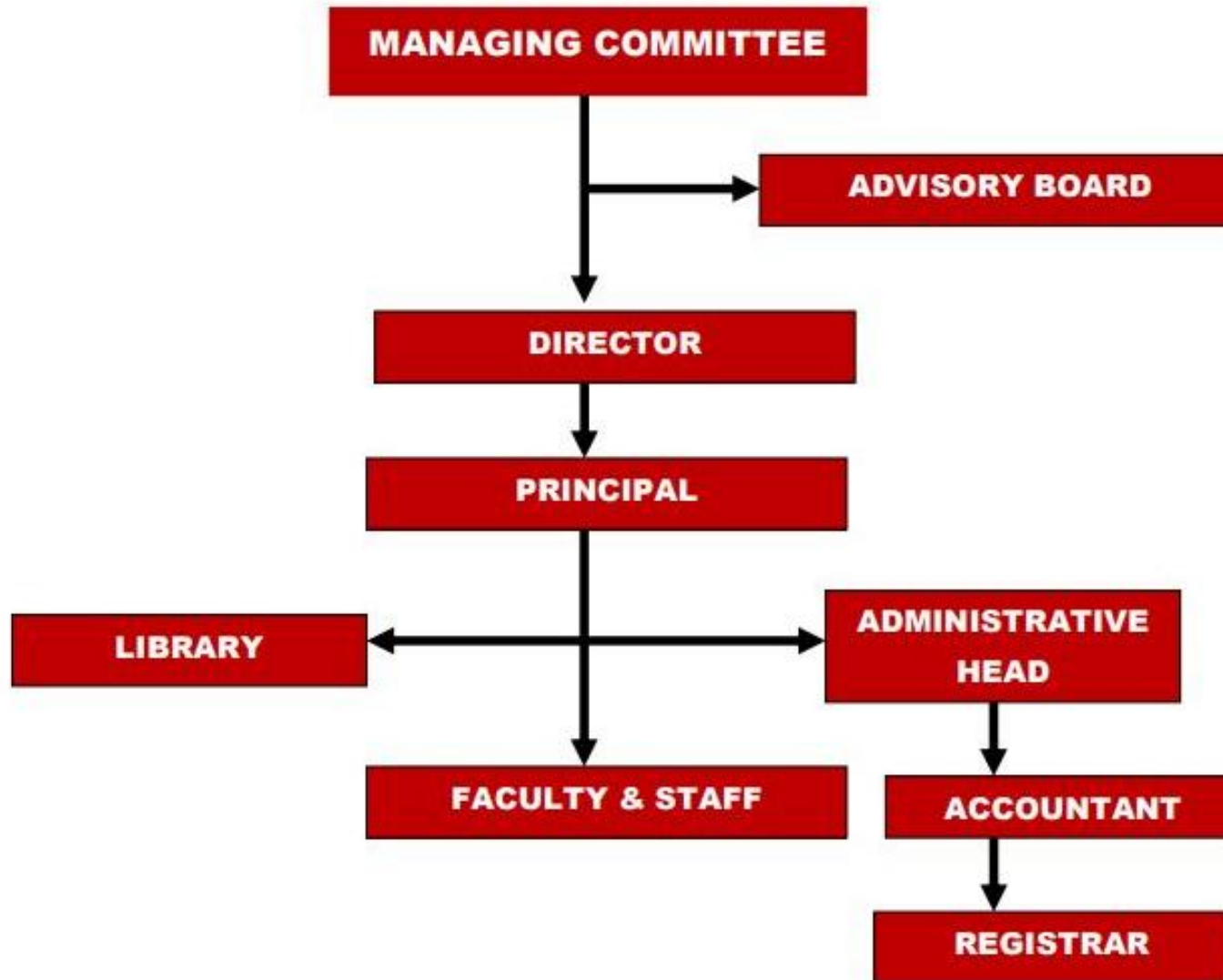


DECENTRALISATION OF RESPONSIBILITIES

ORGANIZATIONAL STRUCTURE



DUTIES & RESPONSIBILITIES



3 .The Departments

Organization:

- Each Deptt is headed by a Head of the Deptt (**HOD**) who could be a Director/Principal/ Head. In all the Deptts, for each Course there is a **Faculty Course Coordinator**.
- All the Faculty of the Deptt, in addition to their Teaching, could be given some **other** Scholastic- Non Scholastic duties/ responsibilities at the Deptt/Institute level by the concerned HOD/Authorities of the Institute.

