

	JOB DESCRIPTION
Prepared by: Dean, Faculty and Staff Affairs Date:	Approved by Director / Executive Director Date:
Job Title	Dean Quality Assurance
Reports to	Director
Job Purpose	Promotion of Quality assurance and Quality Enhancement
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Coordinating the institute’s quality assurance system including strategic planning, assessment and evaluation for continuous improvement, statistical analysis of instrumentation to establish validity and reliability, and data dissemination. • Will act as Management Representative for ISO activities and will be responsible for restructuring / revising of the QMS based on NBA, NAAC and autonomy requirements. • Will look after the NBA, NAAC, Autonomy and ISO reports and other preparations. • Ensure overall planning and implementation of Quality assurance and Quality Enhancement activities within the College. • Promotion, enhancement and dissemination of good teaching and learning practices. • Any other work assigned by Director / management. 	
<p>Qualifications:</p> <ul style="list-style-type: none"> • Ph.D. in Engineering in the disciplines of Chemical / Computer / Civil / Electronics / Electronics and Telecommunication / Information Technology / Mechanical. <p>Essential requirements:</p> <ul style="list-style-type: none"> • 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. • 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