

Job Designation of Associate Professor

Broad Responsibilities

- To assist Dean in design and development of the course curricula, and develop and deliver a range of programs of study (sometimes for entirely new courses) at various levels.
- To support the programs in terms of creating study material and expanding the scope to increase the intake of students.
- To prepare the training material - apart from case studies and PPTs, but video and information technology-based material too, such as use of internet.
- To identify the latent needs of potential students and to build strategies considering the market situation and potential student needs.
- To encourage the development of innovative approaches to course design and delivery and ensure that teaching design and delivery comply with the quality and educational standards and regulations of the department.
- To liaise with other professors and other departments as and when required.
- To develop the quality assurance framework within the College's overall framework, including the validation and revalidation of courses, and student admission and Assessment.
- To transfer knowledge including practical skills, methods and techniques.
- Take initiatives and organize events related to the program for learning and greater visibility of the program.
- To organize field visits and accompany at times.
- Trouble shooting of scheduling and coordination activities once originated from the ADC team.
- To facilitate organizations' selection process, also at times being part of the short-listing process on behalf of the organizations.
- To contribute in building the institute's corporate interface and will guide students in the areas of career development.
- To contribute in enhancing the program image with raised bars of achieving objectives regardless of market/industry situations.
- To associate effectively with corporate houses, industry leaders, various trade and business associations.

Main Duties

I. Teaching & Learning

- Teaching all courses allocated to you based on expertise and background.
- To challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.
- To supervise student projects, field trip, placements etc.
- To set, mark, assess, work and provide feedback to students.
- To ensure that the teaching content and methods of delivery are in accordance with issues relating to society and student needs.
- To foray into lectures for students across streams to identify how the methodology and evaluations can be strengthened.

II. Research, Innovation, New Knowledge creation:

- Contribute to the development and implementation of research in specialised field.
- Develop position as a leading academic researcher; including publication, securing of external funding and the pursuit of other relevant indicators of standing in the field.
- Lead and co-ordinate research activity in assigned specific themes/topics.
- Identify, co create research and collaborative partnerships with other educational institutions, (domestic and International)/others.
- Publish in targeted publications, disseminate research using appropriate media.
- Explore linking potential for real-world practical applications, from research outcomes.

- Deliver presentations, representing the Institute at national and international conferences/similar events.
- Commercializing and Positioning of innovative ideas , for Industry.
- Develop multi-disciplinary learning orientation..

III. Mentoring and Learning

- To supervise student projects, field trip, placements etc.
- To set mark, assess, work and provide feedback to students.
- To ensure that mentoring content and methods of delivery are in accordance with issues relating to society and student needs.
- Unlearning the old approaches and concepts of management, especially in the areas of HR and Operations. The old approaches are not customer oriented and are lacking in an understanding of the underlying physics.
- Learning the Physics of Management along with the sociology and psychology involved in it. These are the fundamentals, which should be made very strong.
- Learning the spectrum of general management, not restricting the learning to any particular input or resource oriented field, such as HR, Finance etc. Management is an integrated whole and must be learned and applied as such.
- Learning the most modern and effective customer oriented approach to management in all its ramifications.
- Learning the Toyota System of Management, acknowledged as the most advanced in the world.
- Visting industry, keeping in touch with practical applicability, extracting learning from it.
- Developing skills to mentor students who have their own businesses, such that they can make concrete gains rapidly.

IV. External focus / Engagement / Placement

- Contribute and support expanding/ identifying & building the institute's corporate interfaces. Eg: projects, placements, roundtables, organizing seminars etc.
- Involve in mobilizing students for campus placement promotional activities.
- Involve in liaising with organizations- during campus placements and otherwise, towards ensuring the smooth transition of students, from academic world into corporate.
- Contribute and support Institute selection processes – new students, other positions.
- Experiential learning – being an interface between the industry mentors for projects given to students.
- Support in liaising with organizations for campus placements, with the corporate community and coordinating with student teams to ensure the smooth transition of students into the corporate world.

V. Accreditation:

- Take on any role as may be designated by management with respect to accreditation.
- Follow the guidelines & maintain records as may be required time to time to enable achieving accreditation standards.

Apart from the above task, Institute expects your involvement and support for the various promotional activities undertaken by the institute.

You are expected to offer your services if required on Sundays/holidays, for which compensatory off would be considered.

Other responsibilities may be added as and when required during the course of the year.