

ROLES AND RESPONSIBILITIES OF ACADEMIC STAFF

Roles refer to one's position on a team. Responsibilities refer to the tasks and duties of their role or job description. Employees are held accountable for completing several tasks in the workplace. The more clearly their supervisor outlines the tasks, the better employees can achieve their team's goals and succeed in their roles at the institution.

Categories of Roles

Institutional/Academic Leadership and Teaching Roles

- Principal
- Campus Director
- Dean – Academics
- Dean - Accreditation
- HODs
- Professor
- Associate professor
- Assistant professor

Workload for Teaching staff

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|-------------------------------|---------------|
| Principal | 4 hours/week |
| Professors/Head of Department | 12 hours/week |
| Associate Professors | 14 hours/week |
| Assistant Professors | 16 hours/week |

For the above stipulation, two tutorial hours/laboratory hours will be counted as one teaching hour. The above workloads are indicative and may change depending upon departments requirement

Principal

The role of a head of an institution, often referred to as the principal, is to provide overall leadership and academic direction for the institution. He/she is responsible for ensuring the institution's mission, vision, and values are upheld while also navigating complex challenges and opportunities in the educational landscape.

Key Responsibilities of a Head of Institution:

- **Student and Faculty Discipline:** The Principal also plays a key role in maintaining professional standards and discipline among students and faculty members, supporting an effective and respectful work environment. The principal will monitor and ensure that the academic staff and students are strictly adhering to the official timings, dress code and code of conduct.
- **Academic Leadership:** The principal shall provide leadership for academic administration and create an effective environment conducive for learning. He/she shall ensure that quality education is imparted to the students and foster their holistic development. He/she shall ensure all-round development of the Institution and achievement of strategic goals of the institution. He/she will be developing and implementing a comprehensive academic strategy that aligns with the institution's goals and priorities.
- **Academic Excellence:** Oversee the quality of academic programs, faculty development, student skilling and successful outcomes.
- **Budgeting and Resource Management:** Ensuring effective budgeting and resource allocation to all the departments and administration office.
- **Fundraising:** Leading fundraising efforts to support the institution's programs, events, projects, and other initiatives.
- **Governance:** Serving as the chair of the institution's governing board and ensuring effective governance practices.
- **Examinations:** Serving as the chairman of the Board of Examination and ensuring ethical, strict and confidential conduct of internal and semester end term examinations. He/she will take all necessary actions for smooth conduction of examinations.
- **Community Engagement:** Building and maintaining strong relationships with parents, alumni, donors, and the broader community.
- **External Relations:** Representing the institution at local, national, and international levels for building collaborations.
- **Crisis Management:** Leading the institution's response to crisis and emergencies.
- **Diversity and Inclusion:** Promoting diversity and inclusion within the institution's community.
- **Ethical Leadership:** Upholding ethical standards and ensuring the institution's integrity.
- **Adapting to Changing Educational Landscape:** Adapting to evolving trends and challenges in higher education, such as online learning, globalization, and declining enrollments and analyze the impact of it on the institution's growth.
- **Students' Success:** Ensuring students have the resources and support they need to succeed academically, professionally and personally.
- **Faculty Development:** Attracting and retaining top-quality faculty members and designing faculty development initiatives. He/She should direct/conduct domain specialization specific courses as per the stipulated guidelines of AICTE and affiliated university VTU.

