

FACULTY Handbook

LEAD College of Management

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LEAD College of Management
Dhoni, Palakkad, Kerala - 678009
<https://lead.ac.in>

LEAD College of Management: Faculty Handbook

Dear Colleagues,

It is my great pleasure and privilege to welcome you to LEAD College of Management. We are pleased that you have chosen to become a part of our community for academic, scientific and economic progress. You will be working with other fellow members to advance the vision, mission and objectives of LEAD.

I hope and trust LEAD will be a place more than a work place, enabling and supporting you to build a career and make a mark in the society. The college offers a wealth of benefits, programs and learning opportunities to help you make the most of your time at the college. The real strength of a great institution lies in its people, and we appreciate your commitment and dedication to making our great institution move into a higher trajectory. I congratulate you for becoming part of LEAD by accepting the offer. I wish success in your career with LEAD.

The Faculty Handbook is intended to make faculty members of LEAD familiar with the existing faculty policies, regulations, and procedures. It has been ratified by Program Advisory Committee and approved by the College Board of Trustees. A faculty member who signs a contract to serve at the College thereby agrees to be bound by these policies and regulations.

You will find most of the policies, regulations, and procedures of the College either contained here in their entirety or referenced in the Student Handbook. Each member of the Faculty is urged to be familiar with the contents of these documents and to keep them at hand for ready reference.

The Faculty Handbook is updated annually to ensure compliance with the College's rules and regulations and with the guidelines of the Calicut University, AICTE, NAAC and other statutory bodies of higher education in Kerala and India . Therefore, the programs, policies, statements, and/or procedures contained herein are subject to change by the College without prior notice. It is the responsibility of the Dean to maintain an updated copy to which faculty/academic staff may refer.

The responsibility for distributing information about changes rests with the Office of the Dean of Academic Affairs. An electronic version of this document is also available on the College website, www.lead.ac.in.

The Faculty Handbook, while dealing with employment policies and procedures, is not intended to provide any assurance of continued employment and should in no way be construed as an employment contract.

Dr. Thomas George K

Director

LEAD College of Management

Introduction:

The LEAD College for Management, is a private, two -year institution of higher education which is located in Dhoni, Palakkad, India. The College and its academic program are approved by All India Council for Technical Education (AICTE) and accredited by the National Assessment and Accreditation Council (NAAC). The institution offers only one Post-Graduate program in Business Administration with concentrations in Finance, Marketing, International Business, Information System and Human Resources Management. In addition it offers Bridge Course on Basic Mathematics, Basic Accounting, Information Technology for Managers, English for Communication for students to get fully equipped for the MBA program. Furthermore, the College offers five or six Value Added Courses each semester to make the students to be employable and highly desired by the industry.

LEAD College of Management, recognizes that academic freedom as indispensable to the purposes of an academic institution. Freedom of faculty members to study and to teach according to their best judgment is necessary if an academic institution is to fulfill its role in society. However, academic freedom carries with it the duty to use that freedom in a responsible way with due regard to the policies of the college and the rights of others within the college community and the community at large. It also carries with it an obligation to strive for excellence in teaching, in research and scholarship, to devote time to students and to play an effective role in the work of the college.

LEAD College of Management further recognizes that the protection of academic freedom requires that decisions affecting individual faculty members be made in a consistent manner according to established principles and standards and reasonable procedures. The central goal of LEAD is to promote the advancement of learning and dissemination of knowledge through teaching, research and scholarly activities. It is, therefore, imperative that LEAD establishes a well-defined and well- structured Handbook for the faculty members so that

the stated goals and objectives can be achieved in the most efficient manner possible. It is the responsibility of each faculty member and academic administrator to read this document and to abide by the provisions and stipulations therein.

The main function of a faculty member is to prepare students for successful transfer to industry and research institutions by creating an atmosphere in which they are exposed to intellectual challenges and where they learn to develop and fulfill themselves. Although LEAD stresses professional excellence, there are other qualities that the College also embraces and encourages such as stimulation of thought, development of personality, leadership and entrepreneurial skills, character, and ethical conduct.

Institutional Overview

LEAD College was established in the year 2010 with approval from AICTE. The University of Calicut, gave affiliation in 2011 and the first batch of MBA program at LEAD commenced during 2011. The college was established as a brain child of Dr. Thomas George, Chairman of the college and of Prompt Charitable Trust

LEAD's strategic plan

Over a period of 10 years, the college has MBA graduated over 1000 students. Today these students occupy lucrative positions in government, business, public and private sectors making significant contributions to the national economy. The College has nurtured this commitment in an academic environment responsive to the changing needs of the workplace and by providing strong career planning support and attention to the needs of each student. The constant emphasis at LEAD has been to build a community network through its connections with potential employers, and delivering a supportive environment in which students can achieve their goals.

LEAD Philosophy

1.1 Institutional Vision

To be one of the world-leading management institutions, developing socially committed business leaders and entrepreneurs

1.2 Institutional Mission

- *Contribute to the intellectual and personal growth and development of Individuals to enhance their competence in Business and Management.*
- *Provide more scope for student driven initiatives, Peer learning, experiential learning, Community service and Intellectual contributions.*
- *To enhance the interaction between the Institutes' Learner community and the broader community through our service and outreach efforts.*

1.3 MBA Program Vision

To be recognized as a leading business school in the country, developing global leaders, and ideas that significantly impact the society.'

1.4 MBA Program Mission

- M1.** *To provide a transformational learning experience, that enables the students to realize their true potential to be global leaders.*
- M2.** *To attract the best global talents and enable them to together create and disseminate new knowledge.*
- M3.** *To foster a teaching-learning environment that forges moral values and ethical behavior.*

1.5 MBA Program Educational Objectives

The MBA postgraduates of LEAD College of Management, Palakkad are expected to achieve or attain the following Program Educational Objectives within five years of completion of the program.

- PEO 1.** *Demonstrate updated knowledge and superior skill as management professionals.*
- PEO 2.** *Possess and promote an aptitude for research, innovativeness and life-long learning.*

PEO 3. *Formulate and implement Corporate Governance policies, practices, decisions, as true global leaders upholding Societal, Environment and Ethical values*

1.6 MBA Program Outcomes

On completion of the MBA program, the students will be able to

P01. Problem Solving

Apply the knowledge of management theories, concepts and practices in Management to solve business Problems.

P02. Decision-Making

Foster Analytical and critical thinking abilities for data based decision-making.

