KTU/ASST3(ADMIN)/2092/2020   08.05.2020

NOTIFICATION

Applications are invited from Retired Professors of the Government/Aided /Government Controlled Self Financing Colleges of the state for appointment to the post of IQAC Coordinator and Coordinator for the **Center for Enhancement of Engineering Education (C3E)** initially for a period of 3 months in the APJ Abdul Kalam Technological University.

1 . Coordinator - Center for Enhancement of Engineering Education (C3E)(1 post)

Target Role: To improve the engineering education experience in the state which include enhancement of the Curriculum, Professional Development of the Faculty, Improving Research & Development in Engineering and the Development & Facilitation of Educational Technology

Job Responsibilities

- To introduce latest educational technology into engineering education in Kerala
- Research the suitability of educational technology and adapt it to engineering education.
- Train faculty and researchers in the latest educational technology through workshops and training programs
- Introduce technology into all relevant aspects of education, research to improve the experience and output
- Research and Develop new educational technology tools suited for the university
- for the introduction of online evaluation schemes
- Improve and maintain the university website
- Develop and maintain virtual course content
- Support the university to achieve 25% online learning by 2022

2. Internal Quality Assurance Cell Coordinator (IQAC) (1 Post)

Target Role: To ensure Quality enhancement and sustenance in University and

affiliated Colleges with regard to academics and overall performance.

Job Responsibilities

- Design quality benchmarks/parameters for various academic and administrative activities of institutions under KTU
- Prepare scientific methodologies for academic assessment/audit of affiliated institutions, and propose remedial techniques and intervention strategies to remove deficiencies and to improve their quality.
- Identify best practices among affiliated institutions and institutionalize such practices.
- Evolve mechanisms and procedures to assess the reach of online or e-learning tools to all sections of the students and propose solutions to ensure equitable access.
- Develop the Annual Quality Assurance Report (AQAR) of the University.
- Organize workshops, seminars on quality related themes and promote quality circles
- Facilite the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process, in affiliated institutions.
- Apart from the job roles defined above all the responsibilities defined by UGC for an IQAC coordinator will also have to be undertaken.

Interested persons may forward their application along with the detailed resume, attested copies of all relevant documents to the Registrar, APJ Abdul Kalam Technological University, CET Campus, Thiruvananthapuram, Kerala - 695016 on or before   22-05-**2020, 4 pm.**

Dr. VRINDA V NAIR
REGISTRAR (IN CHARGE)

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.