



## Job Description and Person Specifications

1. Job Details	
Job Title	Associate Professor
Area	Academics
Location	Pune

2. Job Purpose
Responsible to conduct lectures in a way leading students knowledge being versatile and ensuring quality of the lectures being delivered

3. Key Accountability
<b>Strategic</b> <ul style="list-style-type: none"><li>Support in execution of the strategic plan of the school</li></ul>
<b>Operational</b> <ul style="list-style-type: none"><li>Participate and involve in student related activities such as NCC, student welfare, ASG, cultural and technical events and counseling / mentoring students.</li><li>Active participation in academic, IQAC, examination duty.</li><li>Shall be responsible to work closely with the students on various projects.</li><li>Shall supervise during examinations as required.</li><li>Organize seminars, conference, workshop, FDP for faculty members and students.</li><li>Organize and accompany the students for the Rural immersion programs, study tours, yoga, internships, international tours.</li><li>Develop the students as per the industry requirement.</li><li>Encourage students to utilize university facilities to upgrade their knowledge.</li><li>Organize various training programs for the students to develop their soft skills.</li><li>Actively participate during the admissions of students and counsel.</li><li>Organize study tours for students to give the required exposure to the students.</li><li>Actively participate in student and faculty exchange programs</li></ul>
<b>Research Development</b> <ul style="list-style-type: none"><li>Responsible to write research papers.</li><li>Responsible for publishing papers nationally / internationally.</li><li>Shall develop innovative pedagogy.</li><li>Actively participate in teaching learning methodologies.</li><li>Author research proposals.</li><li>Contribute in translating foreign languages in Indian.</li><li>Write or edit books, book chapters.</li><li>Write research proposals and bring funded projects</li><li>Develop IPR policy.</li><li>Involve and engage students in various research projects.</li><li>Encourage students to write research papers.</li><li>Visit industries and understand industry need.</li><li>Provide consultancy to Industries.</li><li>Guide Students and faculty members for their PhD.</li></ul>

**Financial and Budget**

- Ensure the budgetary allocations are well utilized and within the limits

**Collaborations**

- Organize and be part of endowment series committee.
- Actively be a part of NTC, BCS, NWP, NSS and all other yearly events / program committees and get the execution done by the team members.
- Actively bring in companies for industry collaboration, placement of students and alumni.

**Academic**

- Shall be responsible to conduct lectures as per the assigned workload.
- Shall develop and upgrade the program curriculum.
- Responsible to conduct the attendance of the students.
- Conduct practical, tutorials as required.
- Set up question papers.
- Shall work closely with the team for overall academic improvement.
- Address the student and parent issues.
- Update and enhance knowledge to give best to the students.
- Guide the team members in course planning.

**External Representation**

- Represent MIT WPU Institute in various appropriate forums, conferences and seminars in order to increase Institute's visibility.

**4. Person Specification**

- Should possess advanced verbal and written communication skills
- Ability to react quickly and effectively to crises

**Personal attributes and style**

- A strong commitment to MIT WPU and its vision, ambitions, and values
- A personal commitment to and record in effective and respectful partnership working across all groups;
- Exceptional personal and public communication and relations

**Minimum Qualification & Experience**

- Ph.D. from IITs/ IIMs/top 20-NIRF ranked institutions /high QS ranked global University
- A minimum of 3+ years of related work experience,

**5. Communication & Working Relationship**

**Internal**

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

**External**

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