P03. Value Based Leadership

Ability to develop Value-based Leadership ability

P04. Communication

Ability to understand, analyze and communicate global, economic, legal and ethical aspects of business

P05. Team Work

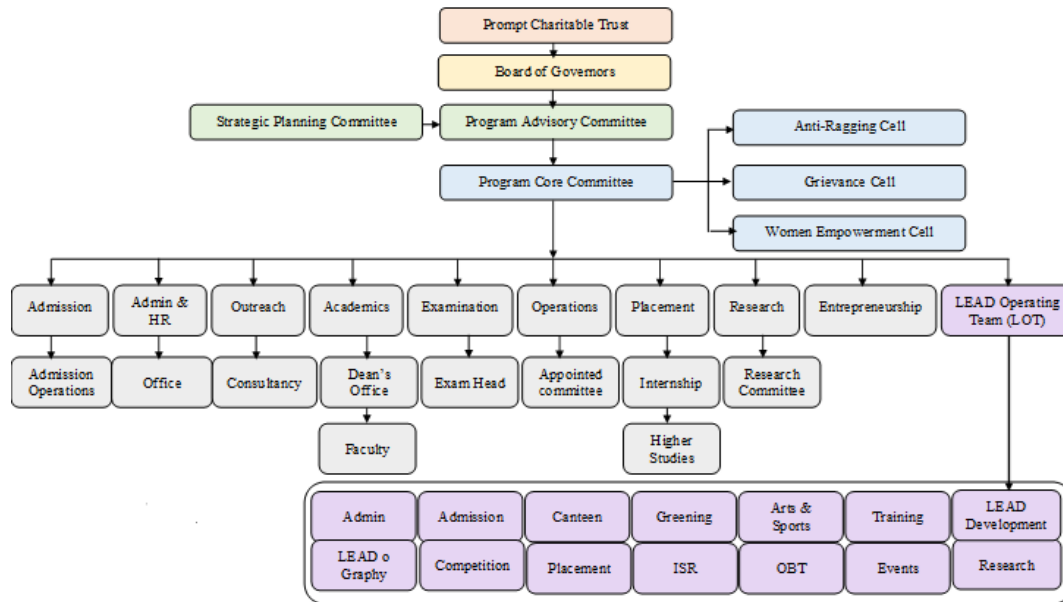
Ability to lead themselves and others in the achievement of organizational goals, contributing to a team environment.

P06. Self Initiative

Develop and ability to be self –initiated and resourceful.

P07. Transferable Skills

Build competencies in Transferable Management skills, Information Technology skills and Digital communication skills.



Section 1: LEAD Governance Structure:

LEAD College of Management is armed with proficient and experienced faculty members and state-of-the-art academic infrastructure, supported by an efficient management team. The team comprises of industry-oriented professionals, distinguished personalities who have contributed significantly to the industry and the society.

The Governing structure of LEAD College of Management consists of the following Governing Body, Academic and Administrative Bodies:

1. Prompt Charitable Trust
2. Board Of Governors
3. Program Advisory Committee
4. Program Core Committee
5. Strategic Planning Committee
6. IQAC

1.1. Prompt Charitable Trust (PCT)

M/s. Prompt Charitable Trust., the promoter of LEAD College of Management Palakkad was registered at Palakkad to establish educational institution imparting holistic education,

which will promote human excellence, encompassing knowledge skills, attitude and values so that the students realize their full potential. Educationalists, Entrepreneurs and Socially committed people are founder trustees.

Sl. No	Member name	Position	Exposure / Experience
1	Dr. Thomas George. K	Chairman	More than 15 years' experience as Entrepreneur, and International Trainer, 10 years in Academics.
2	Mr. Pratheesh V.	Member	More than 25 years' experience as an Entrepreneur
3	Mr. Zacharia George K	Member	Experienced Agriculturist.

Figure 1.1 Member profile Prompt Charitable Trust

1.2. LEAD Board of Governors (BOG)

'Board of Governors' is the body constituted by the Prompt Charitable trust, that is directly associated with the operations of the Institution. It oversees the operations of the Management and provides a link between the Trust and Management of the Institution. Boards are essentially the legal guardians of an entity. In a non-profit organization, the board members are owners of the non-profit community. The board organizes resources and takes action to fulfil the purpose of an organization.

'Board Of Governors' is the highest Body appointed by Trust having rights to add, amend or repeal any provision in the constitution as per rights defined in Schedule II of the constitution.

Board of Governors Member Profile

Board Of Governors			
Sl. No	Member name	Position	Exposure / Experience
1	Dr. Thomas George. K	Chairman	More than 15 years' experience as Entrepreneur and International Trainer, 10 years in Academics.
2	Mrs. Yasmin Samad	Secretary	10 years Industrial experience and 22 years teaching experience

3	Mr. Pratheesh.V	Member	25 years' experience as Entrepreneur
4	Dr. K.V. Unninarayanan	Member	33 years industrial experience 20 years teaching experience
5	Dr. Sankar Ganesh	Faculty Representative	20 years teaching experience
6	Prof. P A. Mathew	Academic Expert	8 years industry experience and 20 years teaching experience
7	Mr. Sunil Joseph	Industry Representative	30 years Industrial experience

Responsibilities of BOG

1. Reviewing institute's performance evaluation.
2. Approving institute's budget, income and expenditure, account book, balance sheet and annual report after due discussion and consideration.
3. Giving final decision on the Strategic Plans, HR policies, Appointment
4. Approving agenda of the Trust in respect with the institute.
5. Approving any matter which put forward of BOG's approval

Frequency of meeting of BOG

Meetings of Governing Body will be called once in every 6 months on the instructions of the Chair, every instruction of the meeting can be given under the signature of Chair

1.3. Program Advisory Committee (PAC)

Program Advisory Committee is to assist in ensuring quality and ensuring relevant, coherent and innovative curriculum. PAC also facilitates the institute's connection to the broader community and access to public and private funding sources. Each academic cluster or program is authorized to establish a Program Advisory Committee. BOG constitutes the Program Advisory Committees and is generally represented by experts in their respective discipline(s) and who by majority represent external constituencies/ Key Stakeholders.

Appointed by BOG and Director, have rights to recommend adding, amending or repealing any provision in the constitution as per rights defined in Schedule II of the constitution.

Program Advisory Committee (PAC) and Program Core Committee (PCC) play major role in the decision making and implementation process. Program Advisory Committee (PAC) has the advisory role and Program Core Committee (PCC) has the implementation role.

Members of PAC

Programme Advisory Committee (PAC)			
Sl.No	Member Name	Committee Position / Role	Current Position / Organization Name
1	Dr. Thomas George. K	Chairman	Director, LEAD College of Management
2	Dr. K.V. Unninarayanan	Secretary	Professor, LEAD College of Management
3	Mr. Pratheesh.V	Member	Trustee, Prompt Charitable Trust
4	Mrs. Yasmin Samad	Member	Administrator, LEAD College of Management
5	Dr. Sankar Ganesh	Faculty Representative	Professor & Dean Academics, LEAD College of Management
6	Prof. P A. Mathew	Academic Expert	Former Professor of Symbiosis
7	Mr. Sunil Joseph	Industry Representative	Mg. Director, Cochin Power Cables Pvt. Ltd, Thodupuzha.
8	Ms. Soorya P	Alumnus	CEO, OHO Solutions
9	Ms. Pallavi (2020)	Student representative	2 nd year student of LEAD College
10	Mr. Nair Vishnu (2021)	Student representative	1 st year student of LEAD College

Responsibilities of (PAC)

- Make collective decision regarding the concerned area as per governed by the constitution.
- Recommend the best practices to Management and BOG in the area of the Committee responsibility.
- Define rules and regulations for the concerned area.
- Recommend the members to the PCC to Director.
- The Amendment Provision should be well drafted and the same need to be submitted to Director office with subsequent documents:
- Recommended Provision of Amendment with signature of all members of respective Committee and PAC.
- Minutes of Meeting held for the above Recommendation.
- Once approved by Director the same will be tabled in the next meeting of BOG for Approval.
- Strategic Planning Committees (SPC) decisions are also evaluated and after getting approval from the PAC, forwarded to BOG's approval through the Director's consent.

