



DSPSR/Duties/2009

## DUTIES AND RESPONSIBILITIES OF FACULTY

1. As a Full-time Member of the Faculty of DSPSR, he/she is required to take lecture classes not exceeding 21 lectures in a week.
2. He/she would be appointed as Team Leader and/or Member of one or more teams, which will be notified from time to time for each academic year and semesters. The duties and responsibilities of the Team Leaders/Members are enclosed.
3. He/she would be appointed as an Internal Supervisor for the Projects being undertaken by the students in due course of time by the Appropriate Authority. The details about the guidelines for supervision along with the calendar of activities are enclosed.
4. Each faculty member is required to prepare a Project for funding from any National or International Body in his/her area of expertise in consultation with the Dean/Director and President – GB within 3 months from the date of receipt of these documents.
5. Each faculty member is required to present at least one research-based International level Conference/Seminar each year either in India or abroad.
6. Each faculty member is required to conduct as a Trainer at least one Management Development Programme (MDP) in a year from the date of joining the Institute.
7. Each faculty member is required to write at least one case study in a year, which must be got published in a National or International Journal.
8. Each faculty member is required to publish at least one research based paper in a National or International Journal. At least in a span of 3 years from the date of joining, one research based paper must be published in a Journal that is published from outside India and is a refereed Journal.
9. Each faculty member who has not completed Ph.D. must complete his/her Ph. D. on a priority basis. If he/she is not already registered for Ph.D., he/she is required to prepare draft synopsis for registration into Ph.D. programme within 3 months from the date of joining, which should take the final form for submission within 6 months from the date of joining followed by registration for Ph.D. programme within a period of 1 year from the date of joining. The Ph.D. thesis should be submitted for evaluation within a period of 4 years from the date of joining the Institute.
10. Each faculty member is required to submit the teaching plans for each subject assigned to him/her with the content to be taught in the semester along with case studies and assignments that are to be done by the students before beginning of the semester, so that the same can be given to the students on the first day of their induction programme. He/she is also required to submit well in advance the text book to be purchased by the students, which the Faculty member would use as a text book for the subject.



# Delhi School of Professional Studies and Research

(Approved by AICTE, Ministry of HRD, Government of India, New Delhi)

11. Each faculty member is required to prepare and update the attendance of the students in the class room for his/her subject on a daily basis and in a collaborative file made in G-mail after taking the attendance in the class room on a weekly basis.
12. Each faculty member is required to submit the weekly scheduler of the activities, as per the enclosed prescribed format in advance every week.
13. Each faculty member is also required to submit the Daily Activity Report, as per the prescribed format enclosed herewith.
14. Each faculty member is required to prepare atleast one new Case Study in a year. Apart from creating new case studies, he/she is required to select some case studies, business games, quiz, etc. so that if any class is required to be conducted by him/her in an emergency, he/she is well equipped to do so.
15. Every team leader is required to conduct meetings of the respective team within the stipulated time frame. He/she is also required to submit the properly documented minutes of the meeting for circulation amongst the Members as well as for the Document Management System in the main server, as per the minimum required number of meetings for that particular team. The Calendar of activities of each team for the calendar year should be submitted within a week or the appointment.
16. He/she may be asked to take any class and refusal to meet that class shall be treated as breach of contract and disciplinary action shall be initiated against him/her.
17. The performance evaluation of every Member of DSPSR and SHTR family is based on the success in achieving the desired objectives, the annual increment, and other incentives are based on the performance during the defined period.