

## Essential Qualification, Experience & Job responsibility

Sl. No.	Details	Particulars
1	Name of the Contractual position	<b>Assistant Professor ( Manufacturing Engineering)</b>
2	Eligibility Criteria Educational qualification and experience)	<p><b>Minimum Qualifications:</b>  <b>Engineering / Technology</b>                      Full time First Class BE/B.Tech. and ME/M.Tech. in Mechanical Engineering/ Manufacturing Engineering from a recognized University.  <b>Humanities and Sciences</b>                      Full time Master's Degree with good academic record with First class ( Mechanical Engg. / Manufacturing background) or an equivalent CGPA in the relevant discipline from Indian Universities.                      Besides fulfilling the qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC.  <b>OR</b>                      Candidates who have been awarded a Ph.D Degree in accordance with the UGC regulations shall be exempted from the requirement of the minimum eligibility conditions of NET/SLET/SET for recruitment and appointments of Assistant Professors or equivalent positions in Universities / Colleges / Institutions Universities / Colleges/Institutions.  <b>Experience:</b>                      At least 2 years post qualification academic Experience in the area of Mechanical Engineering/ Manufacturing Engineering</p>
3	Remuneration Range	Rs. 35,000 to 40,000/- p.m.
4	Age Limit	Must be below 65 years
5	Maximum term of Engagement on contract	1 Year (Renewable upto 3 years based on performance and requirement)
6	Job responsibilities	<p>The faculty member should present in the institute well in time and should not leave the institute before completion of working hour.To contribute effectively for not less than 40 hours in a week for teaching /academic and other co-curricular activities w.r.t. tasks (s) assigned by CIPET centres.</p> <ol style="list-style-type: none"> <li>1. To contribute effectively for not less than 40hours in a week for teaching / academic and other co-curricular activities w.r.t. tasks(s) assigned by CIPET Centre.</li> <li>2. To update their knowledge w.r.t. the course-curriculum of the academic programme of the affiliating universities for effective teaching at CIPET centres.</li> <li>3. To prepare academically to meet all the challenges and requirements in the methodology of teaching.</li> <li>4. To extend beneficial influence in building up the personality of students and to associate actively with such extra-curricular activities as assigned from time to time.</li> <li>5. To enforce all possible measures for prevention of ragging in the premises of the Institute and act in accordance with AICTE/UGC guidelines and other legal provisions.</li> <li>6. To keep Centre Head and Principal in confidence about professional and personal activities</li> <li>7. To take additional responsibilities as assigned by Dean (Principal / Centre Head) in academic, co-curricular or extracurricular activities.</li> </ol>

		<ol style="list-style-type: none"> <li>8. To deliver seminar on topic assigned in the "Seminar Club" of faculty members to keep abreast with latest developments in the relevant subjects / topics.</li> <li>9. To update the student's personal file regularly and put up for perusal by Principal on regular basis.</li> <li>10. To meticulously maintain student's attendance records and to apprise Principal about habitual or regular absentees.</li> <li>11. To give regular counseling to students and to bring the students misbehavior if any in the class room to the knowledge of Principal</li> <li>12. To carry out the administrative works of the department as assigned by the Principal or Centre Head</li> <li>13. To get the lesson plan and course file – approved by the Principal. The course file must include preface, previous year university question papers, notes, handouts, OHP sheets, test / exam question papers, two model answer scripts for each test/exam, assignments (if any), minute paper, feedback analysis report etc.</li> <li>14. To deliver academic lecture as per the lesson plan and time-table approved by the Competent Authority.</li> <li>15. To get anonymous feedback from students and act/adjust the teaching methodology appropriately.</li> <li>16. To extend extra academic assistance to academically backwards students and pay special attention to their needs through special classes.</li> <li>17. To conduct regular tutorials in required subjects</li> <li>18. To conduct periodical class tests / Semester exam</li> <li>19. To sign in the class log book every day after finishing the lecture</li> <li>20. To apprise the Principal / Centre Head about the academically backward students, objectionable behavior etc. of the concerned students</li> <li>21. To aim and achieve 100% pass results</li> <li>22. To have good control over students</li> <li>23. To devise a methodology for failed students and ensure passing them in the subsequent semester by conducting special classes / Tests</li> <li>24. Any other task as an when assigned by the Centre Head / Principal / Vice Principal</li> </ol>

