

TERMS OF REFERENCE

Position: Full Time Faculty
 Name of Institutions: Lord Buddha Education Foundation
 Department/Division: Academics
 Reports To: Dean-Academics and Program Leader

POSITION SUMMARY:

The position will be responsible for the completion of syllabus by making the students understand with all the subject matters through lectures, assignments, case studies etc.

KEY DUTIES & RESPONSIBILITIES:

SN.	Key Responsibilities	Description
1	Teaching Load	To deliver 24 Hours Lectures/Tutorials/Practical Per week
2	Planning and preparing	To plan and prepare the lectures/lab sessions according to the MD and SoW provided by the Program Leader
3	Planning and Conducting Workshops/Seminars	To plan and conduct Workshop/Seminars for students on the contemporary topics of field of academic expertise.
4	Assessment of Learning Outcomes (LOs)	To plan and assess achievement of LOs through student's assignments, presentations, reports, case studies, class tests
5	End of Module Reports	Comprehensive EMR reports of their respective modules.
6	Setting question papers	To set the question papers for internal exams
7	Evaluating answer sheets	To evaluate the answer sheets of students fairly within stipulated time and submit to exam department along with detailed IMF
8	Invigilating	To invigilate during examination
8	Mentoring	To act as a mentor for the specified students for preparing final reports/assignments.
9	Academic Writing	Writing Articles/papers and promoting academic culture
10	Participating a meeting	To participate in faculty meeting and to share their views for further improvement.
11	Reporting	To prepare and present the report to concerned person regarding (As & when required/demanded to produce): <ul style="list-style-type: none"> • DPR • Status of Course Completion
12	Others	As assigned by supervisors (Program Leader and Dean-Academics)



Important about terms and conditions –

1. I have read and understood my job duties and responsibilities and will work accordingly.
2. I know and agree that if I fail/deny to complete the assigned tasks/duties (as mentioned above) on time, I will be liable for disciplinary actions by the management which may lead to termination of contract without any prior notice.

Employee Name: _____

Date: ____ / ____ / ____

Signature: _____