



# MAHARSHI DAYANAND UNIVERSITY ROHTAK

(A State University established under Haryana Act XXV of 1975)

A+ Grade University accredited by NAAC



## Dean Students' Welfare Office

DSW/25/...436.

Dated: 25-08-2025

### NOTICE

**Subject:** Invitation of Applications for six Teaching Associate under Level-D of the Pandit Deen Dayal Upadhyaya Skill-Based Incentive Scheme, in Department of Economics, MDU Rohtak

In pursuance of the provisions of the *Pandit Deen Dayal Upadhyaya Skill-Based Incentive Scheme for Students*, applications are hereby invited from bonafide interested skilled, and eligible research scholars for engagement as Teaching Associate (Level-D) in Department of Economics, MDU Rohtak.

#### Eligibility:

- The applicant must be a research scholar fulfilling the minimum qualifications prescribed under the UGC norms for the post of Assistant Professor.
- The applicant must not be in receipt of any fellowship, scholarship, or similar financial assistance at the time of application.

#### Application Process:

- The eligible research scholars may submit their applications along with all relevant supporting documents, duly forwarded by the Head, Department of Economics, to the Office of the Dean, Students' Welfare (DSW).
- The application must reach the undersigned within one week from the date of issuance of this Notice.

#### Selection Procedure:

- All applications shall be scrutinized by a duly constituted Screening Committee.
- The Committee shall prepare a merit-based recommended list of selected candidates, in accordance with the scheme guidelines.

#### Job Responsibilities:

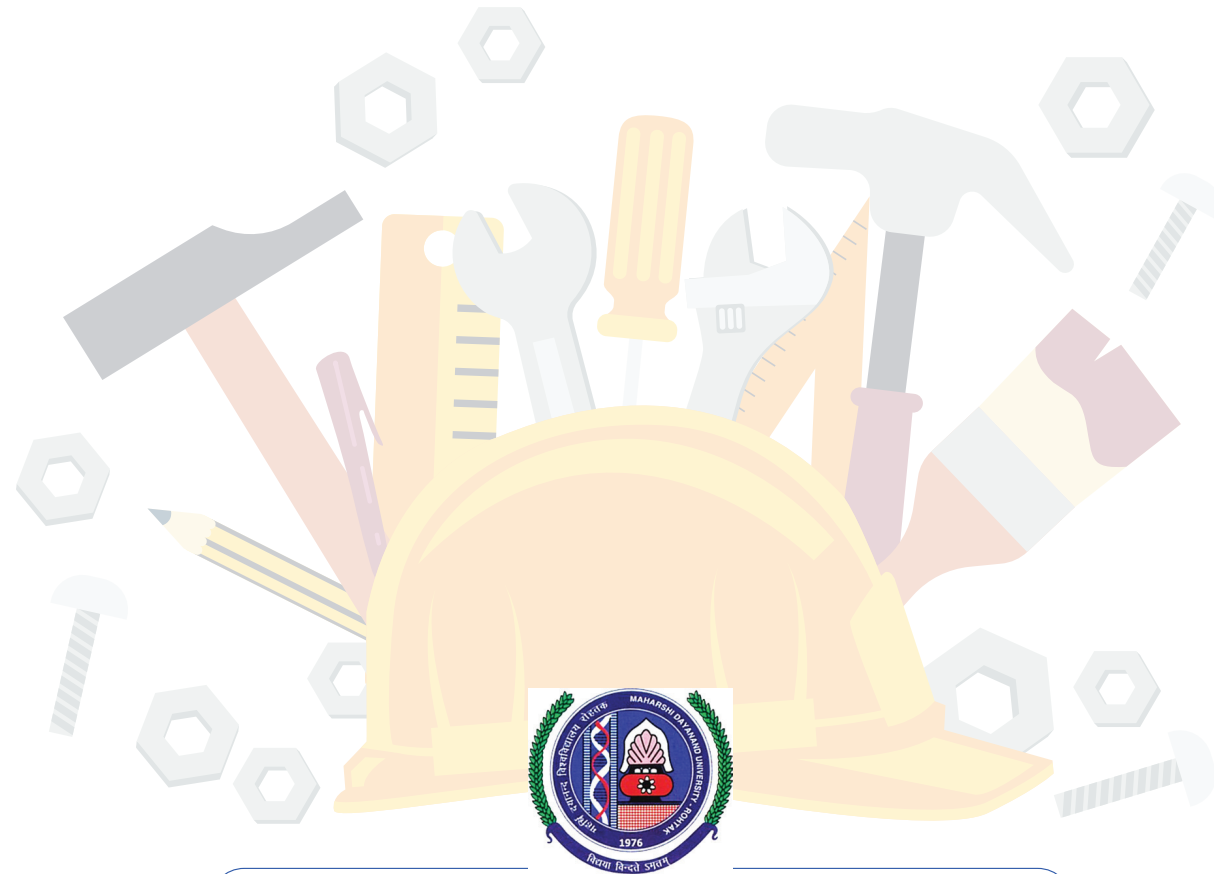
The selected candidate(s) may be assigned the following responsibilities:

- Delivering classroom sessions (theory/practical) as per the assigned curriculum.
- Conducting tutorials or review sessions.
- Evaluating student projects, laboratory work, tests, and other assessments.
- Maintaining systematic records of student progress and grades.

  
(Dean, Students' Welfare)

  
(Deputy Dean, Students' Welfare)





**Dean Students' Welfare Office**

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# Pandit Deen Dayal Upadhyaya Skill-Based Incentive Scheme for Students (PDDUSBISS)

Enriching Skills | Empowering Students





### Message from the Vice-Chancellor

It gives me immense pride to present this brochure on the Pandit Deen Dayal Upadhyaya Skill-Based Incentive Scheme for Students—an initiative that embodies our commitment to transforming higher education into a more dynamic, employable, and future-ready experience.

The world today is evolving at an unprecedented pace, and with it, the demands placed upon young professionals are becoming more complex, diverse, and innovation-driven. The traditional boundaries of learning are no longer sufficient; the ability to integrate knowledge with skills, creativity, and adaptability has become the new currency of success. This is precisely the ethos that drives this skill-based incentive scheme.

At its core, this initiative is designed to encourage our students to move beyond the classroom and immerse themselves in practical, real-world learning experiences. Whether it is through vocational training, industry-linked projects, entrepreneurship, or community-based engagements, we want our students to graduate not just with degrees, but with demonstrable capabilities that make them leaders in their chosen fields.

I wish to extend my heartfelt gratitude to the Hon'ble Prime Minister of India, whose visionary emphasis on skill-based education under the National Education Policy (NEP) 2020 has inspired institutions like ours to reimagine the very purpose of higher education.

We are confident that this initiative will spark new aspirations among our students, motivating them to explore interdisciplinary pathways and embrace global standards while staying rooted in our national ethos.

The success of such a programme depends on active participation—from our dedicated faculty who mentor and guide, to the industry partners who open their doors to internships, collaborations, and applied learning avenues. Also, I urge each student to view it not just as an opportunity for recognition, but as a personal call to action—to push boundaries, acquire new competencies, and be fearless in the pursuit of excellence.

Together, let us reaffirm our commitment to shaping a generation that is skilled, confident, and future-ready—a generation that will carry forward the vision of a Viksit Bharat.

**Prof Rajbir Singh**



DEAN STUDENTS' WELFARE OFFICE, MDU ROHTAK

## PT. DEEN DAYAL UPADHYAYA SKILLED-BASED INCENTIVE SCHEME FOR STUDENTS (PDDUSBIS)

India is projected to have the largest working-age population in the world by 2030. Providing gainful employment to students in a rapidly changing social and economic scenario is a major challenge for all stakeholders. The NEP 2020 promotes the integration of higher education with skill development to enhance employability.

Maharshi Dayanand University has launched the “Pandit Deen Dayal Upadhyaya Skill-Based Incentive Scheme for Students” to utilize and promote students' skills. Under this scheme, students will receive incentives for providing services to the University, based on their skills, while pursuing their courses.

### Aim of the Scheme

The scheme aims to encourage and promote skill development among students for better employability in their respective domains and to provide them with better avenues for meaningful participation in the corporate life of the University.