- **Ethical Dilemmas:** Navigating ethical challenges and making difficult decisions.
- **Collaborate with Placements Team:** Collaborate and support placement department for training, internships and achieve successful placements of students.
- **Collaborate with Admissions Team:** Collaborate and support the admission team to seamlessly complete Admissions targets.
- **Building Relationships:** Build relationships with all the stakeholders and take sound decisions in challenging circumstances.
- **Recruitment:** The principal will understand the faculty requirements and in coordination with the HR team, recruit and complete the hiring process in a timely manner, as per the procedures and norms in consultation and approval of the management.
- **Governing Council (GC):** In the capacity of the Member-Secretary of the GC he/she shall put forth proposals in all administrative, academic, sports, events and other related matters and seek approval from the management and ensure its apt implementation. The Principal shall be the executive in-charge of all academic administrative bodies and ensure adherence of all regulations framed by the GC. He/She should attend all governing council meeting except those where the Principal's performance has to be discussed.
- **Govern Accreditations:** The Principal shall comply in a timely manner with all documentations, records and reports required by the various agencies like UGC, AICTE, DTE, VTU, TEQIP and others. He/she will promote accreditation activities and facilitate all accreditation agencies like NBA, NAAC, etc., by complying with prescribed accreditation procedures and guidelines.
- **Academic Council (AC):** The Principal being the Ex-officio Chairman of the Academic Council of the Institution, shall advise and guide the Chairpersons of the Board of Studies (BOS) on providing/developing curriculum to match with market needs; ensure implementation of the decision/regulations approved by the Council and accreditation bodies.
- **Brand and Perception Management:** Ensure perception and brand building activities on a regular basis to improve public perception, reputation and image of the institution.
- **Address Infrastructure Needs:** Prepare departmental infrastructure proposals and ensure enough infrastructure facilities are available for the smooth functioning of Academics.
- The Principal is responsible for overseeing curricular aspects, teaching and learning, research innovation and extension, infrastructure and learning resources (educational techniques), student support and progression, governance, leadership and management, as well as institutional values and best practices.

General Roles and Responsibilities

- He/She shall report to the Management on all matters.
- He/She, as the Head of the Institution shall act as a link between the Academic Staff, Students and Management.
- He/She shall act as a facilitator both internally and externally for all the academic needs of the Institution.
- He/She shall facilitate all the stakeholders to provide the necessary impetus for growth and development of the Institution.
- He/She shall ensure that proper administrative and evaluation processes in addition to addressing the rightful grievances of the students, staff, and faculty members.
- He/She shall from time to time prepare an Academic Action Plan for the Institution which sets the milestones to be achieved.
- He/She shall convene meetings with the HOD's of various departments on a regular basis and audit all the issues related to the concerned departments and work for proper functioning of the Institution.
- He/She, being the Ex-officio Hostel & Works Committee, shall put forth plans for various changes to the bought in to manage the hostel facilities and ensure complete student satisfaction
- He/She will be the Ex-officio Chairperson of the Executive Committee of GAT Alumni Association and hand hold Alumni Engagements.
- He/She is responsible for management and day-to-day operations responsibilities of the institution. The principal takes a lead role in prioritizing scheduling and organizing activities in the institution. He/She should be available to teaching and non-teaching, students, parents and community members for interaction.
- He/She should appraise the management about academic progression of the institution.
- He/She will handhold any other duties and responsibilities assigned by the management from time to time.

Dean-Academics / Associate Dean- Academics

- Overseeing the Curriculum development Preparation of Scheme & Syllabus by BOS, Overseeing the proper implementation of Teaching Learning Process (T-L-P) such as lesson planning, work-done by the faculty, remedial classes etc.; in sync with the VTU guidelines and in coordination with Principal.
- Facilitate the visits of VTU/AICTE/NBA/NAAC inspection/expert committees.
- Counseling of faculty based on the Students' Feedback; BOS & appraising the academic council.
- Evaluation of the academic performance of the students.
- Conduct Internal Assessments in collaboration with the HODs and Principal
- Maintain Academic Records in coordination with the Office of the Principal.
- Conduct Counseling sessions for students as and when required.
- Authenticate or grant permission for late Course Registration/Re-registration.
- As an Ex-officio Member-Secretary of Academic Council, call/conduct all the official meetings in coordination with the Principal.
- Oversee the preparation of academic calendar of events under the guidance of the Principal.
- Oversee the preparation of academic timetables for all the departments under the guidance of the Principal.
- Oversee the adherence of VTU and AICTE guidelines.
- Regularly appraise the principal regarding the notifications from VTU and other regulatory bodies.
- Regularly conduct semester wise assessments of completion of portions of student assignments under the guidance of the principal.
- Regularly conduct FDPs under the guidance of principal.
- Monitor daily faculty work diaries - which include lesson plans.
- Monitor preparation and updating of Question bank.
- Initiate academic discussions and intellectual lobbying under the guidance of the principal.
- Promote research and quality publications among faculty under the guidance of the principal.
- Validate, review and map course outcomes to program outcomes.
- Oversee & interact with the COE for smooth conduction of examinations and continuous internal assessments.
- Address all internal academic related grievance in coordination with principal.
- Attend to all the academic related matters assigned by the principal.
- The Dean of Academics, in collaboration with the Principal, is responsible for overseeing curricular aspects, teaching and learning, research innovation and extension, infrastructure and learning resources (educational techniques), student support and progression, governance, leadership and management, as well as institutional values and best practices.