Frequency of meeting

Meetings of (PAC) will be called once in 6 months on the instructions of the Chair,

14. Program Core Committee (PCC)

Program Core Committee plays major role in the day-to-day activities of the Institution. All the decisions taken at the BOG level and duly recommended by the PAC are implemented by the PCC through various committees.

Programme Core Committee (PCC)			
Sr No	Member Name	Committee Position / Role	Current Position / Organization Name
1	Dr. Sankar Ganesh	Chairman	Dean Academics, LEAD College of Management
2.	Dr. Balamourgoune	Member	Assistant Professor LEAD College of

Programme Core Committee (PCC)			
Sr No	Member Name	Committee Position / Role	Current Position / Organization Name
			Management
3	Mrs. Yasmin Samad	Member	Administrator, LEAD College of Management
4.	Mr. Jith Rajan	Member	Assistant Professor LEAD College of Management
5.	Dr. Anil Kumar	Member	Assistant Professor LEAD College of Management

Responsibilities of the Program Core Committee (PCC)

1. Report the performance of the concerned areas to Director / Management / BOG.
2. Measure performance of the concerned areas.
3. Ensure the smooth run of daily activities.
4. Provision of amending the constitution need to be ratified by Respective Committees as per meeting held.
5. The Provision to be recommended to BOG for Amendment need to be approved by respective Committee and then to be approved by PAC, Director and then BOG.
6. Decides collectively the members of the committee.
7. Most committees are appointed for a year otherwise for statutory committees which are driven by rules defined by Regulatory bodies.

Frequency of Meeting

Meetings of (PCC) will be called as and when required on the instructions of the Chair

1.5. Strategic Planning Committee (SPC)

Strategic Planning Committee helps to manage the institute effectively. As the strategic plan demands timely actions, the success is determined by the fulfilment of target and outcomes.

Responsibility of Strategic Planning Committee (SPC)

- Provide a framework for effectiveness and sense of direction
- Outline goals and measurable target
- Give directions that guide actions.
- Help in evaluating the progress according to changing scenario and way forward.
- Conduct gap analysis to identify gaps in curriculum PO, PEO and make suggestion to bridge those gaps.

1.6 Internal Quality Assurance Committee (IQAC)

Since quality enhancement is a continuous process, the IQAC becomes a part of the institution's system and works towards realization of the goals of the quality enhancement and sustenance.

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.

Responsibility of IQAC

- Coordinate the dissemination of information on various quality parameters of higher education
- Coordinate the documentation of the various programmes / activities leading to quality improvement
- Coordinate the quality-related activities of the institution
- To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- Coordinate the timely and efficient execution of the decisions of IQAC committee.

Frequency of Meeting of IQAC

IQAC meetings are held once in a month or if there is a requirement by the PAC.

IQAC members

Based on the Program Core Committee directions, various functional area wise committees are constituted to cover the broad functions of the institute i.e. Admission, Office Administration, Academics, Research, Outreach, (ISR, Consultancy, Connect with Professional Bodies) and Placements. Details of the committee with their members are attached in the forgoing pages. To support the Committee 14 Operational Teams, known as

the LEAD Operating Teams (LOT) are also functioning in the Institute. The 14 operational teams are – Admission, Administration, Canteen, Greening, Arts & Sports, Training, LEAD Development, LEAD O Graphy, Out Bound Training, Placement, Competition. Events and Research.

1.7 Grievance Redressal

The institution has a well-documented system to handling student grievances. Students are encouraged to raise any kind of dissatisfaction they have on any matter in the form of a complaint with his mentor. The mentor receiving the complaint from his mentee is responsible for navigating the concerns raised by the student. Mentor shall take all necessary steps within his authority and in accordance with the policies of the Institution to find a quick resolution of the complaint at the earliest. In case not satisfactory resolution of the complaint is achieved within 48 hours of it being raised, the mentors may advise the mentee to give a written grievance to the Administrator. Grievances may also be mailed to the Administration at administrator.lead.ac.in.

All formal grievances raised by the student with the Administrator would be handled by the Institutional Grievance committee constituted for this purpose

The committee comprises of

1. The Director of LEAD College of Management – Chairperson
2. Three senior members of the faculty as members nominated by the chairperson, out of which one member shall be a female and other from SC/ST/OBC category
3. A student representative nominated by the Chairperson based on Academic merit or excellence in sport or extracurricular activities. – Special Invitee.

The tenure of the members would be for 2 years and the quorum for the meeting including the chairman but excluding special invitees would be three.

The updated Student's committee members with their names designations and contact details shall be made available in the Institution website <http://lead.ac.in>

Section 2: Faculty Roles and Responsibilities

In consonance with its mission and goals, the College has a well-articulated policy and a well-structured process to ensure faculty and staff involvement in academic and institutional matters, which:

- defines the role and responsibilities of the faculty in academic affairs: the curriculum, teaching, student support, research and/or scholarship, management and administration;

- outlines course management requirements, including maintaining office hours, providing a syllabus for each course on the first class day, and grading and examination duties;
- defines the role and responsibilities of professional staff in the institution;
- defines the role of faculty in governance;
- assures academic freedom;
- defines the organizational and reporting relationships for faculty and professional staff;
- describes standards of professional ethics and cultural norms to which faculty and professional staff adhere.

Following is a summary description of these roles and responsibilities

2.1. Faculty Role in Academic and College Affairs

LEAD considers the faculty as it's best asset. The institutional and academic organizational structures and academic policies have been developed to afford the faculty the maximum academic freedom to contribute to the institutional mission and goals. In addition to teaching and curriculum development, the faculty regularly takes part in academic administration, college development projects, marketing, promotion and student recruitment events, Committees and College Affairs.

In brief, the following are the central activities of the faculty members at LEAD:

- Teaching
- Curriculum (other than syllabus) Planning and Development
- Research
- Faculty Recruitment and Appointment
- Advising
- Governance: Members in various Governing Committees

2.1.1. Teaching

The primary responsibility of the faculty is teaching. Faculty on average teach 3 to 4 courses in an academic year, depending on the ranks, typically consisting of 1 to 2 different courses in each of odd and even semesters. As LEAD pays highest importance and priority to

student's success, faculty members are expected to remain updated in their areas of expertise through innovations, pedagogical improvements and skills.

2.1.2. Curriculum Planning and Development

As the curriculum is designed by the University of Calicut, faculty will not develop curriculum for MBA program but will plan for the effective delivery and enrichment of the same. An important role of the faculty is to plan and develop academic programs and curricula in a collective manner for Value Added Courses (VAC) offered by LEAD. As LEAD is an institution with single program and its academic program is integrated with Value Added Courses, collective process is initiated by the PAC through PCC. This committee is fully composed of faculty members who have full freedom to make appropriate recommendations to the Committee.