### Objectives of the Scheme

1. To enrich the student support ecosystem, with special focus on acknowledging, utilizing, and promoting their talents.
2. To identify and utilize the potential of students as a valuable human resource.
3. To offer opportunities for students to gain hands-on experience and equip them for a successful career.
4. To encourage students to learn about the dignity of work.
5. To engage students in various academic, technical, and office management tasks of the University.

The University has identified four skill levels, and incentives shall be paid to students accordingly. To begin with, broadly these four levels of services are grouped as follows:

- Laboratory Associate / Senior Laboratory Associate
- Technical Assistant / Technical Associate / Senior Technical Associate – Information and Communication Technology (ICT)
- Student Assistant / Student Associate – Career Counseling and Placement Cell (CCPC)
- Alumni Relations and Activities (ARA)
- Hospitality Services (HS)
- Yoga Trainer Assistant
- Technical Associate – Mechanical Engineering Workshop (MEW)
- Pharmacy Associate
- Event Planning and Organizing – Associate / Senior Associate
- Technical Associate / Senior Technical Associate – Electrical Engineering (EE-EC), Civil Engineering (CE-EC), Mechanical Engineering (ME-EC)
- Associate – Accounts Branch
- Laboratory Technician Associate
- Hobby Class Associate
- Yoga Trainer and Teaching Associate

Students from all Faculties shall be eligible to apply under this scheme.



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Level	Service	Incentive
A	<ul style="list-style-type: none"> <li>Laboratory Associate</li> <li>Technical Assistant (ICT)</li> <li>Student Assistant (CCPC)</li> <li>Student Assistant (ARA)</li> <li>Food Production Assistant (HS)</li> <li>Food &amp; Beverage Service Assistant (HS)</li> <li>Housekeeping Assistant (HS)</li> <li>Front Desk Assistant (HS)</li> <li>Yoga Trainer Assistant</li> </ul>	Max. hours per month = 4 Rs 200/- per hour subject to maximum of Rs 8000/-
B	<ul style="list-style-type: none"> <li>Technical Associate (MEW)</li> <li>Senior Laboratory Associate</li> <li>Pharmacy Associate</li> <li>Technical Associate (ICT)</li> <li>Student Associate (CCPC)</li> <li>Student Associate (ARA)</li> <li>Food Production Associate (HS)</li> <li>Food &amp; Beverage Service Associate (HS)</li> <li>Housekeeping Associate (HS)</li> <li>Front Desk Associate (HS)</li> <li>Event Planning &amp; Organizing Associate</li> <li>Associate Accounts Branch</li> <li>Technical Associate (EE-EC)</li> <li>Technical Associate (CE-EC)</li> <li>Technical Associate (ME-EC)</li> </ul>	Rs 250/- per hour subject to maximum of Rs 10000/- Max. hours per month = 40
C	<ul style="list-style-type: none"> <li>Yoga Trainer</li> <li>Laboratory Technician Associate</li> <li>Senior Technical Associate (ICT)</li> <li>Senior Event Planning &amp; Organizing Associate</li> <li>Hobby Class Associates</li> <li>Senior Technical Associate (EE-EC)</li> <li>Senior Technical Associate (CE-EC)</li> <li>Senior Technical Associate (ME-EC)</li> </ul>	Rs 300/- per hour subject to maximum of Rs 12000/- Max. hours per month = 40
D	<ul style="list-style-type: none"> <li>Teaching Associate</li> </ul>	Rs 500/- per hour for theory class and Rs 250/ per hour for practical class subject to maximum of Rs 14000/- Max. hours per month = 40

#### Abbreviations:

(ICT)- Information and Communication Technology  
(CCPC)- Career Counseling and Placement Cell  
(ARA)- Alumni Relations and Activities  
(HS)- Hospitality Services

(MEW) - Mechanical Engineering Workshop  
(EE-EC)- Electrical Engineering -Engineering Cell  
(CE-EC)- Civil Engineering -Engineering Cell  
(ME-EC)-Mechanical Engineering -Engineering Cell