Campus Director

The **Campus Director** is essentially the executive officer of a campus, responsible for overseeing its day-to-day students' activities and ensuring that the institution meets its perception goals. Their role is pivotal in creating a conducive environment for students to learn and grow.

General Roles and Responsibilities

- **Trend Analysis:** The campus director monitors educational trends, student behavior, and industry demands to keep the campus competitive and relevant. By evaluating data and emerging shifts, the director ensures curriculum and resources align with industry standards, fostering a progressive environment that prepares students for future challenges.
- **Team Discipline:** The Campus Director will monitor/manage his/her team working under him to adhere to the code of conducted, dress code and working hours of the institution.
- **Planning:** Developing and implementing long-term plans to enhance the campus's reputation, image and overall student experience.
- **Student Affairs:** Promoting student success, well-being, and engagement through various initiatives and programs. Student relations are a critical aspect of a campus director's responsibilities. This involves fostering a positive and supportive environment for students, addressing their needs and concerns, and ensuring their overall satisfaction with the campus experience.
- **Student Engagement:** Organizing and supporting extracurricular activities, clubs, and organizations to enhance student involvement and community.
- **Student Support Services:** Providing counseling, academic advising, and other support services to help students succeed.
- **Student Feedback:** Gathering and addressing student feedback/grievances to improve the campus environment and services.
- **Student Advocacy:** Representing the interests of students to the management and broader community. Create a more conducive, welcoming and inclusive campus environment, leading to increased student satisfaction, retention, and overall success.
- **Frame a Disciplinary Committee:** Form a disciplinary committee, include representatives from departments in the committee to ensure decentralized monitoring systems. Monitor strict adherence to students code of conduct, Wearing ID cards and dress code.

Admissions

- **Propose Action Plan for Achieving 100% Admission Target** - Submit yearly marketing budget, ATL & BTL strategies to the management for approval. Oversee all the admission processes and ensure 100% admissions.
- **Hiring:** Hire manpower in coordination with HR Department, train and manage admissions team to achieve the admission goals.

- **Manage HR Issues:** Monitor and ensure strict adherence to official timings, code of conduct and dress code of the admission's team.
- **SOPs:** Establish standard operating procedures (SOPs) for admissions team and get approval for the management and strictly adhere to the same.
- **Set clear deadlines** for each stage of the admissions process, including application submission, review, and decision-making.
- **Establish specific targets** for lead generation, conversion rates, and overall admissions numbers.
- **Identify and acquire relevant admission databases** from reputable sources.
- **Segment the databases** based on demographics, academic qualifications, and geographic location.
- **Create engaging and informative promotional materials** such as brochures, flyers, videos, and social media content in collaboration with Branding Team.
- **Highlight the unique selling points of the institution** and the benefits of studying there.
- **Develop a robust social media strategy** to reach potential students in coordination with the Branding Team.
- **Create and share regular content** that is relevant, engaging, and informative to build perception.
- **Monitor and respond to comments and messages** promptly.
- **Develop a comprehensive marketing strategy** focused on brand awareness, reputation building, and image enhancement.
- **Identify target audiences** and tailor marketing efforts accordingly.
- **Utilize a mix of traditional and digital marketing channels** to reach a wider audience.
- **Lead Conversion and Management:**
 - **Implement a lead nurturing process** to follow up with potential students and provide them with relevant information.
 - **Track lead conversion rates** and identify areas for improvement.
 - **Utilize CRM software** to manage and track leads effectively.

