



Yogoda Satsanga Mahavidyalaya

NAAC Accredited B++ (CGPA 2.89)

Jagannathpur, Dhurwa, Ranchi - 834004

(A Religious Minority Institutions, affiliated to Ranchi University, Ranchi)

Advertisement for the post of Dean, Centre for Vocational Studies

Applications are invited from the eligible candidates for the post of Dean, Centre for Vocational Studies of the Mahavidyalaya:

Required qualifications:

- A Master's degree in Management/ IT/Computer Science with at least 55% of marks or its equivalent grade of "B" in the UGC seven-point scale;
- Experience of at least 15 years in Teaching/Research or both of which at least 2 years as Head of a Department in a University/Director of school or principal of a recognized College.
- Preference may be given to candidates with proven ability in executing effective teaching-learning methodologies, accreditation, industry connect, handling career and placement activities, and coordination with the University.
- Ph.D. qualification in the respective field.
- A proven track record of academics and career service delivery is very essential.
- A minimum of 10 research publications in peer-reviewed or UGC-listed journals.
- Professional having requisite qualification, academic experience and other relevant experience as per JDs can also apply.
- Salary: As negotiable.

The application along with self attested photocopies of supporting documents is required to be sent by registered post or speed post to the following address or delivered personally or through messenger at the following address.

Secretary, G.B., Yogoda Satsanga Mahavidyalaya, Jagannathpur, Dhurwa, Ranchi- 834004

Applicant is required to mention clearly on the envelope: "Application for the post of Dean, CVS". The last date for receipt of application is within 07 days from the date of publication of the advertisement. The candidates having belief in the aims and ideals of Yogoda Satsanga Society of India will be preferred. Any addendum/ corrigendum shall be posted on the website only. The Governing Body has the right to stop/change the recruitment process at any time and at any stage. For job descriptions, please click here_____

Date of Notification:23.8.2022

SECRETARY, G.B.

B. Job Description for DEAN (CVS), Key Responsibilities and Accountabilities:

1. The prime role of the Dean is to provide strong academic leadership.
2. The Dean is committed to leading, administering and developing the Centre to ensure that it achieves the highest possible standards of excellence in all its activities.
3. Maintain the general discipline of the students and staff of the Centre.
4. To oversee the smooth functioning of the Centre and ensure consistent provision for academic ambience.
5. To manage and motivate all CVS staff, to enable the students to receive skilled education in the subject, in a positive, encouraging, and effective working environment.
6. To ensure the development of the certification or competency enhancement courses, to ensure students are industry-ready, and to encourage a wide range of activities to learn the subject with practical skills.
7. Responsible for facilitating Principal & Ranchi University in the preparation of regulations, curriculum, and syllabi in alignment with NEP.
8. Shall act as Chairman, Academic Council for CVS.
9. Introduce industrial internships (paid internships) and value-added courses to all programs offered by the Centre for Vocational Studies.
10. To attend meetings with the Governing Body/ Governing Body Management council; when invited/nominated.
11. Prepare the annual budget in consultation with the Principal for the financial year and submit it to the Accounts office before the end of January of each year with necessary justification for the proposed additional classrooms, laboratory spaces, if any, and procurement of equipment, instrument, computer, software, etc.
12. Appoint Class committees, Class Representatives, HOD, Placement coordinator, and in-charges of other committees etc. for CVS and arrange to make teaching-learning student-centric.
13. Arrange to organize Mid and End semester examinations as per the instructions issued from RU via Controller of Examination (YSM).
14. To Provide support to IQAC in implementing academic processes and technological tools to ensure effective teaching-learning at CVS and achieve accreditations and rankings (NAAC/NBA/NIRF).
15. Propose new programmes/courses and increase the intake in consultation with the Principal.
16. Oversee the teaching performance, research activities, and funded projects of all faculty of CVS.
17. Organize Seminars / Conferences / Symposium /Workshop/training programmes on topics of relevance and importance to the CVS with financial support from external agencies.
18. Be responsible and accountable for setting and advancing the academic strategy of the CVS in line with YSM strategic plans and direction
19. Promote the visibility of the CVS both internally and externally.
20. To ensure all essential resource material is available for use as required.
21. Carry out any other function as assigned by the Principal.
22. As Dean CVS, he will report to Principal YSM.