Duties / Responsibilities:

- Each Deptt is responsible for running all its affairs like Course/ Subjects Allocation for **Teaching**, Preparation of **Time Tables**, Holding of **Sessional / Pre-University Examinations**, Conduct **Seminars/Workshops /Guest Lectures/Value Added Programmes**, **Collaborating** with outside agencies/ professional bodies/ Alumni, arranging for **Summer Training/ Internship and Industrial Visits**.
- The **Deptts** Faculty also help Students to organize various **Students Clubs** activities and act as **Mentors** to the Students allotted to them. The Deptts also help in **Admission** of fresh Students and **Placement** of final year students.
- For organizing Institutional level activities / functions, specific **Committees** consisting of faculty & staff from various Deptts are constituted, on as & when required basis, besides some **Standing Committees**.

Meetings:

- The Meetings of **Advisory Committees** of each Deptt are held once/twice every year.
- The Departmental **Heads Meetings** are held fortnightly on alternate Wednesdays along with Secretary, DG, T&PO and the Dean Academics.
- The **Department** with its faculty holds a **meeting** once in a **month** with the **Dean Academics**.
- In all the meetings, all present are expected to **participate** actively.



Deptt Meetings:

- The Deptts holds **Fortnightly** Meetings with its faculty and allocate responsibilities/ duties to them for ensuring that the decisions taken at the HODs meetings are implemented and also to discuss all matters, concerning the growth and development of the Deptt. A record of all such meetings is kept and copy sent to DG for the HODs meeting.

Reports/ Registers:

- Reports and Registers such as **Fortnightly Faculty Report, Mentoring Report, Course Coverage Register** and **Daily Attendance Report** etc are submitted by each Deptt at regular intervals, as specified from time to time to the DG/Dean Academics.

Channel:

- All issues or matters pertaining to a Deptt, are always to be put **through** the concerned **Head of the Deptt** only to higher authorities. (there shall be no by-passing of the HOD by any faculty/staff).



4. The Faculty

Intellectual Capital:

- The Faculty being the **intellectual capital**, is the greatest asset of the Deptts/ Institute. Needless to say that each and every action of the faculty is observed closely by the young Students, so the faculty has to act as a **role model** for the Students, Staff & all others in every aspect of their conduct in the Institute. All Faculty in a Deptt function under their HOD and should not bypass him/her under any circumstances.

Teaching:

- This is the **primary** duty of each and every faculty. The faculty should familiarize themselves with the UGC Guidelines on the subject. The faculty must go well prepared for the classes, reach in time as per the Time Table and conduct the Classes in a manner best suited for the subject & complete the Course syllabus as per the detailed Course Coverage Plan (Lectures, Tutorials, Practicals).
- Giving **Assignments**, holding **Sessional Exam** and **Evaluating** the same, is part of teaching.
- More attention must be paid to academically **weaker students** and ensuring **Attendance** as well as maintaining **Decorum & Discipline** of the Class. Sitting in Class while teaching by the Faculty or using mobile is strictly prohibited.
- **The Class Average in the University Theory Exams must be 50 percent or more** and there should be **NO BACKS**. This is one of the **most important criteria** for measurement of performance of the **faculty**.

