

Lecturer (Diploma Engineering)

(Civil Engineering / Mechanical Engineering / Electrical Engineering / Computer Engineering)

Eligibility:

- B.E. / B.Tech. / B.S. in relevant discipline with First Class or equivalent.
- Fresher / Experienced.

Roles & Responsibilities:

1. Teaching and Academic Responsibilities:

- Conduct theory, practical, tutorial, workshop, and laboratory classes as per the prescribed curriculum and academic schedule.
- Prepare lesson plans, course files, teaching materials, laboratory manuals, and instructional resources.
- Ensure completion of syllabus within the stipulated time frame.
- Employ modern teaching-learning methodologies, including ICT-enabled teaching tools.
- Guide students in understanding engineering concepts, applications, and professional practices.
- Maintain records of attendance, academic progress, and performance of students.
- Conduct internal assessments, quizzes, assignments, seminars, and practical examinations.
- Evaluate answer books, assignments, project reports, and laboratory records in a timely manner.
- Provide academic counseling and mentoring to students.

2. Laboratory and Practical Training:

- Organize and conduct laboratory sessions safely and effectively.
- Ensure proper utilization and maintenance of laboratory equipment, instruments, and consumables.
- Prepare practical schedules, laboratory manuals, and experiment sheets.
- Assist in procurement, installation, calibration, and maintenance of laboratory facilities.
- Maintain laboratory stock registers, equipment records, and safety compliance records.

3. Student Development Activities:

- Guide students in projects, industrial training, internships, and technical competitions.
- Encourage participation in technical events, seminars, workshops, and innovation activities.
- Support students in career planning, higher education opportunities, and skill development.
- Act as mentor/tutor for assigned students and monitor their academic and personal progress.
- Promote discipline, ethical conduct, and professional values among students.

4. Examination and Evaluation Duties:

- Set question papers, practical examinations, and assessment materials as assigned.
- Perform invigilation duties during examinations.
- Evaluate answer books and practical examinations within prescribed timelines.
- Assist in examination-related confidential work as assigned by the institution or affiliating authority.
- Maintain confidentiality and integrity in all examination processes.
- Faculty members are required to be present at the University on Sundays if assigned any examination-related duties.
- For re-test centers, faculty members who are assigned duties by the Head/Dean must report to the designated center accordingly.

5. Curriculum Development and Academic Quality:

- Participate in curriculum review, syllabus revision, and academic planning activities.
- Contribute to outcome-based education and quality assurance initiatives.
- Prepare and update course outcomes, learning materials, and assessment tools.
- Participate in academic audits and accreditation-related activities.
- Assist in implementation of policies of regulatory bodies and affiliating authorities.

6. Research, Innovation, and Consultancy:

- Undertake applied research, innovation, and development activities relevant to engineering education.
- Publish technical papers, articles, patents, and innovative works wherever feasible.
- Participate in faculty development programs, seminars, workshops, conferences, and training programs.
- Encourage industry-institute interaction and consultancy activities.
- Develop innovative teaching aids and laboratory experiments.

7. Administrative Responsibilities:

- Serve on institutional committees as assigned by the Principal.
- Assist in admission, orientation, counseling, placement, examination, and academic administration activities.
- Maintain departmental records, files, registers, and documentation.
- Assist in preparation of reports required by regulatory bodies, government authorities, and accreditation agencies.
- Perform duties assigned by the Head of Department, Principal, or Competent Authority.

8. Industry Interaction and Extension Activities:

- Establish linkages with industries for training, internships, and expert lectures.
- Organize industrial visits, field visits, and technical tours.

- Participate in community outreach, extension activities, and social responsibility programs.
- Promote entrepreneurship, innovation, and startup culture among students.

9. Professional Conduct:

- Maintain punctuality, discipline, and professional ethics.
- Comply with institutional policies, service rules, and regulations.
- Maintain confidentiality of institutional and student information.
- Foster an inclusive, respectful, and conducive learning environment.
- Continuously update professional knowledge and technical skills.

10. Any Other Duties:

The Lecturer shall perform any other academic, administrative, examination, student welfare, research, extension, or institutional duties assigned by the Principal, Head of Department, Management, or Competent Authority from time to time in the interest of the institution.

Salary:

- No bar for the right candidate.