The Committee which is composed of faculty members chaired by the Dean of Academic Affairs, has the full authority and autonomy to deliver and take decisions on curriculum and program matters, study policy and regulations and faculty welfare.

According to LEAD Policy, any member of the LEAD Community, LEAD stakeholders and the LEAD student body are free to propose new programs, modifications in the existing programs and modifications in the study rules and regulations. Such proposals are first submitted to the PAC of the Committee who considers, evaluates and delivers on the proposal. The recommendations together with an action plan are submitted to the full body of the Committee for consideration. The Committee approval is then sent to the BOG by the Dean of Academic Affairs for consideration in so far as the budget and financial matters are concerned.

The PAC Committee is responsible for monitoring the integrity, quality and effectiveness of academic programs and their delivery. The main task of this Committee is to ensure that the goals of the programs are being achieved and that the students are learning what they are supposed to learn. The Committee, in tandem and collaboration with the IPE division, regularly studies the survey results, course syllabi, library holdings and classroom delivery effectiveness and addresses students' concerns in its efforts to maintain the standard of learning at the college. The Committee discusses its findings and observations in the Faculty Committee where an action plan is undertaken to address weaknesses and deficiencies in the system.

2.1.3. Faculty Recruitment and appointment

The existing faculty plays a significant role in faculty planning, need assessments and hiring. Such planning usually begins in May and completed by June. The Dean of Academic Affairs discusses the plan and need assessments in the full body of the Committee after which the

Dean of Academic Affairs sends the plan to the President together with an estimated budget for onward consideration.

The Director's Council discusses the plan mainly to ensure that the hiring plan meets the academic goal of the college and that appropriate funding is available to support the plan. The hiring process starts after placing public advertisement in media.

The PAC determine the selection criteria under the oversight of the Dean of Academic Affairs. This Committee evaluates the incoming applications and makes recommendation to the Dean of Academic Affairs.

2.1.4. Student Mentoring

An effective student advising system is a pre-requisite to the education at LEAD. Full time faculty members will be required to mentor a group of students who will remain with him/her until they graduate. The time spent in such advising will depend on the number of Students assigned, and must be considered as part of the overall workload of a faculty member. Instructors are required to post a schedule on their office door clearly indicating advising, research and teaching hours.

Refer Mentoring SOP

2.2. Academic Freedom

A faculty member has full freedom in discussing his or her subject in the classroom, subject to adherence to the course syllabus as presented. The faculty member's position as a member of a learned profession and as a member of this institution imposes an obligation that his or her public utterances be made with restraint and good taste and in no way may be interpreted as College policy.

Academic freedom is the freedom to teach and do research in any area without constraint, to discover and promulgate new ideas no matter how controversial. Academic freedom requires individuals and authorities allow to work without restraint and to prevent any interference with this freedom.

The exercise of academic freedom depends on resources that are not available to everyone. Teaching requires access to students; research requires libraries and other facilities. Faculty needs access to technology resources, colleagues to consult, journal and book editors willing to publish their work.

The institution primarily provides all scholarly resources. The freedom to develop and teach new ideas can be encouraged or discouraged in many ways. The college encourages academic freedom by granting tenure which provides job security for faculty members.

LEAD has the right to foster academic freedom in many ways besides tenure, by reducing teaching loads, granting travel funds and sabbatical leaves so that faculty members can develop new ideas and exchange ideas with colleagues at other institutions both national and international.

2.3. Academic Integrity

LEAD has chosen as its primary objective “Committed to deliver carefully designed blend, which includes rigorous learning from international academicians, regular exposure to thought leaders, entrepreneurs and industrial experts “.” Commitment to this objective must include an obligation by all members of the College community to promote and protect the highest standards of integrity in study, instruction, and evaluation. Dishonesty or unethical behavior does not belong at an institution dedicated to the promotion of knowledge and learning. Integrity of the academic process requires fair and impartial evaluation by faculty and honest academic conduct by students. To this end, students are expected to conduct themselves at a high level of responsibility while fulfilling requirements of their course of study. It is the corresponding responsibility of faculty to make clear to students the standards by which students will be evaluated and the resources permissible for use by students in a given course.

Academic integrity presumes that all work submitted as part of academic requirements is the product of the student submitting it unless credit is given with proper footnoting and bibliographic techniques, or as prescribed by the course instructor. When a student makes use of concepts or words from an outside source, whether in the form of a direct quotation or of paraphrase, credit must be given to the original source for each idea by footnote or other technique acceptable to the instructor. Failure to make such an acknowledgment constitutes plagiarism.

Instructors are responsible for providing students with an explanation of the freedom they may exercise in collaborating with other students or in use of outside sources, including the student's own work prepared and submitted for another course, during group study sessions, and in take-home examinations. Any doubts, on the part of students, about what constitutes academic dishonesty should be discussed with and will be resolved by the course instructor. See Section 9, Appendix 1: A Faculty Guide to Plagiarism Detection and Prevention for more details.

Violations of academic integrity are causes for disciplinary actions imposed by the appropriate faculty member and/or department Chair. Any instance of flagrant academic dishonesty, as determined by the instructor of the course in compliance with the established policy of the department through which the course is offered, can result in the student's dismissal from the class or even expulsion from the College.

A faculty member accepts an obligation, in relation to his or her students, to discharge his or her duties in a fair and conscientious manner in accordance with the ethical standards generally recognized within the academic community (as well as those of the profession).

Without limiting the application of the above principle, members of the faculty are also expected to conduct themselves in a professional manner, including the following:

- To meet their classes when scheduled.
- To be available at reasonable times for appointments with students, and to keep such appointments.
- To make appropriate preparation for classes and other meetings.
- To perform their grading duties and other academic evaluations in a timely manner.
- To base all academic evaluations upon good-faith professional judgment.
- Not to consider, in academic evaluation, such factors as race, color, religion, sex, sexual induction, age, national origin, and political or cultural affiliation, and life style, activities, or behavior outside the classroom unrelated to academic achievement.
- To respect the confidentiality of information regarding a student contained in LEAD records; and to refrain from releasing such information, except in connection with intra-College business, or with student consent, or as may be permitted by law.
- Not to exploit his or her professional relationship with students for private advantage; and to refrain from soliciting the assistance of students for private purposes in a manner that infringes upon such students' freedom of choice.
- To give appropriate recognition to contributions made by students to research, publication, service, or other activities.
- To respect the dignity of students individually and collectively in the classroom and other academic contexts.

2.4. Professional Ethics for Faculty members

Disciplinary action against a faculty member can be taken for various reasons as outlined below:

2.4.1. Professional misconduct, incompetence or neglect of duty "Professional misconduct, incompetence or neglect of duty" includes, but is not limited to, actions such as:

- a) Refusal to fulfill contractual obligations such as: teaching, grading, advising, proctoring, and committee work.
- b) Refusal to abide by the academic policies of the College and LEAD.
- c) Absence from classes without approval of the line supervisor, without proper notification to the students, and without arranging make-up classes (except for emergency situations)
- d) Falsifying grade records or reporting unsubstantiated grades.
- e) A chronic pattern of arriving late to classes that disrupts the educational process
- f) Falsification of academic and professional credentials
- g) Plagiarism
- h) Falsification of research information
- i) Abuse of internet privileges (e.g. sending inappropriate or libelous E-mails to faculty e-lists).