Other Responsibilities:

- In addition to teaching, each faculty could be given other Deptt / Institute responsibilities such as **Class Coordinator**, Coordinator for Value Added Programmes, **Representative** in various Committees / Activities of the Deptt Institute, TimeTable in-Charge, **Mentorship** of Students, help in **Admissions**, arranging **Training**, Internship, Placements and Speakers for Guest Lectures/ Seminars/ Workshops etc.



- **Submit Course Coverage Registers, Mentorship Reports, Faculty Fortnightly Reports, Daily Attendance Sheets in time through the Class Coordinators/HOD.**

Report of Students:

- The Faculty must get hold of these Proformas, seek advice of the HOD regarding filling these and submit as per instructions of the HOD.

Feedback from the Students:

- **At the end of each Semester**, the feedback is taken from the Students about all the Teachers who are teaching that Class, in an anonymous manner.

Growth of the Faculty:

- The Faculty is encouraged to enhance their Qualifications / Skills. Special **incentives** are given on acquiring **Ph.D, JRF/NET** or other **higher qualifications**.. Faculty is also given opportunity to attend and present/publish **Papers** in National/ International Seminars/ Workshops/FDPs etc, outside the Institute. Every Faculty is expected to **write** atleast one/two papers in a UGC approved National Journal/ Institute Journal and one in an International Journal. Each year on Teacher's Day, the **Outstanding Faculty**, based on their overall performance are **felicitated**.

I-card, Group mail, Whatsapp Group:

- Every Faculty is issued an I-Card by the Institute. The faculty may contact the Admin i/c for this purpose. The Faculty should also join the **Group email & Whatsapp Group** at the Institute level. The Faculty must visit these everyday and respond wherever required. Other such groups could be formed at the **Deptt level** among faculty and/or with the concerned students.

Appraisal:

- **At the end of each year, the Faculty submits a Self Appraisal** and that with the Comments of the HODs is submitted for further processing. The **Outstanding faculty** from each Deptt is given **Merit Certificates** on the Teacher's Day.



S. The Class Coordinators

Duties and Responsibilities:

- He/ She should have all the **up-to-date details**, in terms of the Registration/ Admission/ Re-Registration data, in respect of each student of **his / her Class**.
- Always maintain a **close rapport** with all his / her Students and try to pro-actively solve their day to day problems with a positive attitude and act as a Mentor for all academic / administrative / personal matters of all his/her Students.
- He / She should **provide** Syllabus of all Courses of the Semester to each of his/ her Students and explain the Orders / Guidelines / Stipulations of the Institute/ Universities to all his/her Students.
- He/ She should have **complete record** of up-to-date **Results**, Back Papers and Pending Issues with the University, Fee Payment and any other professional/personal issues.
- Make sure that the Time-Table is followed in letter and spirit by all the Faculty members and that the **Classes** are held strictly in terms of the **Time-Table**. In case, for some unforeseen eventuality, if a Faculty is absent or is not able to take his/her Class, then the Coordinator in consultation with his/ her HOD, should make alternative arrangement for conduct of that Class. **In no case a Class should go without a teaching faculty.**
- He/ She should take all possibly measures to ensure full 100% **Attendance** in all the Classes. The reason for Absenteeism of any Student must be known to the Coordinator. He / She must also take remedial measures for ensuring regular attendance in consultation with the Teachers/ HOD and not let any Student to be in the Hostels / Cafeteria / outside when the Classes are being held.
- **Motivate** all his/ her Students to **participate** in various Academic / Cultural activities such as Industrial Visits, Guest Lectures, Seminars, Workshops, PDPs, Sports & other Competitions etc.
- He/ She should make all arrangements for conduct of the **Sessional Tests**, their timely **Evaluation & Feedback** to the Students and submission of results to the HOD.



