JOB DESCRIPTION

) Ensuring implementation of CBCS and academic flexibility across all programmes offered by the institution

) Ensure the conduct of Remedial coaching for weak learners by departments

) Ensure the conduct of Bridge course for lateral entry students by departments

) Organizing Orientation programme for all first year UG students

) Ensuring revision of regulation, curriculum and syllabus at regular intervals

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) Preparation of Academic Schedule and Academic Calendar

) Monitoring the conduct of BoS meetings in all departments (twice in a year)

) Conducting Academic Council meeting (at least twice in a year)

) Facilitating the conduct of value added programmes (IIT Bombay – Spoken Tutorial) Target : Ensuring enrollment of at least 50% students of the Institution

) Organizing entrepreneurial courses in collaboration with M/s. Wadhwani Foundation-NEN

) Preparation of Annual Report of the Institution

) Target : Preparation and submission of annual report on or before 20th August every year

) Facilitating award and cash prizes to meritorious students and faculty Milestone : Organizing function during February – March every year

) Handling academic module of the institution (TCSiON) – configuration of timetable, student enrolment, attendance, student feedback and generation of related reports Monitoring conduct of Class Committee Meeting in the stipulated time by Departments

) Preparation of Result Analysis of the Institution

) Counseling faculty members based on students' feedback

) Facilitating Credit transfer of MOOC courses, transfer of students from other institutions and change of programme by students

) Ensuring effective implementation of LMS across all departments of the institution