



## Job Description

1. Job Details	
<b>Job Title</b>	<b>Assistant Professor</b>
<b>Location</b>	<b>Pune</b>
<b>Reporting to</b>	<b>HOS/HOD</b>

2. Job Purpose
An Assistant Professor occupies the first step in the career ladder of faculty. The Assistant Professor is expected to be engaged in teaching, research /academic activity, and service with the latter being largely at the level of the program/academic unit

3. Key Accountability
<p><b>Academic</b></p> <ul style="list-style-type: none"> <li>Responsible to conduct lectures as per the assigned workload</li> <li>Assist the Associate Professor, professor, HOS in developing the curriculum</li> <li>Active participation in academic and examination duty</li> <li>Conduct practical, tutorials as per the assigned schedule</li> <li>Responsible for setting up question papers</li> <li>Participate in organizing seminars, conferences, workshops, FDP, etc</li> <li>Understand the skills which are relevant in the job market and provide insights to professors and HOS</li> <li>Organize various training programs for the students to develop their soft skills</li> <li>Organize study tours for students to give the required exposure to the students</li> </ul>
<p><b>Research Development</b></p> <ul style="list-style-type: none"> <li>An assistant professor is expected to show a high level of proficiency in research</li> <li>Responsible to write research papers</li> <li>Responsible for publishing papers nationally / internationally</li> <li>Be a co-investigator for writing research proposals</li> <li>Encourage students to write research papers</li> </ul>
<p><b>Strategic</b></p> <ul style="list-style-type: none"> <li>Support in the execution of the strategic plan of the school</li> </ul>
<p><b>Operational</b></p> <ul style="list-style-type: none"> <li>Participate in student-related activities such as NCC, student welfare, ASG, cultural and technical events, and counseling/ mentoring students</li> <li>Actively participate during the admissions of students and counsel</li> <li>Responsible to work closely with the students on various projects</li> <li>Supervise during examinations</li> <li>Actively be a part of organizing convocation</li> <li>Accompany the students for the Rural immersion programs, study tours, yoga, internships, international tours</li> </ul>

- Responsible to check the answer sheets of the students and sharing the assessment with the seniors for further improvement in the students
- Address the student issues
- Maintain proper record of students

**Finance and Budget**

- Follow the directives of the professors, HOS, and Dean to utilize the budget within the academic unit

**Collaborations**

- Actively be a part of National Teachers Congress, Bharatiya Chatra Sansad , National Women's Parliament and other program events/program committees
- Focus on engagement with companies for industry collaboration, placement of students, and Alumni
- Collaborate with CIAP and Marketing to have smooth student admissions and placements

**4. Person Specification**

**Desired Qualification and Experience**

- Preferably a Ph.D. in the concerned/allied/relevant disciplines
- Master's degree with 55% marks (or an equivalent grade on a point scale wherever grading system is followed) in a relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university
- Preferably should be NET OR SET OR SLET qualified as conducted by UGC
- A person without Ph.D. but having a Master's Degree in a relevant branch/discipline can be considered based on their industry experience. The minimum relevant experience required is 0 to 5 years

**Substantial leadership and management experience**

- A strong commitment to MIT-WPU and its vision, ambitions, and values

**Personal attributes and style**

- Should possess exceptional communication skills (verbal and non-verbal)

**5. Working Relationship (Including but not limited to)**

**Internal**

- Dean, HOS
- Faculty Members
- Students
- Non-Academic Lead

**External**

- Corporate bodies
- Professional academic networks and societies
- Accreditation bodies