These issues are first dealt with through the established academic hierarchy (e.g. the Chair's office, and finally through the LEAD Grievance and Disciplinary Committee.

2.4.2. Personal misconduct

"Personal misconduct" includes, but is not limited to:

- a) Criminal acts such as assault of an employee or a student
- b) Fighting while on LEAD premises
- c) Willful destruction or stealing of LEAD property or facilities
- d) Persistent harassment (verbal, physical, racial, religious or sexual)
- e) Acts while under the influence of alcohol that threatens the integrity and image of the institution.
- f) Distribution of confidential, slanderous or libelous information that tarnishes the image of the institution and disturbs peace and harmony within the LEAD community.
- g) Revealing of examination question papers to students
- h) Getting returns for giving marks to students for internal assessment
- i) Being found under the influence of alcohol inside the premises

j) Other unethical behavior as stated in the Labor Law of India

Personal misconduct is handled administratively. Depending upon the severity of the violation, the violation is normally handled by the Chair, and may result in a letter of warning that becomes part of the faculty member's personnel records. Severe violations, or repeated violations, are referred to the Dean of Academic Affairs. Severe violations may lead to termination of the teaching contract.

2.5. Copyright and Intellectual Property

Course and course management materials, and any other related materials prepared and/or produced as part of a faculty member's teaching duties at LEAD are the property of the faculty member. However, copies of the course management material must be filed in the Course File so as to ensure continuity in the continued offering of the course. The file has to be submitted at the end of every semester to be stored in the data center of the college.

Research, publications, books and other scholarly article/works/materials undertaken by a faculty member during his/her tenure at LEAD, either in paper or electronic form, shall be the property of the faculty member.

Any intellectual work including patented inventions, IT software, consulting reports, etc., which is undertaken by a faculty member at the behest of LEAD on an additional payment basis through a separate contract with LEAD shall be the property of LEAD.

Section 3: Conditions for Employment

3.1. Faculty work load policies

It is recognized that in the teaching profession, class preparation and research activities can be conducted in their offices at any time they wish. Thus, a faculty member is required to maintain working hours and post those on his/her office door as follows: • Teaching schedule • Office hours (at least ten hours per week for each course taught) • Mentoring hours (at least two hours a week) • Study/Research hours (when a faculty member does not want to be disturbed).

In general, the workload of a faculty member comprises the following five major components:

- Teaching and teaching related activities such as proctoring etc.
- Research
- Student mentoring

- Curriculum planning and development
- Committee work and academic administration

In addition, the faculty members are expected to participate in the following activities:

- Consultancy work
- Institutional Social Responsibility Services

As LEAD is a student-centered institution, teaching and research (which enhances teaching effectiveness) should be the central activities of a faculty member. Thus, a higher proportion of a faculty member's workload should be allocated to these two activities.

3.1.1. Teaching Load, Overtime and Incentive Policy

At LEAD there two categories of faculty members:

- a) Faculty members holding less than terminal degree
- b) Faculty members holding terminal degree

Faculty members holding less than terminal degree

- Who show interest and evidence of active research
- Who are involved in academic administration such as FIC, LOT, Administrative Mentoring, Program coordination and Departmental chairship, etc.
- Involved in major activities such as coordinating and conducting examinations, quality assurance, assessment and effectiveness activities, and development of new programs.
- Vesting. faculty members are assigned to teach not more than one course per semester.

Faculty members holding terminal degree

Faculty members holding terminal degrees in the ranks of assistant to full professors are required to teach a total of 1 course in a semester in addition to the research and publications, consultancy projects etc.

3.2. Working Hours

Full-time faculty members are required to work a minimum of 40-hour week. Fulltime and Part-time faculty members are to schedule office hours in addition to the scheduled teaching loads. All faculty members are required to do academic counseling, academic advising schedules, class times and any other information that might be pertinent to his/her work schedule.

3.4. Faculty Absences

Faculty members are expected to be present during their allotted class hours. If a faculty member expects to be or is absent for any reason they must secure approval from the Dean after making alternate arrangement without affecting the academic schedule. It is his/her responsibility to make up for the hours lost due to such absences. The Dean has to be notified of any such arrangements made.

3.5. Academic Ranks and Qualifications

The faculty ranks at LEAD comprises of assistant professor, associate professor and professor.

- a. Assistant Professor To be appointed or promoted to this position, a candidate must have a PhD or an equivalent terminal degree from a recognized accredited institution of higher learning in an appropriate field of specialization. Assistant professor is the entry level rank for terminal degree holders. While prior teaching experience will be an advantage, it is not a requirement. In addition, evidence of scholarly research and a research thesis are required.
- b. Associate Professor To be appointed to this position, a candidate must have a Ph.D. or an equivalent terminal degree from a recognized accredited university in an appropriate field of specialization and must be current in research appropriate to the field of specialization. In addition, the candidate must have:
 - A minimum of four years of post-terminal degree teaching experience at undergraduate levels at institutions of higher education.
 - Evidence of at least 4 (at least three in the last three years) research papers published in refereed journals of international repute (or the equivalent in books, book chapters, consulting, etc.)
 - Evidence of other scholarly activities such as conference papers, working papers case studies and thesis supervision.
 - Experience in curriculum and program planning and development, accreditation and academic administration. Membership in relevant professional organizations is optional, but encouraged. The requirements for promotion to this rank are similar, but require evidence of LEAD service and above average teaching evaluations while at LEAD. An individual without a terminal degree cannot be appointed or promoted to this rank, except on special appointment.

Professor

To be appointed to this position, a candidate must hold a Ph.D. or an equivalent terminal degree from a recognized accredited or attested university in an appropriate field of specialization. To be appointed to this rank, the candidate must have:

- At least eight years of post-terminal degree teaching experience, with at least three years of teaching at the graduate level at institutions of higher education
- Evidence of at least 4 research publications (at least three in the last three years) in refereed journals of international repute (or the equivalent in books, book chapters, refereed working papers, consulting, etc.) since promotion or appointment to the rank of an associate professor which should show high quality of research and scholarship as judged by experts in the appointee's field of specialization.
- Experience and evidence of graduate and/or undergraduate thesis supervision
- Experience of leadership in academic policy, planning and development, accreditation, and academic administration.
- Experience of other scholarly activities such as conference papers, working papers and case studies
- Experience of curriculum and program planning and development Membership in relevant professional organizations is optional, but encouraged. The requirements for promotion to this rank are similar, but require evidence of LEAD service and acceptable teaching evaluations while at LEAD. An individual without a terminal degree cannot be appointed or promoted to this rank, except on special appointment.

3.7.1. Exceptions

Exceptions to the above requirements may be considered at the recommendation of the PAC/BOG. The committee shall make a recommendation to the Dean of Academic Affairs. Simultaneous approval of the President is required.