Admissions Team Targets

- **Set clear targets for the admissions team** in terms of lead generation, conversion rates, and overall admissions numbers.
- **Provide necessary training and support** to help the team achieve their goals.
- **Diversity and Quality of Students:**
 - **Develop strategies to improve diversity** among applicants, such as outreach programs and scholarships.
 - **Implement a rigorous admissions process** to ensure that only qualified students are admitted.
- **100% Admission Target:**
 - **Continuously monitor and evaluate progress** towards achieving the 100% admission target.

- **Make adjustments to the marketing and admissions strategies** as needed.
- **Celebrate successes and learn from challenges** to improve future performance.
- **Image and Reputation:** Work on how the institution can increase its brand awareness, attract a diverse and qualified student body, and achieve its admissions goals.
- **Set SMART Goals:** Specific, Measurable, Achievable, Relevant, Time bound for lead generation, conversation rates and overall admissions numbers.

Training and Placements

- **Counseling and Career Guidance:** Provide personalized counseling to students, helping them identify their career goals and interests. Offer guidance on resume writing, interview preparation, and networking. Implement a one-on-one counseling system where students can discuss their career goals and receive tailored advice. Use career assessment tools to help students identify their strengths and interests.
- **Skill Development Training:** Develop a comprehensive training program covering soft skills (e.g., communication, teamwork) and technical skills relevant to the industry. Collaborate with industry and invite experts to deliver specialized training sessions and to share their insights and specific knowledge. Organize regular workshops and training sessions on soft skills, technical skills, and industry-specific knowledge.
- **Database Management:** Maintain and update a comprehensive database of student profiles, including academic records, skills, and career aspirations. Develop an industry database with information on potential employers, job openings, and industry trends. Regularly update the databases with new information and trends.
- **Internship Facilitation:** Collaborate with all departments placement coordinators and identify and secure relevant internship opportunities with industry partners. Provide guidance to students in the internship application and selection process. Monitor student performance during internships and provide feedback. Build strong relationships with companies and organizations in relevant industries. Negotiate internship/placements that align with students' career goals and interests. Provide ongoing support to students during their internships.
- **Placement Target:** Set a target of 100% placements, minus those with valid reasons for opting out. Track placement statistics and identify areas for improvement.
- **Industry Engagement:** Support and organize industry visits and guest lectures to expose students to real-world applications of their studies. Facilitate networking opportunities between students and industry professionals.
- **Performance Tracking and Analysis:** Track student placements, internship outcomes, and career progression. Analyze data to identify areas for improvement and make data-driven decisions.
- **Continuous Learning and Adaptation:** Stay updated on the latest industry trends, job market demands, and best practices in career development. Adapt

the training and placement programs to meet the evolving needs of students and employers.

- **Liaison:** Liaison with all the HODs and placement coordinators for smooth functioning, collaboration and for achieving 100% placements.
- **Collaboration with Principal:** Collaborate with the principal for seamlessly understanding the student's population, academic and examination schedules, industry needs and build timelines for achieving 100% placements.

Dean – Accreditations / IQAC

Higher Education Accreditation plays a pivotal role in ensuring the quality and standards of an institution. These responsibilities often extend beyond academic leadership to encompass administrative, strategic, and accreditation-related tasks. **Dean of Accreditations** is a senior academic administrator responsible for overseeing the accreditation process within an educational institution. His/her role is crucial in ensuring that the institution meets the standards and requirements set by various accrediting bodies. The role encompasses:

- **Accreditation Oversight:** Managing the accreditation process for the entire institution, including coordinating with accrediting agencies, preparing self-study reports, and responding to accreditation reviews.
- **Standards Compliance:** Ensuring that the institution adheres to the standards and guidelines set by accrediting bodies.
- **Quality Assurance:** Implementing quality assurance measures to maintain and improve the institution's academic programs and services.
- **Continuous Improvement:** Identifying areas for improvement and implementing strategies to enhance the institution's academic quality. Overseeing the academic programs and curriculum development. Ensuring the quality of teaching and learning. Promoting research and scholarly activities. Fostering a culture of academic excellence and innovation.
- **Data Management:** Collecting, analyzing, and reporting data related to accreditation and quality assurance. Ensure the preparation of timely collation of documents for the accreditation processes, database management, procurement of legal audits required for accreditation.
- **Faculty Development:** Supporting faculty development initiatives to ensure that faculty members are qualified and meet accreditation standards.
- **Stakeholder Engagement:** Communicating with faculty, staff, students, and external stakeholders about accreditation processes and outcomes. Identifying areas for growth and improvement and collaborate with stakeholders to achieve institutional goals. Building relationships with students, faculty, staff, alumni, and the community. Addressing concerns and feedback from stakeholders. Representing the institution in external forums and conferences.
- **Accreditation Management:**
 - Understanding and adhering to the accreditation standards and guidelines set by regulatory bodies like the National Assessment and Accreditation Council (NAAC), NBA, NIRF, AICTE, UGC, etc.
 - Coordinating the institution's self-assessment process. Preparing the Institutional Quality Assurance Reports (IQAR) for submission to the accreditation agency.
 - Responding to accreditation agency's queries and recommendations. Set proper guidelines, templates and standard operating structures for the same.
 - Representing the institution in various forums and committees. Regularly attend meetings and workshops hosted by the regulatory bodies.
- **Compliance with UGC Regulations:** Ensuring adherence to the University Grants Commission (UGC) regulations and guidelines. Quality Enhancement

Initiatives (QEIs): Promoting and implementing QEIs to enhance the quality of education. Institutional Ranking Framework (IRF): Preparing the institution for participation in the IRF and improving its ranking.

- **National Institutional Ranking Framework (NIRF):** Understanding the NIRF criteria and working towards improving the institution's ranking.
- **Compliances with NAAC Regulations:** Understanding the new policy framework, criteria, compliances and adherences to regulations to improve the institutions smooth transition to next level.
- In essence, he/she will be a key figure responsible for ensuring the overall quality and excellence of an institution. Their responsibilities are multifaceted, requiring a combination of academic leadership, administrative skills, strategic thinking, and a deep understanding of accreditation standards.
- **Changing Accreditation Standards:** Keeping up with evolving accreditation standards and requirements.
- **Resource Constraints:** Balancing the demands of accreditation with limited resources.
- **Institutional Culture:** Promoting a culture of quality, excellence and constant improvement.
- **Technological Advancements:** Leveraging technology to streamline accreditation processes and enhance data management.
- **Global Trends:** Understanding and adapting to global trends in higher education and accreditation.
- He/she should be a strategic thinker, effective communicator, and detail-oriented individual. He/she must be able to navigate complex accreditation processes, build relationships with accrediting bodies, and foster a culture of quality within the institution.

Head of the Department (HOD)

The primary role of the Head of Department (HoD) is to provide strong academic and administrative leadership. The HoD is responsible for leading, managing, and developing the department to ensure it achieves the highest possible standards of excellence in all its activities. He/She are responsible for overseeing the overall functioning of the department, from curriculum development to student welfare.

Academic Leadership:

- **Curriculum Development:** Overseeing the development, implementation, and evaluation of the department's curriculum to align with industry standards and academic best practices. Promote activity-based, innovative teaching methods and technology-enabled classrooms/laboratories to create an immersive learning experience.
- **Faculty Development:** Mentoring and supporting faculty members to enhance their teaching skills, research capabilities, and professional development. Ensure faculty and students are actively involved in research, collaboration, and consultancy activities. Guide and mentor faculty and students in their research activities, identifying and submitting proposals for new research projects to various funding agencies.
- **Student Guidance:** Providing academic guidance and support to students, including advising on course selection, research projects, and career paths.
- Lead the department to achieve the highest standards of teaching, research, and service.
- Organize the academic workload (theory, drawing, design, laboratory classes, project supervision, etc.) as per norms indicated by the Principal/BOG/other statutory bodies.
- Allot the teaching load after considering faculty members' interests and areas of specialization.

Student Welfare and Progress

- HOD is responsible for student outcomes.
- Ensure the educational progress and welfare of students are registered with the department.
- Supervise student attendance in classes, laboratories and scrutinize their academic progress.
- Resolve student difficulties, academic and non-academic, in consultation with class teachers, and refer essential cases to the counselor as needed.
- Conduct pre-examination and post-examination reviews with faculty to assess the quality of questions and answers and implement measures to improve student performance and results.

