



**Dean, Faculty of Education**

**MAULANA AZAD UNIVERSITY**

**JODHPUR, RAJASTHAN**

Maulana Azad University, Jodhpur, (MAU) which started in 2013 has been rapidly expanding its activities and courses, and the pace is expected to further increase exponentially in future as well. We are, therefore, always on the lookout for exceptional professionals at senior levels to explore the possibility of their association with us in the times to come.

**This advertisement is for the post of the Dean, Faculty of Education.** We are looking for a visionary, dynamic and experienced Academician and Administrator having exemplary track record of adding value to the institutions they have served, Experience of **Academic Administration and research (preferably in a leadership position)** with an Institution of repute, is mandatory. Exceptional candidates with 10 years plus experience and passionate about qualitative and innovative teaching/learning practices are welcome to apply. Someone younger but dynamic could also be considered. Candidate should preferably be **below 56 years** in age. However, dynamic seniors above 56 could also apply. Candidate must have acquired qualifications **UG, PG and Ph.D** from renowned academic institutions recognized by the UGC.

MAU offers adequate avenues for growth. The candidate should be willing to take up and explore new opportunities, able to create innovative teaching, research and student engagement environment in collaboration with other educational institutions, schools, industry & academics in India & abroad.

**Interested candidates can e-mail at [hr@mauj.ac.in](mailto:hr@mauj.ac.in) no later than ~~3<sup>rd</sup> June 2019~~**

**Revised 10<sup>th</sup> June 2019**

Please send a full CV/Resume and a Cover Letter answering the following questions (in brief). **Incomplete applications will be automatically disqualified. Your application will be treated in strict confidence.** For any query call : 7742516969

**Q1. What motivates you for the role you are applying?**

**Q2. Why do you want to work with MAUJ?**

**Q3. Please share two of your most memorable experiences as an Academic and/or Administrator.**

**Q4. Please state the last salary you have drawn and your expectations.**

**HR**

Maulana Azad University

Jodhpur, Rajasthan

Email: [hr@mauj.ac.in](mailto:hr@mauj.ac.in) | Website : [www.mauj.ac.in](http://www.mauj.ac.in)

## **Powers and Duties**

The Dean, Faculty of Education shall —

- (1) be responsible for academic planning and academic audit of the programmes and implementation of academic policies approved by the Academic Council in respect of academic development, maintenance of quality of education including standards of teaching and research and training of teachers within his/her faculty. He/she shall work directly under the superintendence, direction and control of the President;
- (2) be responsible for development and application of quality benchmarks or parameters for various academic and administrative activities of higher education;
- (3) facilitate the creation of a learner-centric environment conducive for quality education;
- (4) arrange for feedback responses from the students, the teachers, non-teaching staff, the parents and the other stakeholders on quality-related institutional processes;
- (5) ensure appropriate actions, as are needed for maintenance of quality of teaching spelt out by the Internal Quality Assurance Cell;
- (6) ensure that the teachers' appraisal by students is carried out and the reports thereof are sent to the university authorities concerned;
- (g) be responsible for dissemination of information on the various quality parameters of higher education, as may be defined by various national level bodies dealing with assessment and accreditation of quality in educational institutions;
- (7) organize inter-institutional and intra-institutional workshops, seminars on quality related themes and promotion of quality circles;
- (8) co-ordinate quality-related activities, including adoption and dissemination of good practices, development and maintenance of institutional database, through management information system for the purposes of maintaining or enhancing the institutional quality;
- (9) be responsible for development of quality culture in higher education;
- (10) prepare Annual Quality Assurance Report of programmes within his/her faculty, based on the quality parameters or assessment criteria, developed by the relevant quality assurance bodies, in the prescribed format;
- (11) be responsible for bi-annual development of quality parameters and ranking of integral units of higher education based on the Annual Quality Assurance Report;
- (12) interact with State Quality Assurance Cell in the pre-accreditation and post-accreditation quality assessment, sustenance and enhancement endeavours;
- (13) recommend to the Management Council proposals for the institution of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and making Regulations for their award;
- (14) recommend to the Management Council through the Academic Council, proposals for the conduct of inter-faculty and area or regional studies, common facilities, such as instrumentation centers, knowledge resource centers, Science and Technology Parks, entrepreneurship development and industry incubation center, intellectual property rights center, workshops, hobby centers, museums, etc.;

(15) control, regulate and co-ordinate research activities to maintain standards of teaching and research in the university departments, post-graduate departments in colleges and recognized institutions;

(16) recommend to the Academic Council proposals for conduct of post-graduate courses in university departments, post-graduate departments in colleges and recognized institutions;

(17) recommend to the Academic Council the norms of recognition of postgraduate teachers and research guides in post-graduate departments in colleges, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions;

(18) recommend to the Academic Council the norms of recognition of undergraduate teachers and project guides in undergraduate departments in colleges, autonomous colleges and institutions, empowered autonomous colleges, cluster of institutions and recognized institutions;

(19) recommend to the Academic Council the norms of recognition of experts working in industries or private professional skills development companies or private skills development institutions, as recognized teachers for the certificate or diploma or advanced diploma or associate degree programmes which may be run by colleges, institutions, autonomous colleges and institutions, empowered autonomous colleges or cluster of institutions, empowered skills development colleges and private skills education provider, as recommended by the university authorities;

(20) be responsible for ensuring standards of under-graduate and post-graduate teaching and research in the faculty;

(21) be responsible for ensuring academic development of the faculty under his/her purview and proper implementation of the decisions of the Board of Studies, Faculty, Academic Council, Management Council and the Board of Examinations and Evaluation in respect of his/her faculty;

(22) be responsible for creation of a repository of questions with model answers which shall be continuously updated and expanded;

(23) enquire into any malpractices committed in any academic programmes in the faculty by a university department, affiliated or conducted or community or autonomous, empowered autonomous colleges or cluster of institutions or recognized institutions, on being directed by the Academic Council and submit a report of the findings to the Academic Council;

(24) render necessary assistance for redressal of grievances of the students in the faculty;

(25) prepare proposals for award of fellowship, scholarship and other distinctions in the faculty for submission to the Academic Council;

(26) prepare reports as required by the various authorities or bodies of the university, the State Government, the Central Government, the Central Educational Commissions or Councils, Commission and any such other body;

(27) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him/her by the President or Pro- President from time to time.

### **Summary of Job Description**

1. Implementation of policies, processes and practices as laid down
2. To facilitate the institutional growth through controlling and developing the academic and developmental functions across the organization.

3. Promote and institutionalize effective faculty student engagement & development
4. Create better opportunities for students and faculties for individual and organizational growth.
5. Improve Academic Performance year on year
6. Influence achievement of admission and placement goals
7. Achieve and sustain accreditation/affiliation standards on an ongoing basis.
8. Improve ranking and rating year on year.
9. Drive faculty & student development.
10. Flawless & timely execution of actions to meet the Institutes strategic objectives.
11. Ensure implementation of best practices & initiatives to drive academic excellence
12. Embed & imbibe our core values.

**Qualification**

- B.Ed, M.Ed, Ph.D from a reputed Institution.
- Proven track record of having led a Dept. /Institution in a highly rated technical Institution with exceptional people & operations management skills.
- Must be familiar with the regulatory requirements of Autonomous/University set up.