

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

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