Academic and Administrative Responsibilities

- Prepare and develop timetables, extracurricular activities schedules, subject allocations, and class teacher allocations for the department for the academic year.
- Ensure smooth conduction of internal and end-semester examinations in coordination with the office of the Controller of Examinations (COE).
- Assist administration in evaluating disciplinary matters for both students and faculty.
- Organize regular meetings with faculty and staff, at least once in 15 days, to assess academic progress and maintain records of meeting minutes to share it with the Principal.
- Ensure proper maintenance of all departmental records, including those related to teaching, research, and student progress.
- Ensure safety and security measures are always in place within the department.
- Resource Management: Ensuring the efficient allocation and utilization of departmental resources, including faculty, staff, equipment, and budget.
- Implementing quality assurance measures to maintain high academic standards and ensure compliance with institutional and accreditation requirements.

Accreditation, Compliance, and Reporting

- Serve as the Single Point of Contact (SPOC) for the department in accreditation processes, including NAAC, NIRF, UGC, AICTE and NBA accreditation.
- Provide timely submission of all records and reports required by the college office to comply with agencies like UGC, AICTE, DTE, VTU, and TEQIP.
- Ensure all staff have access to the necessary support to contribute fully and develop their skills and experience.

Budgeting and Financial Management

- Prepare and monitor the time and cost budgets for the department, submitting them to the Principal for approval.
- Take responsibility for submitting departmental budgetary requirements and complying with institute financial regulations.
- Manage departmental expenditure prudently to promote financial sustainability.

Human Resource and Faculty Development

- Oversee and monitor the leaves, late coming of teaching and non-teaching staff of the department, ensuring that no prescribed class hours are lost and adhering to timelines.
- Conduct periodic reviews of faculty performance, provide guidance and remedial tips to improve performance.
- Encourage continuous professional development for faculty through research, seminars, workshops, collaborations, projects, grants and conferences in relevant areas.

- **Research Promotion:** Encouraging and supporting faculty members in conducting research projects and publications.
- **Industry Collaboration:** Fostering partnerships with industry to facilitate research collaborations, internships, and guest lectures for students and faculty.
- **Innovation Initiatives:** Promoting innovative teaching methods, research projects, and industry-oriented initiative
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Other Responsibilities

- **Institutional Representation:** Representing the department at institutional meetings and committees.
- **External Engagement:** Engaging with external stakeholders, such as industry representatives and government agencies, to promote the department's achievements and seek collaborations.
- Ensure that all departmental equipment and facilities are properly maintained and serviced as required.
- Undertake any additional tasks assigned by the Principal/Management from time to time.

Professor

A Professor is expected to provide academic leadership and foster an effective learning environment for students.

Duties:

- Should have a compulsory teaching load of 12 hours a week.
- Design, revise, and update course content.
- Deliver lectures and practical training using innovative methods and technologies.
- Prepare course materials and lesson plans for assigned courses.
- Prioritize mandatory college responsibilities such as paper setting, invigilation, and evaluation.
- Collaborate and conduct internal tests, semester-end examinations, and university examinations with integrity in collaboration with HOD.
- Oversee student proctoring and supervision of innovative projects.
- Engage in departmental activities, including strengthening laboratories and developing new academic and administrative methods.
- Assist in procuring course materials, textbooks, and laboratory equipment.
- Participate actively in departmental and college activities.
- Fulfill any additional responsibilities assigned by the HOD, Principal, or Management.
- Continued research work:
 - ◆ Includes post-doctoral fellowships at reputed institutions.
 - ◆ Prepare and submit proposals for external funding agencies such as VTU, AICTE, CSIR, DST, etc.
 - ◆ Guide PhD research scholars.
 - ◆ Present research findings at national and international conferences.
 - ◆ Write textbooks, manuals, and monographs.
- Develop products and apply for patents.
- Undertake consultancy work to generate revenue for the department.
- Stay updated with current developments in their concerned fields.
- Concentrate on skilling the students as needed by the industry.
- Collaborate with industry to enhance knowledge on cutting edge technology.