- Keep the Students informed of all the Notices / Orders of the Deptt./ Institute /Universities through all possible means. Also, maintain a close **liaison** with the Administrative Offices for timely completion & submission of the requirement of the Universities/ Samaj Kalyan Vibhag etc.
- He/ She should ensure that the Students of his/her Class pay their **Fees / Dues** in time to the Institute and also see that all his/her Students maintain **discipline** and wear their Uniform properly.(including Tie & Proper Shoes) & carry their I-Cards.
- He / She should ensure that Faculty goes to the Class atleast five Minutes before the scheduled time and that a Proper **Vigilance** is maintained during the **Change-over** of Classes.



6. The Mentorship

General:

- The Students in their youth are very enthusiastic & energetic and it is for the Mentors to **channelize** their **energies** for useful outcomes, keeping in mind the future of the Students- which comes first.

“Mentoring is a relationship which gives Faculty Mentors an opportunity to share their Professional / Personal Skills and Experiences with their Mentee Students to help them grow and develop”.

A Faculty Mentor Needs to be:-

- **A Teacher & Guide:** Who can show the Mentee student, How to Improve, Share Skills and Discuss Issues, Ideas and Problems willingly.
- **A Problem Solver:** Who can help the Mentee student to identify his/her Strengths and advise how he/she can use these to overcome problems.
- **An Identifier of Need(s):** Who can help the Mentee student to identify Areas for further Development, Prioritise Needs and Set appropriate Targets.
- **A Supporter:** Who is a good Listener and Counselor, Warm & Caring, Encouraging and Accessible.
- **A Role Model:** Who is respected because of his/her Knowledge, Ability, Experience & Willingness to help the Mentee student at all times.

Mentoring Process:-

- **The First Mentoring Meeting:**
- If number of Mentees are more, then divide them in two or three groups to have **individual interaction** with each of the Mentee.
- **Make your Mentee** student feel **comfortable**.
- Recognize the Mentee's previous experience.
- Clearly define your **Role as a Mentor**.



- Explain when & where Mentoring **meetings** will take place & their frequency.
- Explain any **documentation** that may be required.

Subsequent Meetings:

- Be sure that You & Mentee are clear as to **how often** you will **meet** face to face and / or through phone, SMS, email etc. & how quickly you will respond.
- Make **contact frequently** especially during the first few weeks, to build a trusting relationship.
- Follow up when you make a commitment; **don't ever leave your Mentee hanging**. If you don't respond, the Mentee will feel dejected and disappointed.
- **Be appreciative** of whatever you get from you Mentee / Mentor interaction. Learn Mentee's Strengths and build on those & help him/her to overcome weaknesses.
- Work hard to make the relationship a **two way process** by being flexible & enjoy the experience as Mentor/ Mentee.



8. The Students

- **Students Clubs:**

There are five Students Clubs viz Sports, Communication, Cultural, IT and Entrepreneur Club, which are managed by the Students under guidance/supervision of the Faculty. The Faculty must encourage every student to participate in atleast two clubs.

- **Students Issues/ Complaints:**

If any faculty finds out or comes to know of any student related issue/problem, he/she must apprise the concerned HOD. Any issue / problem relating to Universities/ Smaj Kalyan Vibhag must be pursued with the Registrar's Office. Any Fees related issue has to be dealt through the HODs only but pursuation with the students is the responsibility of the Faculty. Any discipline issues must be made known to the HOD, who if considered necessary could request for reference to the Proctorial Board.

- **Students email & Whatsapp Group:**

Each course has a separate group, through whom all notification, notes, assignments and all other messages are sent. The faculty teaching the Class should become a member of that group, through the Faculty Class Coordinator- who will be the Group Admin. Whatsapp Groups will invariably be Broadcast Groups.

- **Students' Representatives in Various Committees:**

In almost all the Committees for various Standing Committees like T&P Committee, Students Clubs and Committees specifically constituted for various scholastic- non-scholastic events, the Students' Representative are included.

