

	<b>JOB DESCRIPTION</b>
<b>Prepared by: Dean, Faculty and Staff Affairs</b> <b>Date:</b>	<b>Approved by Director / Executive Director</b> <b>Date:</b>
<b>Job Title</b>	Dean Academics
<b>Reports to</b>	Director
<b>Job Purpose</b>	To strengthen and shape the future of engineering academic excellence
<p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• CBCS Implementation</li> <li>• Academic Planning of all academic programmes</li> <li>• Academic Calendar, Time Table,</li> <li>• Review monthly, Provisional Detention List,</li> <li>• Classroom Allotment,</li> <li>• Academic Implementation &amp; Reform,</li> <li>• Academic monitoring</li> <li>• Feedback-online and live in classroom</li> <li>• Use of MOOCS, E-learning</li> <li>• To advise Board of studies, Academic Council, Department regarding the academic rules.</li> <li>• Plan the expansion of academic programmes to work for International, national collaboration in the field of academics,</li> <li>• Create more centers of excellence</li> <li>• Framing the policies of all sections mentioned above.</li> <li>• Any other work as assigned by the Director / management.</li> </ul>	
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Ph.D. in Engineering in the disciplines of Chemical / Computer / Civil / Electronics / Electronics and Telecommunication / Information Technology / Mechanical.</li> </ul> <p><b>Essential requirements:</b></p> <ul style="list-style-type: none"> <li>• Master Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale in any discipline from a recognized University / Institute.</li> <li>• Two PhD's guided in career as sole or Principal supervisor (Preferred).</li> <li>• The following during the past 4 years: (i) 3 papers in SCI journals; (ii) One high value sponsored</li> </ul>	

or consultancy project; (iii) Two self financed or four Govt. sponsored short-term courses as coordinator and main teacher,

- 10 years of research experience of which 5 years as Associate Dean or an equivalent post.
- An intellectual leader with a demonstrated track record showing distinguished teaching, research, and scholarly publications that exhibit a balanced commitment to academic excellence.
- A person of high energy, absolute integrity, enthusiastic optimism and the perseverance to bring initiatives to fruition.

**Documents required:**

- Relevant copies of academic certificates and work experience.
- Documentary evidence of date of Birth and Address Proof (Aadhar Card/ Passport)
- Appointment Letter from last employer if any.
- Certificate of Medical fitness from registered medical practitioner.
- Four passport sizes colored Photographs.
- Two references, along with their contact address (one preferably from previous organization if any).

**Dean, FSA**

**Director**