

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

Director