RESPONSIBILITIES OF A FACULTY

1	Submit copy of certificates of Education qualifications, Experience, Appointment, publications etc to Department Quality Assurance Committee (DQAC).
2	Join with any of the lab/research group based on your research interest.
3	Participate in subject allocation procedures by submitting subject choices as instructed.
4	Preparation of Course notes, lecture plan, Tutorial plan, Course information sheet, Rubrics, Lab cycle (if applicable) , Lab evaluation sheet (if applicable) etc and submission to corresponding in-charge for the display of the same.
5	Preparation of Lab Manual – Master copy/ Student copy/Tutor copy.
6	Course file preparation on up-to date fashion in prescribed format.
7	Maintaining the copy of Time table and semester plan.
8	Engaging the class on time and taking all remedy measures to support students in learning process.
9	Conduct and documentation of lecture hours, Tutorial hours, lab etc and lab record correction regularly.
10	Conducting course committee meeting, participating in class committee and department meeting.
11	Conduct, evaluation and documentation of all internal exams, assignments of corresponding subjects allotted.
12	Preparation of final internal marks and submission in the prescribed format to class in-charge on time.
13	Submission of course files to Department Academic Committee (DQAC) at the end of a particular semester.
14	Identify and execute the duties if you are member of any department committee.
15	Organize/Contribute to various workshops, conference and FDP conducted by the department.
16	Planning and conduct a lab based course to a specific target group.
17	Responding to all instructions (both online and manual) in a timely manner.
18	Update attendance in the class register and updating the same in the course diary and portal.
19	Conduct and document the details of mentoring done for students allotted.
20	Proper adjustment of hours (both theory and Lab)in case of any leave (CL, CO, DL) taken.
21	Documentation of hour adjustments done (if applicable) in Hour Rearrangement file.
22	Execute any other duty allotted time to time.