the **College's** mission and identity, and it exists to guide **conduct**, safeguarding and promoting the **College's** educational activity. Students are responsible for reading and reviewing the **Code** of Student **Conduct**, and for understanding the responsibilities they assume by enrolling in the **College**.

The **Ethical Standards** for the **Teaching** Profession are:

The **ethical standard** of Care includes compassion, acceptance, interest and insight for developing students' potential. Members express their commitment to students' well-being and learning through positive influence, professional judgment and empathy in practice.

The **code** establishes principles for **ethical** best practice, mindfulness, self-reflection, and decision-making, setting the groundwork for self-regulation & self-accountability.

Every **Teacher** shall **conduct** herself /himself with absolute dignity and decorum in her/his dealing with the superiors, colleagues and students every time. ... No **teacher** shall act in any manner that violates the norms of decency or morality in her/his **conduct** or **behaviour** inside and outside the **College** Campus.

2. DEFINITIONS

Academic Staff: Academic Staff shall include all individuals holding full or part-time appointments at the rank of Principal - academic head of the college, Lecturer, Assistant Professor, Associate Professor, or Professor. This term shall also include academic administrators, academic librarians,

counsellors, and visiting professors insofar as such persons perform duties within the ambit of the policy.

Academic Unit: Academic Unit is the generic term used to refer to division, department, or programme administrators (depending on the subject area).

Student: Student shall mean any person who is admitted to any courses in the college.

3. THE POLICIES

3.1 The Objective:

These policies define the responsibility of academic staff towards students, with the objective of (a) ensuring fair and equitable treatment of students, and (b) promoting harmonious relations between academic staff and students. It also provides general guidelines with respect to the administration of courses.

3.2 Policies Regarding Individual Responsibilities:

In general terms, the responsibilities of the individual academic staff member fall under two headings: (a) general course management, and (b) the interaction of students and staff.

3.2.1 General Course Management

The primary responsibility of academic staff is the pursuit and dissemination of knowledge and understanding through teaching, research, scholarly activity, and creative artistic activity. They should endeavour conscientiously to develop their scholarly competence and their effectiveness as teachers. They should be thorough in the preparation and organization of their subject matter, and should review this periodically in the light of developments in their field. They should foster and maintain high academic standards.

A. Course Outlines

At the beginning of each semester, teaching staff will provide in writing to students in each of their courses a course outline containing:

1. A list of the required textbooks, readings (or material) to be covered in the course;
2. A general outline of the topics to be covered;
3. A schedule of term assignments and tests;
4. A description of the evaluation procedures to be used.

And also,

- a) The lecturer's policy regarding late submission of assignments;
- b) The lecturer's policy regarding supplementary examinations;

- c) The lecturer's policy regarding classroom attendance;
- d) Reference to the University's policies on academic dishonesty, including plagiarism and cheating, and impersonation during Examination.

B. Library Books Ordering

Academic staff responsible for a given section shall specify textbooks, reference books and materials in accordance with syllabus of the University to the management through the librarian.

C. Class tests, Term and Semester Examinations

Academic staff members shall be familiar with and adhere to the policies concerning scheduling and valuation of examination papers, and submission of marks, as described in the Academic Calendar. Particular attention is drawn to the scheduling of internal examinations one month before the semester examinations.

After completion of every topic 'slip tests' to be conducted to assess the understanding level of the students.

D. Workload

The academic staff members shall be available in the college to encourage the students for clarification of doubts in the subjects learnt until the beginning of semester examinations.

E. Cancellation of Classes

Academic staff shall not cancel, miss, terminate or shorten scheduled instruction except for good reason. Whenever a scheduled period of instruction is cancelled, the academic staff member shall:

1. Inform the class at the earliest possible time with the consent of the HoD.
2. Ensure that a cancellation notice is posted at the floor notice board by the class representative
3. Consistent with the University policy regarding course teaching hours, make every effort to ensure that appropriate substitution of teaching is provided.

F. Storage of all Examination papers

Arrangements must be made for the storage of all examination papers for a minimum period of one complete year.

