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Position	Nature of Assignment
Editor - in - Chief	The Editor-in-Chief holds the highest editorial position within a publication or media outlet and is primarily responsible for overseeing the content, quality, and overall direction of the publication.
Executive Editor	The Executive Editor is a senior editorial position responsible for overseeing the daily operations of a publication and ensuring the editorial team delivers high-quality content consistently
Associate Editor	Editing and Proofreading Edit and proofread articles for grammar, clarity, style, and accuracy. Ensure all content aligns with editorial standards and brand voice.
Editorial Board Member	Editorial Board Member plays a crucial role in maintaining the quality, integrity, and direction of a publication, particularly in academic, scientific, or professional journals.
Member	Help maintain the scientific rigor and editorial excellence of the journal. Support the continuous improvement of editorial practices and procedures.
Reviewer	Providing an unbiased, objective evaluation of a manuscript, offering constructive feedback to improve the work, and ensuring the validity and integrity of the research. They must evaluate the scientific merit, originality, and relevance to the journal's scope. Reviewers also have a duty to maintain confidentiality and avoid conflicts of interest.
Session Chair	Managing a specific session, ensuring a smooth flow of presentations, and engaging the audience. They introduce speakers, manage the session's time, facilitate Q&A, and keep the session on schedule.

Conference Paper Supervisor	A conference paper supervisor's primary responsibility is to guide and support in the development, writing, and presentation of a conference paper. This involves providing feedback, ensuring academic standards are met, and assisting with the submission process.
Paper Evaluator	They must adhere to specific guidelines and maintain confidentiality throughout the process. Key responsibilities include evaluating all answers, entering marks accurately, and ensuring the correctness of marks entered. They also play a role in identifying discrepancies and potential unfair means during the evaluation.
Seminar Paper Evaluation	The primary responsibility in seminar paper evaluation lies with the assigned faculty member and often an external expert. They evaluate the paper's content, structure, originality, and adherence to writing guidelines, providing feedback to the author.
Paper Publication	Ensuring the integrity and accuracy of their published research papers. This includes ensuring the originality of the work, citing sources accurately, and adhering to ethical publication practices. They are also responsible for communicating the research findings to the scientific community and, if appropriate, the public.
Author	Ensuring the originality and accuracy of their work, citing sources properly, disclosing any conflicts of interest, and adhering to ethical guidelines. They are also responsible for accurate contact information, particularly for the corresponding author.
Co Author	Contributing significantly to the research, sharing accountability for the work, and ensuring the accuracy and integrity of the published paper. They are expected to collaborate on all aspects of the research, from design to analysis, and contribute to the overall intellectual content.