



Job Title: Teaching Assistant

Job Description:

Teaching Assistants (TAs) will assist faculty with course-related responsibilities such as grading, addressing student queries, managing administrative tasks, and supporting various academic activities as directed by the faculty. Some of the key academic responsibilities may include:

- Assisting in designing course content.
- Finding and organizing appropriate literature and case materials.
- Preparing class notes, slides, and teaching materials.
- Interacting with students, taking tutorials and clarifying doubts.
- Conducting quizzes, grading assignments, and evaluating class participation.
- Preparing case studies, industry notes, and technical materials.
- Taking class attendance and monitoring proxy attendance.
- Assisting in administrative tasks related to course management.
- Providing feedback and analysis on student performance trends.
- Supporting faculty in course related research activities if required.
- Any additional academic assistance as required by the faculty
- The Job description and the Application Form will be provided as separate documents.