

	<b>JOB DESCRIPTION</b>
<b>Job Title:</b> Dean, Faculty & Staff Affairs	<b>Approved by Director</b> <b>Date:</b>
<b>Reports to</b>	Director
<b>Job Purpose</b>	To define policies and oversee activities related to employees
<p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Recruitment process of Faculty and staff members.</li> <li>• Appointments of Visiting Faculty, Adjunct Faculty, Emeritus Professor, Distinguished Professor etc.</li> <li>• Confirmation, Extension, Re-employment, Transfer and promotion of Faculty and staff.</li> <li>• Induction program for new employees.</li> <li>• Issue of Service certificate.</li> <li>• Exit process of employee.</li> <li>• Sanction of all types of leaves as per leave policy.</li> <li>• Faculty and staff welfare scheme.</li> <li>• Annual Appraisal process.</li> <li>• Issuing letters to the non-performing employees.</li> <li>• Verifying salary calculation sheet.</li> <li>• Defining the Job description, policies, HR manual etc.</li> <li>• Selection process of Teacher and Staff of the Year award.</li> <li>• Handling grievances.</li> <li>• Maintaining the discipline among faculty and staff.</li> <li>• Coordinate Training / workshop / Guest lectures for faculty and staff.</li> <li>• Overall monitoring of HR processes.</li> <li>• To undertake any other job entrusted by the Director and Management, as and when required.</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> </ul>	

- 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.
- 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).

**Director**