Mandatory Requirements:

- Achieve a minimum of 60% in student feedback ratings.
- Proctor students and maintain accurate records.
- Publish a minimum of three papers annually in referred and non-paid journals, including:
 - ◆ One paper in a Web of Science (WOS)/Scopus indexed journal,
 - ◆ One paper in a Q1 or Q2 category journal,
 - ◆ One paper in a Q3 or Q4 category journal.
- Secure at least one grant collaboration biannually.

- Organize Faculty Development Programmes (FDP), such as a workshop, conference, or short-term training programme, once a year.
- Deliver guest or invited lectures at other institutions, provided it does not interfere with scheduled classes or other assigned responsibilities.
- Actively involved with professional organizations in your related field.
- Mentor and guide junior faculty and research scholars.

Associate Professor

An Associate Professor is expected to contribute to academic leadership and provide a productive learning environment.

Duties:

- Should have a compulsory teaching load of 14 hours a week
- Contribute to the design, revision, and upgradation of courses.
- Deliver lectures and transfer practical skills, methods, and techniques using innovative methods and technologies.
- Prepare course materials and lesson plans for assigned courses.
- Prioritize and handle mandatory college responsibilities such as paper setting, invigilation, and evaluation.
- Collaborate and Conduct internal tests, semester-end examinations, and university examinations with integrity in coordination with the HOD
- Submit a self-annual performance appraisal before the academic year begins and adhere to it.
- Supervise student projects.
- Participate in all prescribed departmental and college activities.
- Fulfill any additional responsibilities assigned by the HOD, Principal, or Management.
- Engage in research and consultancy work to generate income/ revenue (IRG).
- Prepare and submit proposals for external funding from agencies like VTU, AICTE, DST, etc.
- Present research findings at national and international conferences.
- Stay updated with developments in your field.
- Accompany students on field trips and industrial visits

Mandatory Requirements:

- Publish at least three papers annually in refereed journals (national or international), including:
 - ◆ One paper in a Web of Science (WOS)/Scopus indexed journal,
 - ◆ One paper in a Q1 or Q2 category journal,
 - ◆ One paper in a Q3 or Q4 category journal. (Note: For joint authorships, only fractional weightage is considered.)
- Write textbooks, manuals, and monographs.
- Develop products and apply for patents.
- Work on collaborations and grants with senior colleagues.
- Conduct or organize a Faculty Development Programme (FDP), such as a workshop, conference, or short-term training programme, once a year.
- Deliver a guest or invited lecture at another institution once a year, without affecting scheduled classes or departmental responsibilities.
- Active involve with professional organizations related to their field.

- Experience in mentoring and guiding junior faculty and research scholars.
- Contributions to the development of new academic programs or curricular innovations.
- Collaborate with industry to enhance knowledge on cutting edge technology.

Assistant Professor

An Assistant Professor is expected to contribute to academic excellence and provide a supportive learning environment for students.

Duties

- Should have a compulsory teaching load of 16 hours a week.
- Prepare course materials and lesson plans for assigned courses.
- Deliver lectures and practical instruction using innovative methods and technology.
- Submit a self-annual performance appraisal before the academic year begins and adhere to it.
- Assist students in improving their academic performance.
- Supervise student projects.
- Accompany students on field trips and industrial visits.
- Handle mandatory college responsibilities such as paper setting, invigilation, and evaluation.
- Conduct internal tests, semester-end examinations, and university examinations with integrity in coordination with the HOD.
- Attend at least one Faculty Development Programme (FDP) such as a workshop, conference, or short-term training programme during the academic year, with a minimum duration of one week.
- Engage in departmental activities, including strengthening laboratories and developing new academic and administrative methods.
- Assist in procuring course materials, textbooks, and laboratory equipment.
- Participate in all prescribed departmental and college activities.
- Fulfill any additional responsibilities assigned by the HOD, Principal, or Management.