3.8. Minimum Qualifications

In compliance with the AICTE norms, all fulltime and part- time faculty teaching general education courses included as part of MBA degree curriculum must have a minimum of a Master's degree with a major or specialization in the area(s) of teaching supplemented by at least two years of teaching experience. Faculty teaching core, concentration and elective courses in an post-graduate degree program must have a terminal degree in the teaching discipline.

Courses at LEAD are taught in English. Therefore, faculty members are expected to be proficient in written & spoken English.

3.10. Types of Appointments

The following types of appointment shall be in force:

- Time specific regular full time appointment
- Time specific part time appointment
- Visiting appointment
- Special appointments

3.10.1. Full time regular appointment

All full time faculty employment contracts at LEAD are time specific. The appointment must be held in an academic unit, and must be for one to three academic years with contracts renewable for a maximum of 2 years for each renewal. There is no limit on the number of contract renewals. The first semester of the initial contract is probationary. In this semester a faculty member is evaluated in terms of performance, relevance and unit needs.

In case a one semester period is not enough for the evaluation, the probationary period may be extended for one more semester, and the faculty member shall be informed in writing. Depending on the evaluation, one of the following decisions is taken:

- To continue with the contract
- To extend the probationary period for one more semester
- To provide a timely notice of termination Full time regular appointees are entitled to all fringe benefits as per LEAD policy. This includes the probationary period. Salaries are prorated over the period of employment and paid monthly.

3.10.2. Part-time/Adjunct appointment

A part-time and or an adjunct appointment is semester specific contract for specific courses. The maximum teaching load allowed for a part time/adjunct faculty in a semester is two courses (six credit hours/per semester). The appointment terminates at the end of a specific semester. No number of renewals of a part-time appointment creates a right to a full-time appointment. Part-time and adjunct faculty members are paid on hourly basis, and therefore, they are not entitled to other benefits such as paid vacation, air passages, gratuity, and medical insurance. In addition to teaching hours, they are required to allocate two hours per courses per week as office hours for student consultation. Part time or adjunct faculty members must meet the same qualification conditions for appointment to regular faculty ranks as their regular counter parts do.

3.10.3. Visiting Appointments

A visiting appointment is a full time temporary appointment usually reserved for distinguished teaching and/or research scholars either from India or from overseas. The duration of such appointment will be from a minimum of one semester to a maximum of one academic year. As a matter of policy such faculty members will be given full teaching load and other developmental activities as their regular colleagues. However, the teaching load can be lowered by three to six hours per week if such faculty members are involved in research, research management, and curriculum planning and development. Faculty members appointed for one full academic year are entitled for all usual benefits as the regular full time faculty members.

3.10.4. Special appointment LEAD may designate special faculty appointments to those who possess unusual qualifications in teaching, research, academic administration or public service, but for whom none of the regular faculty ranks is appropriate. Such appointments may be full-time, part- time, adjunct, or visiting.

3.11. Hiring Process

- LEAD is committed to a policy and program of equal opportunity for all people without regard to race, color, religion, national origin, sex, age, disability.
- When a teaching position becomes available it is advertised through appropriate media. Applications from suitable candidates are invited. The basic qualifications, experience and any other criteria specific to the job are clearly outlined in the advertisement.
- Applicants are required to send along with their résumés copies of all appropriate credentials, including all transcripts of grades and diplomas earned.
- Each prospective faculty is interviewed by one or more of the following individuals: the appropriate Division Chair, the Dean of Academic Affairs, or any other individual deemed appropriate by the Dean of Academic Affairs. Short-listed candidates may be invited to give a demo lecture.
- Additional contact between the candidate and the Division Chair may be necessary by phone, fax, or E-mail. The Dean/Director makes the final decision on hiring upon recommendation from the Division Chair, and this recommendation is sent to the Dean of Academic Affairs. No individual may begin teaching before this final approval has been given. The Dean of Academic Affairs informs each candidate of the final decision. The same standards in the hiring procedure apply for full & part- time positions.

- The appointment will be on probation for a period of six months. This period may be extended to a maximum of one year at the discretion of the Dean of Academic Affairs/Director.

3.12. Faculty Induction Program

College Faculty Induction Program is designed to facilitate successful integration of new faculty into the academic, cultural and campus life of the institution. During the induction seminar, presented by key academic and administrative officers, the faculty members are given an overview of the institution, introduced to fellow colleagues, college organizational structure, key administrative officers, academic programs, and college policies and procedures that govern their work at the institution.

The induction program is held in the week before the beginning of a semester. During the presentation, the faculty members are provided with an induction package that contains important institutional documents such as academic catalog, policy manual, faculty handbook, institutional effectiveness manual, student advising manual and staff Handbook etc. In addition, faculty members are continually mentored by peer mentors on all aspects of academic and institutional operations. In particular, the faculty members are introduced to, and given a fair understanding of the following:

- Institutional mission, purpose, goals and objectives.
- Key academic and administrative units and officers, and fellow instructors
- Institutional resources that support and enhance teaching and learning, activities
- Policy and Procedures of the institution
- Academic programs, study rules and regulations
- Academic committee structure and functions
- Academic advising
- Quality assurance and assessment schemes
- Importance of developing and maintaining course files
- Grading policy
- Importance of research and other scholarly activities

The academic programs are presented by division chairs, and academic policies, study rules, regulations, attendance and assessment policies etc. are presented by the Dean of Academic Affairs. The Chief Financial and HR officers Officer present the policies on finance, payroll and general administration and introduce the faculty members to staff handbook and policy manual. The Head of institutional planning and effectiveness discusses LEAD on quality assurance, academic assessment and integrity of academic programs, and present the faculty members with copies of Institutional Effectiveness Manual.

3.13. Probationary Periods

Generally, the employment of a staff member is subject to a probationary period of three months from the date of commencement. This may vary dependent upon the position occupied and agreement covering terms of employment. Probation periods may also be determined by a combination of the appropriate clause of the agreement governing employment and the employment contract. According to the labor law, an employment agreement may establish a probation period which may not exceed three months. Upon signing an employment contract an Employee shall complete the probation period. For newly joined employees the probation period shall be one academic semester. The purpose of the probation period is to provide a structured process in order to

- establish whether an appropriate match has been made between the person, the position and the work environment, and whether the person is able to perform the duties of the position as required;
- ensure individual staff are clear about the roles and responsibilities of the position they hold;
- ensure supervisors are aware of their roles and responsibilities in relation to the development and performance of staff;
- develop open and effective communication between supervisors and their staff;
- identify training needs;
- build the commitment of new staff to the Vision, Mission, Goals and Objectives of the Institute.

3.13.2. Probation Evaluation

On commencement of employment, the Human Resources Department provides the employee's supervisor with initial probation information, including relevant forms and the suggested dates of required probation review meetings. On receipt of the above information the supervisor shall meet with the staff member as part of an induction process to clarify:

- Duties and responsibilities of the position;
- An agreed set of tasks/objectives and performance standards for a successful probation period;
- The process of formal and informal review during the probation period.

