Sr. No.	Key Result Areas	Job Description
1	**Teaching / Instructions / Guidance / Mentoring**	• Class Room Instruction & Laboratory Instruction of high quality in line with the syllabus prescribed by BoS and relevant advanced topics beyond syllabus. • To develop curriculum, learning resource materials and Laboratories. • To guide students for Mini Projects, Major projects • To ensure better effective pedagogy / teaching learning process • To assess students, work in Labs and review performance • To adopt innovative way of teachings. • To complete midterm and terminal assessment / examination • To be part of Examination reforms • To guide and counsel for their personal, ethical, moral and overall character. • To illustrate industry practises for better understanding of job roles in industry • To train students on latest tools and technologies • To train students from placement / higher education / entrepreneurship point of view • To update latest digital learning material ready and help student's online way for skilling etc. • To mentor the students in view of professional, personal growth of students.
2	**Research & Consultancy:**	• To actively involved in Research and Development Activities, Research guidance and Industries sponsored research. • Monitoring instructional mechanism, teaching learning process etc. • Providing R& D support and consultancy services to the Industry • To generate internal revenue (IRG) for institute from R&D, Testing , consultancy , training , executive execution , skilling , courses, utilisation of knowledge/ resources/ hi end equipment's etc. • To provide consultancy and testing services by providing extension services and participating in community services. • To provide non-formal modes of education for benefit of community and dissemination in community services. • To promote the spirit of entrepreneurship with an aim at creation of jobs and any other relevant work assigned by the head of the institution. • To provide Technical support in areas of social relevance. • To prepare project proposals for funding in vital areas of R & D. • To keep abreast of new knowledge and skills, help generate new knowledge and dissemination of such knowledge through publication of papers, books and seminars etc. •
3	**Administration:**	• To participate actively in academic and administrative management of the institution and also in policy making. • Planning, monitoring and evaluation and promotional activities at department and institutional level. • To participate in College level /dept level committees • To coordinate committee work , if any • To work towards Laboratory developments, to assist purchases, Lab maintenance • To participate in NBA/ NAAC / NIRF etc. work as directed by Heads, • To design and develop new Programmes of high quality. • Laboratory Development and Modernization.

		• To participate in administration related activity both at departmental and institutional levels. • To monitor and evaluate academic and research activities. • To participate in policy planning at the Regional / National level for development of Technical Education. • To help mobilization of resources for the institution. • To plan and implement staff development activities. • To maintain accountancy and to conduct performance appraisal. • To participate in placement / alumni / ERP/ Other admin functions • To participate in social outreach programmes as directed by Institute
4	Student's activities	• To monitor student progress as class in charge if any • To participate in student activity committees and execute work • To actively participate co-curricular and extra – curricular activities of the college and those organized by other institutions. • To supervise students' activities, clubs, associations, chapters,

Expected work load in hours-

Type of Work/ Responsibility	Expected hrs of Utilization of week (Min)			
Faculty Type	Lect/ Asst Prof.	Asso. Professor	Professor	Principal/ Director
Teaching/ Instructions (Only)	16 hrs	14 hrs	10 hrs	4 hrs
Review of Preparation for teaching, Assessment, Evaluation, Working on Learning resources	12 hrs	10 hrs	4 hrs	3 hrs
Administrative work, committees	4 hrs	8 hrs	14 hrs	25 hrs
Lab Developmental work/R&D/Industry Linkages	4 hrs	12 hrs	6 hrs	4 hrs
Student Guidance and Counselling	4 hrs	6 hrs	6 hrs	4 hrs
	40 hrs	40 hrs	40 hrs	40 hrs

Key Result Areas for teachers (Specific) – SAMPLE
(Actual allocation of load and work shall be done by HoD and Director

Key Responsibility Area (KRA)				
Faculty Name	_	**MR. ABC**		
Designation	_	**Asst Prof**		
Instructional Load	**Class**	SY A	SY C	TY
	Subject	X	X	Y
	Theory	3 hrs	3 hrs	-
	No of Batches	-	3	4
	Lab Session hrs	-	2 hrs	2 hrs
	Sub-total	3 hrs	6 hrs	8 hrs
	Total Instructional Load per Sub	**9 hrs**		**8 hrs**
	Total Instructional Load	**17 hrs**		
Guidance / counselling for Projects	**No of UG projects Group**	2		
	No of PG projects Group	1		
	No of PhD Students	-		
Administrative Responsibility as Head / Dean / Section Head / Central Responsibility as Head		Nil		
R&D Workload, IRG, Consulting assignments (Funded Projects, Assigned Publications, etc, and Patents).		2 Papers per year in Journals One Sponsored Projects per year OR one patent		
Departmental Admin/ development/Student-related activity load (Responsibility given by Head of Department including dept committees)		Class Coordinator, Time table committee, CSI Committee, BoS		
College level Admin- development load/ Convenor of Committee/members of the committee as allotted by Director		Anti Ragging Committee, Examination Committee, Maintenance committee		
Role to be assigned in ERP (One role will be as per Designation / cadre , other shall be as per Admin roles or convenor/ coordinator etc. Member role is to be linked in Cadre role only)		Asst Prof, Class Coordinator		