

	JOB DESCRIPTION
Prepared by: Deputy Director - AR Date:	Approved by Director / Executive Director Date: 22/12/2022
Job Title	Head- Teaching Learning Center
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • . To explore the latest requirements and expectations of engineering education. • To get the requirements of engineering teachers based on challenges they face during the teaching-learning process. • To identify the International and National training programs for engineering teachers related to the best and latest teaching-learning practices and assessment methods. • To plan and organize such programs for the learning of technical teachers. • To collaborate with international institutes and universities offering such courses/programs. • To establish the network with TLC coordinators of institutes of international and national repute. • To ensure that every teacher of the institute is trained in participative, active, and latest pedagogical practices. • To ensure that the training organized is in-line with the vision of the institute. • Prepare and execute a Training Calendar(Institute Level and School Level) for every Academic Year. • Keep a Record of FDP Attended and organized by faculty members, with all financial details. 	
<p>Qualifications:</p> <ul style="list-style-type: none"> • Master Degree (M.E / M.Tech) & PhD. 	