The employee on probation is evaluated by their immediate supervisor, using the Evaluation Form supplied by Human Resources. The evaluation should take place towards the end of the third month of employment. The employee receives a written copy of the completed Evaluation Form and a copy is sent to HR to be included in the employee's file. Probationary employee evaluation will take into account the employees' ability to carry through work assignments, his or her record of punctuality and attendance, level of cooperation and teamwork and general aptitude for successful performance of the job. A newly hired employee who does not meet position requirements and who has been notified accordingly is terminated and given one week prior notice at the end of the probation period, and pay in lieu. In case evaluations and recommendations are not completed and not submitted to the HR within the required time frame, the employee will automatically enter regular status. The supervisor may also ask probationary employee's co-workers to evaluate his/her performance. Supervisor should inform HR about additional evaluators in the form. The process provides the supervisor with the opportunity to:

- Review progress. (performance issues should be dealt with at the time of occurrence, so there should be no surprises at the review meeting);
- Provide constructive feedback on the employee's performance;
- Discuss problems and concerns, taking into account any mitigating circumstances;
- Provide assistance and advice;
- Identify any training needs;
- Clarify the requirements of the position.

3.14. Performance Reviews

3.14.1. Annual Reviews

All LEAD faculty members participate in an annual review process. The purpose of the reviews is:

- To document the quality of teaching, based on student evaluations, course management assessments, peer reviews, and other measures of teaching quality;
- To document continuing research efforts needed for effective teaching and academic development; including efforts at professional development.
- To document service to LEAD and the wider academic community;
- To document exceptional contributions to the continued development of LEAD as a quality academic institution.

Annual reviews are initiated at the end of spring semester of each year, covering the previous calendar year (spring, summer, and fall semesters). Each faculty member prepares a self-evaluation based on the Academic Affairs guidelines. These self-evaluations are reviewed by the line supervisor, who makes an independent evaluation. The evaluation of the line-supervisor must be shared with the faculty member. The evaluation of the line-supervisor must be signed by the faculty member, and the faculty member may attach an explanatory note and or supporting documents. The independent evaluation of the line-supervisor will make one of the following recommendations:

- The performance of the faculty member is grossly unsatisfactory, and the faculty member's contract should be terminated.
- The performance of the faculty member is not satisfactory, and the faculty member should be demoted in rank and/or salary.
- The performance of the faculty member is satisfactory, but with some weaknesses. The faculty member should correct these weaknesses during a probationary period.
- The performance of the faculty member is satisfactory.
- The performance of the faculty member is more than satisfactory.
- The performance of the faculty member is exceptionally satisfactory.

3.14.2. Disciplinary Actions

Faculty member's contracts may be terminated for disciplinary reasons.

3.14.3. Restructuring

There may be occasions where budgetary stress may cause a general restructuring, including downsizing, of the faculty.

3.14.4. Faculty Appraisals and Promotions

A consolidated yearly appraisal will be made for every faculty member at LEAD which will incorporate all of the information received for every semester in the year from peer faculty observation reports by the Division Chairs, student feedback forms and general approach toward duties. The results of this appraisal form will form only the basis for extension of contract, promotion in rank, salary increments, etc.

3.14.5. Faculty Evaluation

The purpose of evaluation is both developmental and evaluative. The system provides instructors with information about their performance that is consistent with effective

teaching and other non-teaching responsibilities as outlined in this Faculty Handbook. An analysis of the data can provide the basis for an individualized development program and for personnel decisions. The faculty is evaluated in the following manner:

3.14.5.2. Student Evaluation Report (Student Feedback)

Student evaluations will be administered in every instructor's class near the end of each semester. A copy of the Faculty Evaluation Questionnaire used for this evaluation process is found in the appendices. The faculty member will absent himself or herself from the classroom while the students are filling out the questionnaire. The Survey Administrator or an appointed representative will collect the forms and deliver them to the office of the Dean Academic Affairs. The forms will be tabulated and the results will be sent to the appropriate Division Chair who will meet with the faculty member after the end of the semester to share the tabulated results and student comments regarding the course. The results and the Chair's recommendations will be sent to the Director. The report will then be filed in the faculty member's permanent file. Copies of the student comments will be kept on file for three subsequent semesters for reference by the Dean of Academic Affairs.

3.14.5.3. Professional Promotion:

In general, professorial promotions follow a procedure similar to retention. A candidate for promotion informs the Dean of Academic Affairs in writing of the desire to be promoted. The Dean of Academic Affairs meets with the candidate to determine if the promotion request is likely to be approved. If so, the Dean of Academic Affairs determines if there is sufficient budgetary support for the desired position. If not, the Dean of Academic Affairs informs the candidate in writing that no promotion is possible at that time, and indicates when a promotion might be considered. If so, the Dean of Academic Affairs informs the candidate in writing that LEAD is willing to consider promotion. The deadline for promotion requests is the first day of September. Promotions, if approved, normally become effective the next academic year (July 1).

The various factors that would be considered for the professional promotion of the faculty are: Punctuality, Quality of academic sessions, Student's feedback, Publications, Dean's evaluation report. Professional Conduct, Contribution to News Analysis and Think Tank, Effectiveness in Daily Faculty In-charge, Mentoring, LOT Coordination, Functional Club Coordination, Ad-hoc Program Coordination, etc.

Section 4: General Administrative Policies

4.1. Procedures for Promotions

The norms followed by AICTE and UGC will be followed to promote faculty into the next rank. However, for the college practical purposes promotions may be offered based on the merit assessment the college carries out as a continuing process.

4.2. Job Description of Faculty Members:

The primary responsibility of a faculty is to teach. The faculty members are expected to stay devoted to teach. The academic and non-academic responsibilities prescribed by the college as a standard and from time to time shall be part of the faculty job description.

Section 5: Compensation and Benefits

5.1. Remuneration

The college shall fix the remuneration of the faculty based on the qualification, experience, merit and responsibilities taken up by the faculty. The remuneration offered will be continued for a year before any revision. The revision of salary will be based on performance appraisal.

5.2. Benefits

The college offers the following benefits to the faculty members:

Accommodation: Faculty members are provided accommodation in the hostel.

Food: Faculty members can avail the canteen facility available at the college, free of cost.

Insurance upto one lak rupees.

Provident Fund as per the regulation.

NPS upto Rs.5000/-

FDP upto Rs.10000/-

Section 6: Disciplinary Procedures Grievances

6.1. Faculty Grievance Procedures

Faculty members can present their grievances to the Employees Grievance Redressal Committee. The committee will probe the matter and will redress and resolve the grievance.

6.2. Disciplinary Actions and Contract Terminations

In the case of serious offences on the part of the faculty members, appropriate disciplinary action will be taken. Faculty members are given an opportunity to explain and defend themselves against the accusation. In the most serious cases contract will be terminated.

6.3. Professional Misconduct, Incompetence, or Neglect of Duty

Professional Misconduct, Incompetence or Neglect of Duty will not be tolerated at LEAD. Faculty members are expected to exhibit high sense of professionalism, high level of competency and sincere attention duty. Failing in any of these areas may lead to initial warning and then termination of contract.

Faculty members are expected to be punctual for all classes and meetings. Habitual late coming will be treated as neglect of duty. Class timings are attached as annexure. (Annexure No.)

Faculty members must submit all documents required and reports required on time. Failing on which faculty members will be considered to be neglecting duty.

