

JOB DESCRIPTION FOR ASSISTANT PROFESSOR (IT)

- ❖ **Designation:** Assistant Professor (IT) for BCA, MCA courses
- ❖ **Reporting To:** Director
- ❖ **Work Mode:** Offline
- ❖ **Timings:** 8.45 am to 5.00 pm
- ❖ **Days:** Monday to Saturday
- ❖ **Duties/Responsibilities:**
 - Plan lessons according to curriculum standards.
 - Create and use PowerPoint Presentations for classroom teaching.
 - Stay abreast of latest IT trends.
 - Monitor Student Progress Through Adminstrating Assignments, Quizzes, and Tests.
 - Keep Track of Student Performance and Experience.
 - Conduct games/activities to enhance student participation.
 - Assist the department in various academic and extra-curricular activities.
- ❖ **Salary-** Negotiable
- ❖ **Education:** Ph.D and UGC-NET Qualified preferred.
- ❖ **Teaching Experience:** At least 1 year.