Mandatory Requirements:

- Publish at least two papers annually in referred journals (national or international), including:
 - ◆ One paper in a Web of Science (WOS) or Scopus indexed journal,
 - ◆ One paper in a Q1, Q2, Q3 or Q4 category journal. (Note: For joint authorships, only fractional weightage is considered.)
- Work on collaborations and grants with senior colleagues.
- Conduct or organize a Faculty Development Programme (FDP), such as a workshop, conference, or short-term training programme, once a year with senior colleagues.
- Deliver a guest or invited lecture at another institution once a year, without affecting scheduled classes or departmental responsibilities.
- Actively involve with professional organizations related to your field.

- Contributions to the development of the institution, academic programs or curricular innovations.
- Achieve a minimum of 60% in student feedback ratings.
- Proctor students and maintain accurate records.
- Faculty with 3 or more years of experience in the college must register for a PhD, subject to college norms.
- Continuously upgrade and enhance academic and industry knowledge, as well as contemporary teaching methodologies.
- Collaborate with industry to enhance knowledge on cutting edge technology.
- Stay updated with current developments in their field to remain relevant.

General Rules and Responsibilities for All Teaching Fraternity

- Faculty members must adhere to the institution's rules and regulations as updated from time to time.
- Faculty are expected to update their knowledge by attending seminars, workshops, and conferences, with prior approval from the HOD, Principal, or Management.
- Faculty should strive to publish research papers in reputed international or Indian journals/conferences.
- Faculty must maintain regular communication with the HOD, informing them of both professional and personal activities.
- Upon subject allotment, faculty must:
 - ◆ Prepare a detailed lecture/classroom delivery plan and hour-wise lesson plan.
 - ◆ Get the lesson plan and course file approved by the HOD.
 - ◆ The course file, as an official record, must include:
 - Institution and Department vision and mission.
 - Program Educational Objectives (PEOs)
 - Program Outcomes (POs),
 - Program Specific Outcomes (PSOs).
 - A preface on the subject, course outcome statements, and CO-PO mapping (with strengths).
 - CO targets, syllabus, past university question papers, lecture notes, handouts, PowerPoint presentations, and test/exam question papers.
- Faculty members are expected to take on additional responsibilities in academic, co-curricular, or extracurricular activities as assigned by the HOD, Principal, or Management.
- Maintain daily attendance records in both physical registers and online portals, including absentee roll numbers, immediately after classes or laboratory hours. Submit attendance registers to HOD for scrutiny when required.
- Arrive at least 10 minutes before class and enter promptly when the bell rings. Conduct classes for the entire period without leaving early.
- Plan classes aligned with Outcome-Based Education (OBE) principles, incorporating modern tools and technology teaching aids into classroom

instruction. Develop and deploy e-learning content on the course management system.

- Take attendance at the beginning of each lecture, practical, or tutorial. Indicate absences with 'A' and record attendance cumulatively in both the attendance register and attendance software.
- Utilize PowerPoint presentations, models, and other relevant materials as teaching aids. Encourage student participation by fostering a questioning and discussion environment.
- Seek feedback from students and adjust teaching methods accordingly.
- Provide special attention and support to academically backward students, including offering additional classes.
- Interact with class tutors or counselors to discuss habitual absentees, academically backward students, and behavioral issues. Report student misconduct to the HOD or Principal as necessary, following the escalation matrix.
- As class teachers or student proctors, faculty members must regularly update the students' continuous profiles and present them for inspection by the HOD or Principal.
- Faculty should actively contribute to building students' personalities by engaging in extracurricular activities, either by personal interest or as assigned. They must also motivate students to bring out their creativity and originality.
- Faculty members managing laboratory sessions should perform experiments personally, verify results, and then guide students in conducting the experiments. Proper control of students in both classroom and laboratory settings is essential.
- Help students in their pursuit of knowledge by maintaining a close rapport with them and their parents.
- Ensure every student is well supported to fulfill their learning potential.
- Monitor students' progress, appraise their performance, and consult with parents regularly.
- Encourage students to learn beyond the syllabus and provide awareness of attendance rules, industrial visits, sports, and leaves.
- Keep track of students' attendance and meet with parents, especially those of defaulters.
- Manage the production and dissemination of reports to students and parents periodically.
- Implement actions based on the minutes of class committee meetings.
- Cooperate with the college discipline committee and management in matters of general discipline and workplace ethics.
- Arrange PTA meetings and represent the class during all common functions of the college.