

	JOB DESCRIPTION
Prepared by: Dean, Faculty and Staff Affairs Date:	Approved by Director / Executive Director Date:
Job Title	Dean of School
Reports to	Director
Job Purpose	To achieve the highest possible standards of excellence in all activities by implementing strategic policy.

Duties and Responsibilities

- Discuss and finalize quality objectives. Communicate to all concerned. Initiate actions, monitor and analyze. Ensure quality system implementation
- Allocation of courses, projects, portfolios, events and activities to faculty.
- Initiate co-curricular, extra-curricular and skill development programs for holistic development of students.
- Identify training needs for the faculty and staff as well as facilitate the training.
- Identify continuing education programs for faculty and staff's knowledge and skill upgrade.
- Monitor the overall teaching-learning process. Monitoring of attendance and performance, coordinate the conduct of theory, practical and oral exams, oversee project progress.
- Collate and analyze feedbacks. Counseling the faculty for improvements.
- Continual Assessment of faculty for contributions in academics, co-curricular and extra-curricular activities, research and administrative duties.
- Liaison with other schools / departments, library, and other service providers in the institute.
- Stimulate industry-institute interaction. Liaison with professional societies, industry and research organizations.
- Discuss and finalize the school budget and oversee the purchase of equipment.
- Facilitate the solving of issues and queries of students, staff and faculty.
- Interaction with various stake-holders. Analyze the feedback from stake-holders for continual improvement.
- Maintain all documents and records. Review, analyze and streamline the processes and activities.
- Liaison with COE/SPPU for smooth conduct of exams.
- Report relevant issues to the Management, if required.
- Provide a vision and facilitate the achievement of same by a positive and dynamic leadership.
- Perform all the duties and responsibilities of a faculty – academics, research, student and faculty

development, etc.

- Any other work assigned by Director / management.

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 In charge 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