Centre for Social Responsibility & Leadership Company: Company Centre for Social Responsibility & Leadership Name: **Nature Of** NGO **Business:** Designation **Academic Officer** Tentative Job Pan India Location: The candidate will have the responsibility to mentor a group of underprivileged but talented students to realize their dream of getting into IITs. To enable the project to achieve the admission target. To mentor and closely monitor the progress of academic performance of students (subject wise) on daily basis. To show keen interest in knowing each student personally to have better understanding of his/her problem(s) and work on them. To interact and coordinate with subject experts. To ensure that Students Academic Manual is strictly followed with strict adherence to study plan and test schedules at centre(s). Maintain students' academic progress, classroom feedback on faculties' performance and attendance on regular intervals. Preparing and maintaining all documents related to academics. **Description:** To submit a review report to Academic Manager on regular basis. To liaison with faculties for a review to identify the areas where students are struggling and to plan and implement necessary actions. Make efforts towards designing and developing systems which will contribute to increased students' understanding of the subjects and in better performance from their sides. Demonstrate a sincere interest in doing anything necessary to ensure student is progressing. Keep self-updated on IIT JEE content and test series on annual basis. To take full accountability for students performance. Make efforts towards designing and developing systems which will contribute to the growth of the organization. Perform any addition duty assigned from time to time. AE BSBE CE CHE CSE EE ES ME MSE PHY CHM MTH ECO DES IME CGS HSS EEM MSP NET PSE Stats BTYes Yes Yes Yes Yes -- Yes Yes BS -- ------ Yes -- --Yes Yes Yes MT No DoubleMajor Yes Yes Yes Yes Yes -- Yes Yes Yes Yes Yes dual Yes **Eligibilty:** dualB Yes Yes Yes Yes Yes -- Yes dualC Yes Mdes No **MBA** No Phd No MSc No No No No MSR No No No No No No --No No No No Rs. 32k - Rs. 35k Cost to **Company:** plus sharing accomodation, fooding, mobile reimbursement, internet facility, medical insurance Rs. 32k - Rs. 35k **Package** Details: plus sharing accomodation, fooding, mobile reimbursement, internet facility, medical insurance Bond: **False CPI CutOff:** 0.0 Medical Requirments na Resume False **Shortlist: Aptitude False** Test: Group **False** Discussion: Technical True Test: **Technical** 2 hrs Test **Duration: Technical** False Interview: HR True Interview: HR **Interview** 30 mins **Duration: Additional** Information: