

## **Responsibilities as a Faculty Member**

- Participate, arrange, guide, assess, and develop/improve the subject area's seminars, workshops, conferences, symposiums, project works, field works, study tours, industrial visits surveys, etc.
- Work with other faculty and administrators in developing program curriculum, standards, and policies, including reviewing and participating in the textbook selection process where appropriate.
- Maintain proper and timely records of all Academic activities.
- To assist in developing learning materials, and teaching methods, preparing schemes of work, and maintaining records to monitor student progress, achievement, and attendance.
- Keeping abreast of new knowledge and skills helps to generate new knowledge and helps the dissemination of such knowledge through books, publications, seminars, handouts, etc.
- Guide student projects at UG and PG levels, help them with reports, review articles, research papers, etc.
- Execute the plans or policies formulated by the management.