

	<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 Administration
<b>Reports to</b>	Director
<b>Job Purpose</b>	Administrative management of the institution
<p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Providing administrative leadership</li> <li>• To monitor and supervise following sections. <ul style="list-style-type: none"> <li>• Registrar</li> <li>• Security and cleaning</li> <li>• Transport</li> <li>• Stores and purchase</li> <li>• Marketing and branding</li> <li>• Admissions</li> <li>• Accounts and Finance</li> <li>• Estate, maintenance and infrastructure</li> <li>• Hostels (Boys and Girls)</li> <li>• Admissions</li> <li>• Medical Officer</li> </ul> </li> <li>• Monitoring the physical targets and utilization of funds with respect the all plans</li> <li>• Campus development and renovation work</li> <li>• Preparation of strategic plan for institution and fixing plan for various works.</li> <li>• Device up purchase procedure as per need of programme.</li> <li>• Physical verification of assets</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>	

**Essential requirements:**

- 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.
- Two PhD's guided in career as sole or Principal supervisor (Preferred).
- The following during the past 4 years: (i) 3 papers in SCI journals; (ii) One high value sponsored 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.
- At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above or eight years of service in the AGP of Rs.8000/- and above including as Associate Professor along with experience in Educational Administration.
- Comparable experience in research establishment and / or other institutions of higher education.
- 15 years of administrative experience of which 8 years as Deputy Registrar 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**