- **Students Centric Approach:**

The Students are the biggest stake holders in the teaching-learning process, as they give the most valuable years of their life for education & building a career, for which their parents pay the fees. Also, it is their word of mouth publicity which builds the image / brand name of the Institute and hence for the faculty, not only the teaching-learning but everything else whether Value Added/Soft or Communication Skills programmes/ Activities/ Seminars/Workshops/ Guest Lectures & Cultural /Social activities etc have to be student-centric.

- **Ragging:**

It is strictly banned in terms of the University/Supreme Court guidelines & must be ensured by the Faculty.



- **Discipline and Studies:**

The IPEM is known for its good discipline, where parents feel safe to send their wards and the other being the seriousness & regularity of conducting the Classes (Scholastic- Non-scholastic). The Faculty are expected to not only keep up these two aspects but further improve them. Every Class has one boy & one girl as Class Representative (CR).

- **Administrative Aspects:**

Wearing of Uniforms, Carrying of ID Cards, Proper sitting in the Class Rooms/ Labs, Not using Mobiles, regularity in Attending the Classes, maintain Decorum & Conduct in the Campus etc, have to be ensured by the faculty.

- **Attendance, Appearing in Sessionals, Submitting Assignments:**

The Faculty must make the Students aware of all these with respect to the subject, they are teaching and ensure 100% implementation.

FEES:

- The **Registration Fee** once paid will **not be refundable** or adjustable in any case. The academic fee once paid shall not be refundable after the commencement of classes.
- A Student is required to pay **Full Fee for the Academic year** prescribed for the Course / Programme by the Institute and also any other fee / fine such as Annual Registration Fees, Examination Fee/Late Fee etc **as notified** by the institute from time to time.
- The Fee is to be paid **Online** (through **Pay U Money** option at IPEM Website) or through Paytm using Debit/Credit/Net Banking or by **Demand Draft/Pay Orders** only, in favour of "Institute of Professional Excellence & Management, Ghazlabad" payable at Ghaziabad. No fee will be accepted by Cheque/Cash.
- In case of non payment of Fee by the due date, the Student is liable to pay the late fees as decided by the Institute.
- The Examination Forms of a Student will be received by the Institute only if he/she has obtained **NO DUES/ Clearance** from the Accounts Section, Library and the Course Coordinator.
- In case a Student does not pay the Fee by due date with late fees, the institute will have the right to **strike-off** his/her name off the Institute's roll list and the Student will be left with no option but to seek **re-admission** (only if the Institute permits).



- Any Fees Concession, permission to pay in installments is only applicable for the first year. During the subsequent years the fees have to be paid before *commencement* of the Session i.e., by 10 July. **No Waiver of late fees** after the due date will be entertained.
- In case of **Withdrawal / Cancellation** of an admission **after commencement of Classes** for the academic session / course, **No fees is refundable**. Only the caution money/security deposit shall be returned on completion of the Course and producing the Original Receipt. All other Fee/Amount will be forfeited.
- The Caution Money / Security Deposit included in the Fee, will be refundable only **after receiving the Degree from** the University and on producing the following documents in original:-\
 - Original Fee Receipt (in which caution money/ security deposit was paid by the student)
 - **NO DUES / CLEARANCE** from the respective Department, Computer lab, Library, Hostel & Accounts etc and on surrender of I-card, Lab card, Library card to the Institute
 - The Caution Money/Security Deposit will not be refunded in case the Original Receipt is lost.

ATTENDANCE:

- The Universities have made a minimum of **75% attendance** as **mandatory** in each semester/term/year, therefore a Student must maintain a minimum of 75% attendance in each semester/term/year.
- A student will not be allowed to appear in the First/Second Sessional /Make Up Test and University Examination if his/her attendance is less than 75% till the dates of the Sessional / University examination of that Semester.

