



JOB DESCRIPTION

<p>About BITS, Pilani</p>	<p>Birla Institute of Technology & Science, Pilani (BITS Pilani) is a deemed-to-be university under Section 3 of the UGC Act, 1956. It is one of India's leading institutions in science, engineering, and technology, with campuses at Pilani, Dubai, Goa, and Hyderabad.</p> <p>The Work Integrated Learning Programmes (WILP) Division, established in 1979, focuses on continuing education for working professionals across sectors. WILP offers degrees, diploma, and certificate programmes designed for employed learners.</p>
<p>Industry/Service</p>	<p>Higher Education</p>
<p>Post/Job Title</p>	<p>Senior Instructor & Instructor (Off-Campus)</p>
<p>Job Type</p>	<p>Regular, Full-time</p>
<p>Reporting to</p>	<p>Associate Heads, CSIS</p>
<p>Will also works very closely with</p>	<p>Experiential Learning Leads, CSIS</p>
<p>No. of positions & Job Location</p>	<ol style="list-style-type: none"> 1. Senior Instructor-Two positions; locations may include Bengaluru, Hyderabad, Chennai, Delhi, and Pune. 2. Instructor- Six positions, locations may include Bengaluru, Hyderabad, Chennai, Delhi, and Pune.
<p>Purpose</p>	<ol style="list-style-type: none"> 1. The Senior Instructor will lead and support the experiential learning (EL) operations of the AIML and DSE programmes. The role combines operational oversight, academic coordination, quality assurance, and mentoring of the EL instructional team to ensure effective and scalable delivery of lab-based and webinar-based learning components. 2. The Instructor will support the planning, execution, and day-to-day management of Experiential Learning (EL) activities for the AIML and DSE programmes. The role includes laboratory preparation, LMS support, student-facing academic and technical assistance, session coordination, and operational reporting.
<p>Principal Accountabilities & Responsibilities</p>	<p>Key Responsibilities: Senior Instructor</p> <ol style="list-style-type: none"> 1. EL Operations Management: Coordinate and oversee EL operations across assigned programmes, including pre-semester planning, in-semester monitoring, and post-semester review. Work closely with the Experiential Learning Leads and Associate Heads on delivery priorities and issue resolution. 2. Infrastructure and Tools Management: Oversee lab readiness across platforms and environments, recommend upgrades where needed, and support effective utilisation of lab infrastructure, software tools, datasets, and repositories. 3. Lab Planning and LMS Integration: Identify courses that require experiential components and support planning for the corresponding tools, datasets, platforms, labware, testing workflows, and LMS integration. 4. Quality Assurance and Reporting: Monitor webinars and lab sessions to maintain instructional quality and consistency. Prepare and maintain documentation required for review, audit, and Internal Quality Assurance (IQA) processes.



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- 5. Team Leadership and Capacity Building: Guide and mentor Lab Instructors and help build a capable pool of Experiential Learning Facilitators. Support onboarding, orientation, and capability development of instructional support teams.
- 6. Instructional Delivery: Conduct orientation sessions, foundational workshops, and selected advanced webinars or hands-on sessions for priority courses, as required.
- 7. Learning Materials and Assessment Support: Lead the development, review, and continuous improvement of lab sheets, assignments, quizzes, rubrics, and related instructional resources. Work with faculty to support situated and application-oriented learning activities.
- 8. Project and Student Support: Provide academic guidance for selected design-oriented or hands-on student work associated with EL components.
- 9. Coordination and Compliance: Escalate unresolved academic or operational issues in a timely manner. Ensure compliance with academic integrity norms, institutional policies, and approved delivery processes.

Key Responsibilities: Instructor

- 1. EL Operations Support: Support EL operations for assigned programmes, including pre-semester preparation, in-semester tracking, and post-semester data compilation for reports and reviews.
- 2. Lab Planning and Integration: Assist with provisioning of virtual and remote lab environments, preparation of labware, system testing, and integration of EL components into the LMS.
- 3. Academic and Instructional Support: Support orientation sessions, webinars, and lab sessions. Provide timely academic and first-level technical support to students during EL activities.
- 4. Quality Monitoring and Reporting: Monitor webinars and lab sessions as assigned, document observations, and prepare inputs required for Internal Quality Assurance (IQA) and related reporting.
- 5. LMS Administration: Manage EL-related LMS activities in line with timelines, including uploading content, configuring assignments and quizzes, and issuing course-related announcements.
- 6. Assessment Support: Assist in the preparation, coordination, and grading support of lab sheets, assignments, quizzes, and other EL evaluation components. Track participation and completion data for course reporting.
- 7. Technical Readiness and Troubleshooting: Validate environments before sessions, resolve routine technical issues, and maintain organised access to code, datasets, tools, and technical documentation.
- 8. Coordination: Work closely with the EL team, faculty, course development teams, and operations staff to support smooth delivery. Escalate unresolved academic or technical issues in a timely manner.
- 9. Compliance: Ensure adherence to institutional processes, delivery timelines, and academic integrity expectations.

Qualification and Personal Profile

- 1. **Senior Instructor** - M. Tech. in Computer Science and Engineering (CSE), Information Technology (IT), Data Science and Engineering (DSE), Artificial Intelligence and Machine Learning (AIML), or a closely related discipline.



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	<p>2. Instructor - B.Tech. in Computer Science and Engineering (CSE), Information Technology (IT), or a closely related discipline. Selected candidates expected to enroll in and complete a relevant M. Tech. programme, as per institutional requirements.</p>
Other Skill and Ability Requirements	<p>1. Senior Instructor- <u>Technical Knowledge</u> Strong academic background and hands-on experience across core areas of AI and computing, ranging from classical machine learning, data science, and statistics to deep learning, natural language processing, large language models (LLMs), and Generative AI. The candidate should be proficient in Python programming, debugging, and the use of standard AI/ML libraries, tools, and productivity software. The role also requires the ability to support advanced experiential courses and lab development involving modern AI workflows such as model building, evaluation, prompt-based systems, API-based model usage, retrieval-augmented generation (RAG), and responsible AI practices. Relevant advanced coursework, certifications, or practical experience in AIML/DSE-related areas will be an advantage.</p> <p><u>Behavioral Competencies</u> Excellent written and spoken communication skills, strong coordination ability, willingness to work with evolving technologies, good judgement in academic-operational settings, and the ability to work effectively as part of a team.</p> <p>2. Instructor - <u>Technical Knowledge</u> Good foundational knowledge and hands-on exposure in one or more areas of computer science, such as Python programming, artificial intelligence, machine learning, data science, data visualization, deep learning, or natural language processing. The candidate should be comfortable with programming, debugging, and using standard office and learning support tools. Relevant certifications, coursework, or practical exposure in AIML/DSE-related areas will be an advantage.</p> <p><u>Behavioral Competencies</u> Good written and spoken communication skills, reliability in execution, willingness to learn new tools and technologies, attention to detail, and the ability to work effectively in a team-oriented academic environment.</p>
Compensation	<p>Senior Instructor- Rs. 11 to 12 Lakhs per annum commensurate with experience. Instructor- Rs. 8.84 Lakhs per annum commensurate with experience.</p>
Resume Format	<p>Candidates should submit their resumes through the following Google Form: https://forms.gle/wD5GsX8pAMCW92GN7</p>