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Details of the Services under PANDIT DEEN DAYAL UPADHYAYA SKILL-BASED INCENTIVE SCHEME FOR STUDENTS			
Level	Service	Job Responsibilities	Minimum Eligibility
A	Laboratory Associate	<ul style="list-style-type: none"> <li>Preparation of samples/reagents</li> <li>Cleaning and maintenance of laboratory</li> <li>Issue of chemicals/glassware's from the store</li> <li>Labeling of instruments/reagent bottles etc.</li> <li>Cleaning of the instruments/equipments</li> <li>Any other duty assigned by the lab in charge</li> </ul>	Bachelor Program Students
A	Technical Assistant (ICT)	<ul style="list-style-type: none"> <li>Help Desk</li> <li>Data Entry</li> <li>Network Maintenance – Cabling and Wi-Fi</li> </ul>	Bachelor Program Students (preferably BCA/B Tech/MCA/ MSc)
A	Student Associate (CCPC)	<ul style="list-style-type: none"> <li>Help Desk to register students' choices and Industry Queries</li> <li>Maintaining Databases</li> <li>Data entry with regard to calendar of events of Career Counseling and Placement</li> <li>Conducting Aptitude Tests, Seminars/ Workshops of Career Counseling, Skill Development and Placement activities</li> <li>Job Advertisement Circulation to all students via Physical Notice Boards placed in Departments/ Public places like Student Activity Centre, Library etc. and e-distribution via MDU Career Information Window / Apps etc.</li> </ul>	Bachelor Program Students
A	Student Associate (ARA)	<ul style="list-style-type: none"> <li>Searching of present and past alumni profiles with their contact details (batch wise)</li> <li>Web Scraping for Record Keeping</li> <li>Data / Record keeping of past alumni (batch wise)</li> </ul>	Bachelor Program Students
A	Food Production Assistant (HS)	<ul style="list-style-type: none"> <li>Gather necessary supplies</li> <li>Carry food supplies, equipment, and utensils to and from storage and work areas</li> <li>Perform basic cooking tasks like boiling, pressure-cooking etc. as per the instructions of the cook</li> <li>Prepare basic food items according to kitchen standards</li> <li>Clean and sanitize production equipment, work surfaces, and kitchen</li> </ul>	Bachelor Program Students



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Level	Service	Job Responsibilities	Minimum Eligibility
A	<b>Food &amp; Beverage Service Assistant (HS)</b>	<ul style="list-style-type: none"><li>Ensuring clean service-ware i.e. cutlery, crockery, glassware</li><li>Table setup as per menu</li><li>Set up of dummy waiter and stacking up service ware and accompaniments</li><li>Service assistance at buffet counter</li><li>Water/welcome drink service</li><li>Ensuring prompt table service as per standards</li><li>Resetting covers, collection and disposal of soiled F&amp;B Linen to laundry</li><li>Upkeep of mise en scene throughout service</li></ul>	Bachelor Program Students
A	<b>Housekeeping Assistant (HS)</b>	<ul style="list-style-type: none"><li>Manage inventory for cleaning and guest supplies</li><li>Perform pre-cleaning activities</li><li>Perform cleaning operations</li><li>Perform relevant housekeeping activities</li><li>Attend to guest's requests</li></ul>	Bachelor Program Students
A	<b>Front Desk Assistant (HS))</b>	<ul style="list-style-type: none"><li>Welcoming of delegates</li><li>Registration of guests and VIP delegates</li><li>Directing guest to their accommodation facilities</li><li>Coordinating with F&amp;B and housekeeping for handling guest requests</li><li>Management of lobby and reception area</li><li>Facilitation of IT related assistance to guests</li></ul>	Bachelor Program Students
A	<b>Yoga Trainer Assistan</b>	<ul style="list-style-type: none"><li>Assistant to Yoga trainer in organizing training sessions</li></ul>	Diploma Program (Yoga science) or 1st year MA (Yoga Science) students having suitable experience in the requisite area
B	<b>Technical Associate (MEW)</b>	<ul style="list-style-type: none"><li>Data entry in ME Branch</li><li>Maintenance of lab equipment /furniture</li><li>Repair &amp; Maintenance of equipment in Mechanical Workshop</li><li>Preparation of lab manual</li><li>Lab associates in (UG/PG)</li><li>Participation in 3-D printer lab established in Incubation Centre</li></ul>	Bachelor Program Students (B.Tech. /M.Tech. in Mechanical Engg.)
B	<b>Senior Laboratory Associate-</b>	<ul style="list-style-type: none"><li>Maintenance of the equipments/instruments</li><li>Maintaining the log register of equipment's/instruments</li><li>Demonstration of practical</li><li>Preparing SOP of instruments</li><li>Maintaining the inventory of the laboratory items</li><li>Any other activity deemed necessary to run the laboratory smoothly</li></ul>	Bachelor Program Students