G. The Reporting of Grades / IA Marks

Academic staff members shall comply with the schedules and formats for reporting student grades/IA marks, as established by the Institution.

3.2.2 The Interaction of Students and Staff

A. Attendance

Academic staff shall not qualify a student who lack attendance on personal interest and shall take necessary steps to inform the Secretary and the Principal if found any student with long absenteeism every month.

B. Non-Discrimination

Academic staff shall comply with existing human rights legislation, and refrain from differential treatment of individual students on the basis of their language, religion, caste, class or color.

C. Remuneration

Academic staff shall not accept money or other goods or services from students for assistance with any course offered by the College.

D. Office Hours

Academic staff is required to be present post college hours during which they are available for individual consultation with students.

E. Student Evaluation

Academic staff shall -

1. Evaluate student academic performance by means of academic criteria only
2. Provide evaluation in a timely manner.
3. Provide appropriate evaluative feedback to the students prior to the semester examinations.

F. Academic Freedom

Academic staff shall encourage a free exchange of ideas between themselves and their students in the classroom, and shall not inhibit free discussion.

G. The Confidentiality of Information

Academic staff should keep in confidence all information gained about students, whether concerning their academic progress, personal lives, or political and/or religious views.

H. Non-Retaliation

Academic staff shall not retaliate against a student who has filed a complaint, whether or not the complaint was substantiated.

Example: Not giving internal marks, not accepting assignments, etc.,

I. Conflict of Interest in Academic Supervision and Evaluation

Academic staff shall decline to participate in an evaluative role with an individual student if the staff member and the student are in a close personal relationship in which there is, or there may be

perceived to be, a conflict of interest. Such relationships include (but are not limited to) spousal, parent-child, sibling, and consensual amorous relationships. In the event that a staff member terminates a supervisory or evaluative role with an individual student because of such a relationship, alternative supervisory or evaluative arrangements (a) shall be made, (b) shall be made in confidence, and (c) shall be made without prejudicing the status of the person(s) in question.

J. Appropriate Language and Behaviour

Academic staff shall respect every student's right to dignified treatment. Therefore, academic staff shall at all times use language, and exhibit behaviour consistent with this right.

3.3. Policies Regarding Collective Responsibilities

A. Periodic Review of Courses

The Department shall periodically review and update all courses to ensure that the material to be presented (a) is current and appropriate, and (b) conforms to the University norms.

B. Review of Course Descriptions

Members of the Department shall review course descriptions periodically by attending University Syllabus orientation programme to ensure that the current content of each course is clearly and accurately described and presented.

Heads of the Departments – HODs

Heads of the Departments are responsible for teaching and assessment offered to the Students through their Department.

These responsibilities include:

- ✚ Competent delivery of all subjects
- ✚ Document preparation and Maintenance pertaining to their subjects
- ✚ Monitoring staff performance and appraisal of teaching staff
- ✚ Providing opportunities for individual staff development by sending them to attend FDPs, Conferences and workshops etc.
- ✚ To provide appropriate guidance and resources to support all teaching undertaken by the departments.

Teaching staff

Teaching staff at all levels need to tutor, demonstrate creativity and instruct the students with well-designed plan of action. Ensure that their learning and teaching are well-informed by high quality research participation. They have a responsibility to incorporate appropriate methods and processes to ensure high quality of learning and teaching.

Their responsibilities

- Collaborate with colleagues to ensure that subjects and courses in which they teach achieve agreed learning outcomes
- Use right approaches to teaching to influence, motivate and inspire students to learn
- Undertake timely assessment and feedback to foster independent and reflective learning
- Committed to learning through self-reflection, review and evaluation of their teaching, through student feedback.
- The teacher maintains a chart measuring the progress of advanced learners every semester.
- Prepares an evaluation on the academic performance of the slow learners in the prescribed format present it to the students prior to the examination.

Students

Students are expected to participate fully in their study, taking responsibility for their learning and intellectual independence.

Responsibilities

- They engage themselves in the learning process
- Provide honest and timely feedback to the Teaching Staff on the quality of teaching
- Participate in the academic and student liaison committees of the Institution at all levels.