

ROLES AND RESPONSIBILITIES OF ASSISTANT PROFESSOR

- Participating in designing the curriculum (course outline or syllabus) for the concerned subject as per the current trends and requirements of industry along with statutory academic bodies to foster student learning, stimulate class discussions, and ensure student engagement.
- Delivering course curriculum in classroom and/or online, which includes ensuring student awareness of course objectives, approach and evaluation techniques and planning lectures pertaining to core aspects of discipline with industrial relevance.
- Tutoring, mentoring and academic counseling of students, while evaluating student progress/achievement and assuming responsibility for the overall assessment of the students' work within assigned courses. Also, to address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome any disadvantage. Conduct counselling sessions for the students so that the students receive appropriate suggestions and advice for their academic issues and other problems generally faced by them;
- Defining, evaluating and validating learning outcomes and designing appropriate strategies and tools for assessing student learning. Conducting tests for students and provide appropriate feedback on the same. Encouraging students to actively participate throughout the class;
- To develop methods of innovative teaching.
- Establishing/designing labs and conducting lab sessions in consultation with R&D centers of prestigious industries/ institution.
- Designing evaluation system as per the norms of the University and recommendation of Industry experts.
- Minimum 16 hours of direct teaching per week which shall comprise of class room lectures, remedial / extra classes and replication of skills acquired during institutional/ industrial training.
- To participate in examination duties such as paper setting, invigilation, assessing answer sheets, students' presentation and viva, practical evaluation, etc.
- To organize, conduct and submit reports on students' seminar, seminars remedial / extra classes and popular talks.
- To provide administrative assistance in tasks related to committee/s assigned to you from time to time that requires regular office hours for its discharge. To serve on academic and administrative committees that review and recommend policies, make budget decisions, or advise on hiring and promotions within their department
- To develop Industry profiles based on its potential of developing industry connect, industry internship and placement, and maintaining a constant interaction with industry experts across the leading companies in the field of emerging technologies.
- To do Industrial Research and Development work by publishing the R& D paper in journals, publishing articles in journals. Driving tie-ups with top notch companies for

industry trainings & projects and conduct research and experiments to advance knowledge in their field

- To strive to obtain grants for Industrial research.
- To give lecture and paper presentation in seminars.
- To develop e-learning delivery material for the highest rated lectures by the students. Developing individualized instruction and multi-media presentations and incorporating technology into the learning process where applicable.
- Assisting students in developing/designing projects, patents and in preparing at least case studies which can aid to teaching.
- Assisting University in administrative and examination work apart from regular interaction with industry.
- Developmental role like resource mobilization, conducting seminars/ workshops, sports, extracurricular activities, assessing Library requirements, extra classes for weaker students and organizing foundation course- planning for exposure about chemical reactions, etc.
- Providing appropriate instructions to the students to help them achieve competency in the subject.
- Any other duties as assigned by the authorities.