Level	Service	Job Responsibilities	Minimum Eligibility
B	<b>Pharmacy Associate - University Health Centre</b>	<ul style="list-style-type: none"><li>Dispensing the prescription</li><li>Maintain the inventory of material</li><li>Proper storage of medicines</li><li>Help in blood testing like hemoglobin test etc</li><li>Help in applying the bandages etc.</li></ul>	Registered pharmacist (LEET students/M. Pharm. students)
B	<b>Technical Associate (ICT)</b>	<ul style="list-style-type: none"><li>Network Maintenance (Cabling,Wi-Fi &amp; Switch Management)</li><li>PC Maintenance</li><li>Data Processing/Analysis</li><li>Software Development/Configuration Deployment/Testing/ Documentation</li><li>Mobile Application Development</li><li>Backup and Restore Services</li><li>System Administration</li><li>Database Administration</li><li>Virtual Events Management</li></ul>	Bachelor Program Students (preferably BCA/B Tech/ MCA/M.Sc/M Tech)
B	<b>Student Associate (CCPC)</b>	<ul style="list-style-type: none"><li>Organizing Group Discussions and Guest Lectures by Industry Experts</li><li>Liaisoning with Industry</li><li>Profile building of students / Departments / and University</li><li>Flier making for different events</li><li>Communication with Companies / Industry for Profile Exchange / Invitations / Festival Greetings etc.</li><li>Placement Events' Handling</li><li>Maintaining Database on NIRF and NAA patterns</li><li>Public Perception handling by designing and distribution of fliers, flex etc. of students succes fully placed in Campus Recruitments</li><li>Web Scrapping for Record Keeping</li></ul>	Bachelor Program Students having good verbal and written communication
B	<b>Student Associate (ARA)</b>	<ul style="list-style-type: none"><li>Communication with Alumni for Profile Exchange / Invitations / Festival Greetings etc. in consultation with Faculty Coordinator</li><li>Alumni Database handling</li></ul>	Bachelor Program Students
B	<b>Food Production Associate (HS)</b>	<ul style="list-style-type: none"><li>Ensuring food quality</li><li>Ensure proper hygiene and sanitation conditions</li><li>Food Portion Control</li><li>Supervise entire kitchen operation</li><li>Assigning duties to trainees</li><li>Handle guest special requests due to dietary concerns</li><li>Ensure refilling dishes</li><li>Assist department in documentation of expenses</li></ul>	Bachelor Program Students



