

Job Description of Assistant Professor

Broad responsibilities

1. To support the senior in designing and development of the overall curricula, and develop and deliver a range of programs of study (sometimes for entirely new courses) at various levels.
2. To develop the quality assurance framework within the institute's overall framework, including the validation and revalidation of courses, and student admission and assessment.
3. To transfer knowledge including practical skills, methods and techniques.
4. 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.
5. To strengthen the industry professionals faculty database for the management program.
6. Take initiatives and organize events related to the program for learning and greater visibility of the program.
7. Trouble shooting of scheduling and coordination activities once originated from the program coordinator.
8. You are expected to ensure quality deliverables in line with the quality norms.
9. You would be expected to teach courses as assigned to you and draw out detailed TLP's as well as monitor the same.
10. You will be also responsible for evaluating projects as and when assigned.
11. Your involvement in mentoring and counseling students is also elicited.

I. Teaching & Learning

- a) To challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.
- b) To supervise student projects, field trip, placements etc.
- c) To ensure that the teaching content and methods of delivery are in accordance with regulatory requirements and incorporate industry perspective.
- d) To see how case study could be an effective teaching method by effectively demonstrating it in the classroom and introducing top academicians in this profile to Welingkar.
- e) To use technology as an enabler in web- cast and conferencing lectures from premiere institutions to Welingkar.
- f) To foray into lectures for students across streams to identify how the methodology and evaluations can be strengthened.

II. Research Innovation, New Knowledge creation

- a) To lead the development and implementation of research strategy.
- b) To lead and co-ordinate research activity in the subject including determining relevant research objectives, and preparing research proposals. To lead research and collaborative partnerships with other educational institutions, (domestic and International) or other bodies.

- c) To lead bids for research & consultancy and generation of additional funds.
- d) To write and contribute to publications or disseminate research finding using appropriate media.
- e) To seek Practical applications of research findings.
- f) To make presentations and represent at national and international conferences and similar events.
- g) To update knowledge and understanding in field or specialization.
- h) To learn engineering knowledge and science behind innovative ideas, for implementing the ideas.
- i) Commercializing and Positioning of innovative idea into Industry sectors.
- j) To develop multi-disciplinary learning and diversification of courses.

III. Mentoring and Learning

- a) To supervise student projects, field trip, placements etc.
- b) To set mark, assess, work and provide feedback to students.
- c) To ensure that mentoring content and methods of delivery are in accordance with issues relating to society and student needs.

IV. External focus / Engagement / Placement

- a) You will be responsible building the institute's corporate interface.
- b) Industry interface for projects, placements, roundtables, organizing seminars etc.
- c) You will be involved in mobilizing students into action for campus placement promotional activities.
- d) Your role involves managing a group of internships and placements for MBA students in the corporate sector; all matters related to it and contribute towards the overall smooth functioning of the Department.
- e) You will be involved 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.
- f) You will facilitate organizations' selection process, also at times being part of the short listing process on behalf of the organizations.
- g) Experiential learning – being an interface between the industry mentors for projects given to students.

V. Accreditation:

- a) Take on any role as may be designated by management with respect to accreditation.
 - b) Follow the guidelines & maintain records as may be required time to time to enable achieving accreditation standards.
1. Apart from the above task, Institute expects your involvement and support for the various promotional activities undertaken by the institute.
 2. You are expected to offer your services if required on Sundays/holidays, for which compensatory off would be considered
 3. Other responsibilities may be added as and when required during the year