DISCIPLINE:

Each student is expected to maintain a very high standard of discipline and show **respect to teachers, staff, seniors** and be courteous to fellow students. The following points must be noted for strict compliance by the Student(s):-



- As per the Supreme Court's order, **Ragging is strictly banned** in and around the Campus and Hostel. Any Student found indulging in ragging, will be immediately suspended & further action initiated.
- **Smoking** and intake of **alcohol/drugs** etc is strictly **prohibited** in and around the campus of the Institute and Hostel.
- The **Institute** may take any disciplinary **action** against a Student, in case of any **misconduct** or misbehavior with the faculty, staff, seniors, and colleagues. The decision of the institute will be final and binding in all such matters.
- A Student will **not** have any **association**, whether active or passive with **any unlawful organization**.
- Student will **NOT become a member** of any political party / organization **without prior approval** of the institute.
- No Student is authorized to call **Police/ Media** at Campus under any circumstances without prior Information to the institute authorities.
- If any Student gets involved in any **Police/ Judicial** matter he/she must report the same to the Institute **immediately**.

UNIFORM:

There is a prescribed uniform for all students of the Institute for summer and winter. A student will be **allowed** entry in the campus of the Institute, **only if he/she is wearing the proper uniform**.

IDENTITY CARD:

Every Students will be issued an identity Card by the Institute, which he/she must wear at all terms while at the Institute and wherever sent for any official work/engagement outside the Institute.



9. The Library

- **Issue / Return of Books will not be allowed during Class Hours.**
- **The Faculty/Staff / Students will be issued Books against the Library Cards issued to them.**
- **The Library will be responsible for upkeep / maintenance of Books/ Journals & all other assets in the Library.**
- **A Student shall return the books borrowed by him / her to the Library within the stipulated time period. A fine will have to be paid if he/she fails to abide by the rules of the Library.**
- **A Student shall not allow any other student/person to get any book issued from the Library on his/her card.**
- **A Student shall be solely and entirely responsible for the safe custody of the books that are issued against his/her name/card.**
- **A Student shall not mutilate or cause any damage to the library books or any other reading material.**



10. The Registrar's Office

Duties and Responsibilities:

- Keeping a record of the Admin Registers, **Tabulation Register**, Roll list etc.
- Preparation & Maintenance of **Affiliation Records, Faculty Approvals** and Time to Time Renewals and filing of fees.
- Preparation & filing of **Examination Forms**, Samaj Kalyan Kendra forms & Maintaining of all Records.
- Compiling & filing of **Examination Bills** for Theory exams & Practical Exams.
- Contacting the Examiners & freezing of dates for **Practical Exams**.
- To apprise the HODs, DG, Dean Academics regarding the **Notifications** of the Affiliating & Approving bodies & Maintaining their records.
- Maintenance of **records of Faculty & Staff Appointments**.
- **Marksheets Distribution & Degrees**.
- **Time Keeping of Faculty and Staff**.
- Maintain of Minutes of Meetings of HOD Meeting , Deptt. Meetings & Advisory Board Meetings.
- Holding the **Meetings of the Managing Committees** and other such bodies of the Society/Institute and Maintaining their Records.
- Maintaining **Liason** with and pursue cases with **AKTU, CCSU, Smaj Kalyan, AICTE, NCTE, BCI, DIET** and ensure timely compliance.



11. The Administrative Office

Duties and Responsibilities:

- Responsible for **Security Service, Housekeeping Service & Cafeteria.**
- Institutional **Repair & Maintenance.**
- **Liasoning** with Police Deptt., Nagar Nigam, Electricity Deptt. & UPSIDC.
- **Purchase & Bill Payment** of all Vendors.
- Organizing **events** of various Deptts/Clubs.
- **Insurance of Building, other Assets & Vehicles** of Institutes.
- Keeping a **Check** on all **Contractors.**
- **Monitoring, Hiring & Duty Allotment** of all **Class IV** employees.
- **Regular rounds** in all Departments, Classrooms, Toilets in all Buildings for upkeep, maintenance and repairs.
- **Keep a check on Calls on PR line & Mobiles & Regular records for Payments**

