

	JOB DESCRIPTION
Prepared by: Dean, Faculty and Staff Affairs Date:	Approved by Director / Executive Director Date:
Job Title	Dean Corporate Relation
Reports to	Director
Job Purpose	Promotion of Corporate relations and employability of students
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • To create the presence of MITAOE in new industries. This involves interacting with various industries and building relations with industries. • To fetch the consultancy work from Industries in terms of design, manufacture, modify, consult or any technical support required by the industry. • To strengthen the bonding of MITAOE with professional industrial associations. This involves taking membership of Professional Industrial Associations and enhancing the industry network through these Associations. • Taking the support of Industries/Associations for hosting the events/ partnering the events. • Developing relations with industries. Signing MOU/ Letter of Intents/ Agreement with Industries. • Getting the support of industries for sponsored projects, Internship and placement opportunities. Review and monitor them on an ongoing basis. • Discuss and finalize objectives as per Quality policy. Ensure quality system implementation. • Prepare action plan for quality objectives stating present status, target for the year. • Analyze the mission, vision and quality policy of institute. • Timely take feedback from corporate for improvement in corporate relation. • Initiate skill development programs for enhancing the relation with the industries. • Lookout for Non-Conformities. • Analysis of students' feedback from the Industry. • Analyze and study the cause of non-conformity by taking meeting with committee members. • Apply the suitable and effective corrective action to improve the industry bonding. • Make arrangements for necessary improvements by reviewing periodically the process of corrective action. • To collaborate with academic departments of the Institute to develop an understanding of institute's research and education goals so as to provide partnership agendas to companies and industries. 	

- To collaborate with department Alumni Coordinator for staying apprised of departments Alumni profile, and provide guidance on activities that advance the institute – corporate relationship.
- To effectively utilize the opportunities during organized activities of the institute (conferences, workshops, robocon etc) for enhancing institute-corporate relationship.
- To lead industry-institute interaction for organizing lectures from the professionals from industry.
- To undertake any other job entrusted by the Management, as and when required.

Qualifications:

- 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.
- 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