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Level	Service	Job Responsibilities	Minimum Eligibility
B	<b>Food &amp; Beverage Service Associate (HS)</b>	<ul style="list-style-type: none"><li>• Check the mise-en-scene standards are maintained</li><li>• Ensure refilling of dishes in buffet counter in coordination with kitchen department</li><li>• Assign duties and control trainees</li><li>• Handle guest special requests</li><li>• Maintain hygiene standards in Service area</li><li>• Coordinate with housekeeping for cleanliness and maintenance of Service Area</li><li>• Ensure the dummy waiters are properly manned and stacked up with necessary equipments</li></ul>	Bachelor Program Students
B	<b>Housekeeping Associate (HS)</b>	<ul style="list-style-type: none"><li>• Supervision of Housekeeping activities in different areas</li><li>• Guiding and assigning duties to trainees</li><li>• Ensure completion of tasks as per requirements &amp; standards</li><li>• Inspection of restrooms and ensuring availability of properly laundered linen throughout operations</li></ul>	Bachelor Program Students
B	<b>Front Desk Associate (HS)</b>	<ul style="list-style-type: none"><li>• Oversee the function of trainees</li><li>• Handling doubts of trainees regarding registration and identification of guests</li><li>• Handling guest complaints regarding accommodation facilities</li><li>• Overall Management of lobby and reception area</li></ul>	Bachelor Program Students
B	<b>Event Planning &amp; Organising Associate</b>	<ul style="list-style-type: none"><li>• Liaisoning with various people such as artists/ resource persons/judges/participants/teams etc. or departments</li><li>• Maintaining discipline</li><li>• Preparing and ensuring seating arrangement</li><li>• Kit preparations</li><li>• Certificate writing</li><li>• Accommodation arrangements</li><li>• Food and refreshment arrangements</li><li>• Transport management</li><li>• Visiting market for various needs etc.</li></ul>	Bachelor Program Students
B	<b>Associate Accounts Branch</b>	<ul style="list-style-type: none"><li>• To help in Bank Reconciliation in the shape of uploading the Bank data in the software</li><li>• To help in the fee reconciliation data</li><li>• Issue of advances and adjustment thereof relating to R K. Fund</li><li>• To maintain the record of release of Pension Record.</li><li>• To help in the collection of data from the departments/branch for the recasting of Budget</li><li>• To get the various kind of cases cleared from Audit Branch.</li><li>• To help in checking of Payment Bills i.e. calculation, rate charge in the bills and other formalities.</li></ul>	M. Com/MBA students



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Level	Service	Job Responsibilities	Minimum Eligibility
B	<b>Technica Associate (EE-EC)</b>	<ul style="list-style-type: none"><li>• Survey of existing building for maintenance purposes</li><li>• Meter Reading</li><li>• Inspection of Minor Maintenance works</li><li>• Preparation of daily material consumption report</li><li>• Monitoring of Maintenance of Solar Power Plant</li><li>• Monitoring of Street Lights etc.</li><li>• Any other duty assigned by the office</li></ul>	B.Tech.Third Year (Electrical Engineering) Students
B	<b>Technical Associate (CE-EC)</b>	<ul style="list-style-type: none"><li>• Surveying and Leveling</li><li>• Survey of existing building for maintenance purposes</li><li>• Material Sampling and Testing, Slump Test, Filling of Cubes, etc.</li><li>• Monitoring of curing, etc.</li><li>• Monitoring of cleaning of Storm Water Drain, Raw Water Channel</li><li>• Monitoring of Water Treatment Plant</li><li>• Any other duty assigned by the office</li></ul>	B.Tech Third Year (Civil Engineering) Students
B	<b>Technical Associate (CE-ME)</b>	<ul style="list-style-type: none"><li>• Data Entry in ME Branch</li><li>• Preparation of various charts for labs and workshop</li><li>• Preparation of maintenance schedule of various machines in Workshop like Lathe machine, milling machine, Shaper machine, drilling Machine etc.</li><li>• Monitoring and inventory of raw material for various shops of Workshop like Pattern making, fitting shop, welding shop, machine shop etc.</li><li>• Repair of furniture and workshop equipment</li><li>• Assisting workshop/lab Technicians in conducting experiments</li><li>• Any other duty assigned by the office</li></ul>	B.Tech.Third Year (Mechanical Engineering) Students
C	<b>Laboratory Technician Associate</b>	<ul style="list-style-type: none"><li>• Maintenance of the sophisticated equipments/ instruments</li><li>• Performing the sample analysis using sophisticated equipments</li></ul>	Master Program students in concerned Deptt/Centre/ Institute
C	<b>Senior Technical Associate (ICT)</b>	<ul style="list-style-type: none"><li>• Data Analysis</li><li>• Software Development/Configuration/ Deployment/Testing/Documentation</li><li>• Mobile Application Development</li><li>• Backup and Restore Services</li><li>• System Administration</li><li>• Database Administration</li><li>• Virtual Events Management</li></ul>	Bachelor Program Students (preferably BCA/B Tech/MCA/ MSc/M Tech/PhD)




