



FACULTY RECRUITMENT

❖ Required Skill Set:

- Candidates must have a **Ph.D., LL.M. & LL.B.** from leading International /Indian Institutions. Candidates who **studied at International University will be given preference.**
- Must be UGC NET Qualified.
- Strong research track record with good numbers of publications in Scopus/SCI Journals.
- Prior teaching experience at the university level will be an added advantage.
- Candidates having Industry experience may also apply.
- Excellent communication skills.

Salary: As per UGC norms and University policy.

ROLES AND RESPONSIBILITIES

(A) Pre-session: -

1. To prepare teaching plan LDP for the course allotted in the coming semester/academic year.
2. To review requirements of books, journals and teaching aids on a regular basis.

(B) During session: -

- To follow the teaching plan, prepare tutorials and test papers, and evaluate them regularly with objectivity.
- To follow the academic schedule and guidelines instructed by the HoD as approved by BoS and academic council of the University.
- To upload the attendance and class test marks on the University/Institute software timely on regular basis.
- To inform the parents and class advisor periodically about the students' performance, conduct, attendance etc. with report of action taken and provide timely and necessary counselling to the students, if required.



- To segregate the students based on their performance and counsel them accordingly.
- To help the University administration in carrying out curricular, extra-curricular and co-curricular activities.
- To analyse students' performance them properly guide and take necessary preventive & corrective actions.
- To maintain and update the course file on a regular basis for the respective course/s.
- To prepone sessions in case of planned leaves, adjust the load in individual capacity in case of emergencies of lectures while availing leave.
- To prepare question bank in the course being taught.
- To encourage use of Module for assessing students through online quizzes and submission of assignments.

(C) Post Session

- To compile the reports of sessional marks/grades of students and forward the same to the Head of Department or the person authorized by HoD.
- To analyse the results and determine suitable corrective measures for upliftment of students standards.

(D) General

- To guide students in career advancement based on their aptitude and capability.
- To discharge administrative responsibilities as and when assigned by the University.
- To ensure proper discipline and code of conduct among the students.
- To serve as a role model for students by displaying exemplary behaviors, discipline & decorum.
- To conduct and supervise research, and publish quality research papers every year in journal of repute (Scopus/SCI) with good impact factor.
- To maintain cordial relation with all faculty and staff colleagues.
- To be a role model for all students.
