



FACULTY OF AYURVED

PARUL INSTITUTE OF AYURVEDA

RESPONSIBILITIES OF FACULTY

1. A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Principal shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
2. Develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom
3. Development of course handout material
4. Development of audiovisual/multimedia materials for the topic presented
5. Prepares and executes Lesson Plan.
6. Completing syllabus within the stipulated time.
7. Reports to the class on time.
8. Utilizes classroom assessment techniques
9. Develops test questions in consultation with the course coordinator
10. Evaluates tests (if appropriate, based on type of test)
11. In consultation with the course coordinator, assures that course content allows students to meet outcomes associated with that course
12. Be available for student consultation on a regular basis, informing students of their availability for student consultations (both with and without appointments and makes sincere attempt to solve their difficulties (academic and personal counseling)
13. Informs Course Coordinator within a reasonable time about



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students' progress and how effectively students are learning;

14. Keeps a secure record of each student's results, both electronically and in hard copy.
15. Provides data relating to results in assessment tasks/exam events and attendance, if required, to the Course Coordinator
16. Attends meetings of the course instructors and course coordinator to discuss issues affecting learning and other classroom issues
17. Attends meetings with the course coordinator and the class representatives for the course to obtain feedback
18. A faculty shall help the concerned HOD to enforce and maintain discipline amongst the students.
19. A faculty shall perform any other co-curricular work related to the College as may be assigned to him from time to time by the concerned HoD.
20. Prepares and executes Lesson Plan.
21. Completing syllabus within the stipulated time.
22. Report to the class on time.
23. Maintain attendance record of students
24. Provides information about job opportunities in their respective field to placement cell.
25. Guides students on career opportunities.
26. Maintain teacher's handbook.
27. If associated with the lab,
 - a. designs new experiments, if any,
 - b. prepares lab workbooks
 - c. ensures the availability of him/herself in the lab during laboratory periods for explanation, if needed
 - d. ensures availability of equipment needed for the lab in proper functioning
 - e. evaluates lab workbooks and provides feedback to student on timely basis



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- f. recommends for procurement of equipment, if any for the smooth conduct of all experiments,
 - g. keeps the lab clean and tidy
- 28. Ensures quality, maintenance and cleanliness of the dept.
- 29. Carries out research/innovative programs in the department.
- 30. Organizes need based workshop/ seminars / symposia / visits/ excursions etc. by coordinating with the concerned HOD
- 31. Invites guest speakers for interaction and guidance with UG/PG students.