

यशवंतराव चव्हाण महाराष्ट्र
मुक्त विद्यापीठ, नाशिक

नेक मानकित 'अ' श्रेणी
ज्ञानगंगोत्री, गंगापूर धरणाजवळ, गोवर्धन
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आस्थापना कक्ष / Establishment Section

Annexure - I

Job Responsibilities of Academic Coordinator (Assistant Professor Level)

The workload of a teacher shall take into account teaching, research and extension activities, preparation of lessons, evaluation of assignments, term papers etc. shall be in accordance with the guidelines issued by the Commission:

Teaching:

- Delivering lectures and facilitating discussions in both online and distance learning formats.
- Designing course content compatible with open and distance learning methodologies
- Providing academic guidance and support to students through virtual platforms.
- Providing on line counseling/ lecturing though modern communication technology
- including Internet

Curriculum and Self Learning Material (SLM) Development/program Coordination:

- Contributing to the development and enhancement of course materials.
- Updating curriculum to align with industry trends and educational standards.
- Integrating technology and innovative pedagogical approaches into course design.
- Setting up/ participating in committees of subject experts;
- Organizing committee meetings;
- Framing syllabi;
- Identifying writers of study material;
- Writing/ revising and identifying self-instructional material;
- Getting the manuscripts of the textbooks checked by experts;
- Editing the manuscripts in order to ensure i) accuracy of content, ii) correctness of language, iii) appropriateness of instructional format;
- Interacting with the Print Production Center up to the stage of getting Master laser prints of computerized typeset text matter.

Development of E-Learning Material and to Provide academic support in the production of audio, video, CD, Internet, multimedia programmes

- Visualizing appropriate formats like lecture, interview, drama, demonstration, documentary, virtual and distributed classrooms etc. for developing electronic multimedia programmes relating to courses of study and
- Developing scripts for these programmes in collaboration with the Audio Visual Center of the university and other related agencies, etc.

- Development of **E-Learning Material** as per four quadrant approach Content as per ; as Job Responsibilities : Academic Coordinator(Assistant Professor) per UGC (Credit Framework for online learning courses through SWAYAM) Regulations, 2016 taking into consideration the following, namely:-
 - (i) Quadrant-I is e-Tutorial; which shall contain: Video and Audio Content in an organized form, Animation, Simulations, Video Demonstrations, Virtual Labs, etc, along with the transcription of the video.
 - (ii) Quadrant-II is e-Content; which shall contain; self instructional material, e-Books, illustrations, case studies, presentations etc, and also contain Web Resources such as further references, Related Links, Open source Content on Internet, Video, Case Studies, books including e-books, research papers and journals, Anecdotal information, Historical development of the subject, Articles, etc.
 - (iii) Quadrant-III is the Discussion forum for raising of doubts and clarifying them on a near real time basis by the Course Coordinator or his team.
 - (iv) Quadrant-IV is Assessment, which shall contain; Problems and Solutions, which could be in the form of Multiple Choice Questions, Fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQs, Clarifications on general misconceptions.

Assessment and Evaluation:

- Development of question banks;
- Setting and evaluating question papers/ assignments;
- Organizing center assessment of answer papers etc.;
- Assisting in the conduct of university examinations.
- Developing and implementing fair and effective assessment methods.
- Grading assignments, exams, and projects in a timely manner.
- Analyzing assessment data to improve teaching and learning strategies.

Professional Development:

- Keeping abreast of developments in the field of open and distance learning.
- Participating in conferences, workshops, and training programs.
- Attending Refresher and Orientation courses
- Continuous improvement in teaching methodologies and technology integration.

Research, extension and collaboration activities

- Engaging in scholarly research relevant to the field of open and distance learning
- Publishing research findings in peer-reviewed journals and presenting at conferences.
- Collaborating with colleagues and students on research projects.
- study prospectus and rules about the various school programmes, the rules and the procedures of the university, and other important authorities (like the UGC) so that he is able to discharge his duties effectively, efficiently, without bias and in conformity with the law of the land.

- Learn various softwares (for example computers, digital camera, teaching devices, etc) which would increase his productivity and also help in automation of administrative work.
- All type of Communication to stakeholders regarding communication the academic and administrative matter
- Attend seminars or presentations from internal faculty members.
- Participate in the activities for promotion of an academic program through articles in news papers or through presentations or lectures or interviews at public functions, or television or radio programs as the case may be
- Collaborating with colleagues on interdisciplinary projects.
- Participating in departmental meetings and university committees.
- Building a network with professionals in the field.

Community Engagement:

- Contributing to outreach programs and community partnerships.
- Promoting the university's initiatives in open and distance education.
- Participating in public lectures and educational events.

Administrative Duties:

- Participating in the administrative functions of the department.
- Contributing to accreditation and quality assurance processes.
- Assisting in the admission process and mentoring of students.

Provide academic support to the Student Services Division in various matters

- Identification of study center, selecting teachers, counselors, etc.
- Orientation of teachers/counselors;
- Preparing the prospectus of new programmes;

Student Guidance :

- Advising students on academic and career-related matters.
- Providing guidance on course selection and progression.
- Monitoring and evaluating student progress, providing constructive feedback.

Innovation and Adaptability:

- Embracing innovative teaching methods and technologies.
- Adapting to changes in the field and incorporating feedback.
- Fostering a dynamic and inclusive learning environment.

In addition to above responsibilities given by Director / Incharge / Head of the Schools / Center / Cell / Department and university authorities time to time, shall also be being to perform the task assigned to him/her.