

	JOB DESCRIPTION
Job Title	Assistant Professor
Reports to	School - Dean
Job Purpose	Overall responsibility of Academics & Research Activities.
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Design and development of the overall curricula as per the current needs. • Develop innovative approaches to course design and deliver a range of courses at various levels including preparation of course plan, effective conduction of lectures and maintain attendance. • Deliver knowledge including practical skills, methods and techniques. • Set and assess work and examinations and provide feedback to students. • Maintain the quality records related to the academics as well as portfolio. Initiate corrective action in case of non-conformity. • Supervise student projects, field trips and, where appropriate, placements. • Ensuring that the related lab equipment are maintained. • Contribute in lab development and library activities. • Ensure that teaching design and delivery act in accordance with the quality and standards of the institute. • Coordinate with the other faculty members for various departmental or institute level activities. • Contribute in development and implementation of research and development strategy. • Plan and organize guest lecture from eminent people in academics/ industry or research. • Initiate co-curricular and extra-curricular activities for student development. Plan and conduct the events and activities allocated. • Contribute in the administrative functioning of department as per the allocation of portfolio. • Facilitate the solving of difficulties, problems, queries of students. • Motivate the students for participating in technical events, project competitions, 	

paper presentations, workshops and other activities

- Initiate research in the chosen fore front area of the school and produce outcome in the form of publications in quality journals, research proposal, patent etc.
- Upgrade knowledge and skills by attending workshops, seminars, conferences, FDPs, industrial training.
- Analyze the effectiveness of corrective action taken and review accordingly.
- Any other task / duty assigned by School Dean and management of the institute from time to time.

Qualifications:

- Master Degree (M.E / M.Tech)