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Level	Service	Job Responsibilities	Minimum Eligibility
C	<b>Senior Event Planning &amp; Organizing Associate</b>	<b>Specialized duties such as:</b> <ul style="list-style-type: none"><li>• Anchoring</li><li>• Decoration</li><li>• Designing &amp; printing of invitations, flex, banners, mementoes etc.</li><li>• Budgeting</li><li>• Rangoli making</li><li>• Photography and videography</li><li>• Overall stage management</li><li>• Audio arrangements</li><li>• Lighting</li><li>• Marketing of event</li><li>• Social media marketing</li><li>• Public relation management including press &amp; media</li><li>• Planning &amp; scheduling of events including minute to minute programme</li></ul>	Bachelor Program Students having suitable experience in the requisite areas
C	<b>Hobby Class Associate</b>	<b>Engage hobby classes for:</b> <ul style="list-style-type: none"><li>• Choreography</li><li>• Painting</li><li>• Playing musical instrument</li><li>• Yoga</li><li>• Cooking</li></ul>	Bachelor Program Students having suitable experience in the requisite area
C	<b>Yoga trainer</b>	<b>Organization of the Training sessions of:</b> <ul style="list-style-type: none"><li>• Yogaasanas, Praanaayama, Kriyaas and meditation</li><li>• Promotion of Yoga in the campus</li></ul>	Bachelor Program Students having suitable experience in the requisite area
C	<b>Senior Technical Associate (EE-EC)</b>	<ul style="list-style-type: none"><li>• Preparation of line diagram and drawings for addition/alteration of minor electrical lines, works, etc.</li><li>• Preparation of bill of quantities and estimates for minor works</li><li>• Monitoring of maintenance of HT/LT line</li><li>• Monitoring of maintenance of DG sets, ACs etc.</li><li>• Maintaining of inventory of electrical items.</li><li>• Maintenance of electrical equipments in labs.</li><li>• Monitoring and Maintenance of motors</li><li>• Monitoring and Maintenance of HVAC plants</li><li>• Monitoring and Maintenance of fire alarms, fire fighting</li><li>• Calculation of parameters for energy conservation/saving</li><li>• Any other activity deemed necessary</li></ul>	B.Tech. Final Year (Electrical Engg) students 

Level	Service	Job Responsibilities	Minimum Eligibility
C	<b>Senior Technical Associate (CE-EC)</b>	<ul style="list-style-type: none"><li>• Steel bending, binding and placing as per drawing</li><li>• Monitoring during laying of RCC columns, beams, slabs</li><li>• Preparation of drawings and estimate of minor/ major works</li><li>• Preparation of drawings and estimates of Addition/ Alteration works</li><li>• Estimate preparation for maintenance works</li><li>• Any other activity deemed necessary</li></ul>	B.Tech. Final Year (Civil Engg) students
C	<b>Senior Technical Associate (CE-ME))</b>	<ul style="list-style-type: none"><li>• Documentation in Mechanical Engineering Branch</li><li>• Preparation of lab manuals of various labs like SOM, MS, MM, CAD, FM, KOM, DOM, HT, RAC etc</li><li>• Monitoring of raw materials/ consumables for various labs</li><li>• Maintaining/ assisting lab technicians in maintaining lab equipment's in working order; calibration and timely repair of the equipment</li><li>• Preparing maintenance schedule and maintenance history of various equipment's of the labs like UTM, Hardness testing, various engines etc.</li><li>• Assisting lab technicians in conducting lab experiments (UG/PG)</li><li>• Assisting faculty/technician in 3-D printer in Incubation center</li><li>• Estimate preparation of maintenance works of labs</li><li>• Monitoring of University vehicles in XEN Branch.</li><li>• Any other duty assigned by the office</li></ul>	B.Tech. Final Year (Civil Engg) students
D	<b>Teaching Associate</b>	<ul style="list-style-type: none"><li>• Teaching the assigned curriculum in classroom sessions (Theory/Practical)</li><li>• Evaluating student projects, labs, tests and other assessments</li><li>• Maintaining records on student progress/grades</li><li>• Conduct tutorials or review sessions</li></ul>	Ph.D. Scholars (fulfilling eligibility conditions of UGC norms* for the post of Assistant Professor) not in receipt of any scholarship/ fellowship



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