

	<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 R & D
<b>Reports to</b>	Director
<b>Job Purpose</b>	To enhance research culture / activities in the institution
<p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To supervise research / consultancy activities of the institute.</li> <li>• Grants Follow up of RPS &amp; MODROB, UGC, DST</li> <li>• Ph.D/R&amp;D Brochure</li> <li>• Conference Approvals</li> <li>• Registration with National &amp; International Laboratories</li> <li>• Patent Awareness Programs</li> <li>• ARC approval from various Universities</li> <li>• Industry Institute linkage, collaboration research entrepreneurship</li> <li>• To monitor effective utilization of funds of external funding agencies</li> <li>• Facilitate the consultancy work of the institution.</li> <li>• Shall maintain and update records of research publications.</li> <li>• Conduction of research methodology workshops for UG &amp; PG</li> <li>• Plagiarism check</li> <li>• Approval of in-house funding proposals for publications and career enhancement programmes.</li> <li>• Framing the policies of all sections mentioned above.</li> <li>• Any other work as assigned by the principal / 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>	

- 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 (R&D) 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**