

Job Responsibilities

- Should be a Visionary to take the High Learning Centre to a greater height by achieving appreciable milestones through goal setting and concrete action plans.
- Will be in charge of the Supervision of the academic programs of the High Learning centre to ensure smooth conduct of U.G., P.G. & Ph.D Programs in the field of Polymer Science, Engineering/Technology and Manufacturing Engineering / Technology.
- Will be leading the team of faculty at the High Learning Centre in the academic & research activities.
- Guiding faculties to bring funding from government/private funding agencies.
- Should be a well informed resource on AICTE and Affiliating University policies and procedures and maintain contact with them and closely coordinate the necessary activities related to approval, affiliation, admission, conduct of examinations etc.
- Should Interact with AICTE, University and other regulatory bodies for effective implementation of academic courses.
- To maintain Professional & Technical knowledge by organizing / arranging workshops, seminars & conferences, etc.

Profile & required skills

- Should be a person of outstanding professional competence
- Should have the required conceptual ability and qualities of leadership to direct a multi-disciplinary team to achieve excellence in the academic & research activities of the Institute.
- Required skills:
 - Familiarity with vision and mission, practice, procedure, rules & regulations of the Institute
 - Wide degree of creativity & latitude.
 - Aware of University/AICTE/Technical board rules & regulations.
 - Knowledge on employee & workers relations.
 - Strong influencing & negotiating skills.

- Strong analytical & trouble shooting skills.
- Proven ability to manage people.
- Effective Planning & organizing skills
- Flexible & adaptable in the face of changing priorities under circumstances
- Effective Time administrative & management skills.
- Having adequate skills in commonly used computers, softwares, systems information retrieval & search management.

Salary & Package:

- Attractive Package for the deserving candidate and negotiable.