Faculty members must be professionally dressed for the classroom and must be fittingly dressed for the campus.

Section 7: Academic Responsibilities

7.1. Proctoring/ Invigilation

- Students must have a valid Hall Ticket with the Office Seal to enter the exam hall. Forgetfulness is not an acceptable excuse. A hall ticket lost needs to be replaced by a duplicate signed by the Registrar.
- The students need to submit all written work sheets and question papers with Name and Student ID mentioned to the lead proctor and sign the attendance sheet before leaving.
- Students are not permitted to enter the exam hall if they arrive more than 30 minutes after the advertised time. Students are not permitted to leave within the first 40 minutes of exam time.
- Students answering mobile phones or sending and receiving text messages are considered as cheating during an examination. • It is the responsibility of the students to check the date, time and venue of the examinations by checking examination schedules posted on the College notice board and the website respectively. •

Unauthorized communication between students during an examination either through voice, written, electronic, or any other form of transmission is not allowed.

- Students are reminded that cheating in any examination is considered a serious offence which could lead to expulsion from the University. Attempt to cheat is considered equal to dishonesty and is punishable.

- The invigilator is authorized to verbally warn/move/or confiscate students answer sheet if cheating occurs.
- Students who may require special assistance for examinations should consult with the Dean of Academic Affairs. The Dean of Academic Affairs will notify the Registrar if needed.
- The bags, books and mobile phones need to be deposited at the designated areas as instructed by the Lead Proctor.
- The proctors are advised to read out the instruction before handout of answer scripts during each examination.

7.2. Other Academic Responsibilities

7.2.1. Course File: Faculty members are required to prepare a detailed course plan in the prescribed format once the course is allotted to them for teaching during a semester. The course plan must be ready a week ahead of the semester in full completion and must have obtained the approval of the Dean of Academic Affairs.

The course plan components are: Course Introduction, Module Plan and Session Plan.

The course plan is placed in the course file which is consistently built by the faculty during the semester and is submitted to the data center/ IQAC at the end of the semester. The course file must be kept safe by the faculty and must be produced to the Dean of Academic Affairs any time during the semester. The components of the course file are:

- Time Table for the semester
- Course Introduction
- Course Syllabus
- Module Plan
- Session Plan
- Course Execution Report
- Course Material (PPTs, Notes, Cases, etc.)
- Assessment Questions, Rubrics and Question Papers with answer keys
- Student assessment material: Copies of best, average and poor for each assessment viz. presentations, assignments, term papers, journals, test paper, etc.
- Internal Marks copy sent to the university and the components used to calculate it
- External Examination Question Paper
- University Result Analysis
- Faculty Evaluation of the course
- Student feedback: Faculty observation of each student and the feedback given by faculty for the student to improve.

7.2.2. Faculty News Analysis: Faculty members have to regularly attend the daily Faculty News Analysis which is part of the continuous Faculty Development Program. They are expected to contribute at least one article analysis in detail in the Faculty News Analysis.

7.2.3. Think Tank: Think Tank is another initiative for the continuous improvement of the faculty members. Faculty members are expected to be present for the Think Tank without fail. Every faculty member is also expected to contribute to the Think Tank through delivery of lectures on current issues, research based thoughts, latest books, etc. They are expected to actively participate with logical and reasonable discussions after the delivery of the lecture. Think Tank is scheduled every Friday.

7.3. Non-Academic Duties:

Apart from teaching responsibilities at LEAD, faculty members are required to contribute through various other initiatives at LEAD which are listed below:

- Faculty In Charge of the Day
- Mentoring
- LEAD Operating Team Coordination
- Functional Clubs
- Ad hoc programs

7.3.1. Faculty In Charge of the Day: See SOP (Annexure No.)

Faculty In Charge of the day is fixed to run the regular activities of the college on a daily basis even in the absence of the Administrator.

7.3.2. Mentoring: See SOP (Annexure No.)

Each batch of students is divided into 12 mentor groups. Each mentor group has a mentor who is a full time residential faculty at LEAD

7.3.3. LEAD Operating Team Coordination: See SOP (Annexure No.)

LEAD is operated by students through 12 operating teams. These operating teams are coordinated and facilitated by the LOT Coordinator.

7.3.4. Functional Clubs/ Associations: See SOP (Annexure No.)

Functional Clubs/ Associations are organized to improve the knowledge level of students in the functional areas. Functional Clubs/ Associations aim to promote interest in the functional areas.

7.3.5. Ad-Hoc Program Coordination:

LEAD is frequently compelled to host various programs due to the connectivity it enjoys with the immediate society. Faculty members will have to take up the responsibility and organize the programs effectively.

Section 8: Other Important Matters

Section 8.1: Student Late Coming to Class:

Students are not permitted to enter the class late, Any late coming students are specified in LMS that shall be reported Administration Department.

Section 8.2: Unexpected/ Emergency Faculty Leave:

When faculty members have class to handle and there is an emergency leave required, then they must make arrangements with other faculty member who can handle the classes of his own course. Once the faculty on emergency leave returns he / she can handle the classes missed by him/her by organizing the classes during the interchanged sessions.

Section 8.3: LEAD Working Pattern

LEAD College of Management working continuously for 40 days without break on Saturdays and Sundays. After 40 days students and faculty get a break of 7 days. During the working days a subject module is taught for two days continuously for 10 hours altogether. See **Annexure** for session timing.

Section 8.4: Student News Analysis:

Each day the first hour of the first session is dedicated for News Analysis for students. During the first year of the MBA program students are trained to read, understand and write comprehensive passages on the news read by them. They are encouraged to make presentation on the basis of the news read. Faculty member who take up Mentoring responsibility will have to guide students to read and understand the news, help them present the news effectively in the class room. News Analysis faculty should ensure that he/she evaluates the students based on the news presented and the comprehension written.

During the second year students are trained to involve in Group Discussion based on the news they are required to read and understand. Every student is required to read and understand the news thoroughly to present it to the class. They are also required to prepare for Group Discussion every day. Faculty members are required to add value to the discussion and give new thoughts and perspectives in the class.

Section 8.5: Grading the Tests:

Faculty members are expected to grade the answer books within eight days from the day of the test and submit it to the Dean of Academic Affairs for verification and finalization within 10 days of the test. The verified and finalized marks can be informed to students. Students can examine their test note books to check the correctness of the total of marks and if the evaluation is complete. While faculty gives the test note books to the students, they must also discuss the answer key of the question paper with the students. Any genuine discrepancy in marks scored must be corrected after informing the Dean of Academic Affairs.

Section 8.6: Question Paper Preparation:

For the module tests faculty members must prepare question papers three days ahead of the examination and submit it to the Dean of Academic Affairs. The question paper must be accompanied by Answer Key, Mapping of questions with learning outcomes and Marking scheme for the question paper.

If corrections are pointed out faculty members are required to incorporate the required corrections. Once the question paper is approved, then it is sent for printing. The printed question paper is kept under the custody of a responsible person and is given to the faculty in charge of examinations 30 minutes before the commencement of the examination. The faculty in charge of the examination will hand over the question paper to the invigilators/proctors.

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