

**Post Name**

Dear (Academic Affairs)

**Introduction**

GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science and Management with major emphasis on skill development and producing industry ready manpower.

Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.

Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.

The recruit shall be responsible for developing students and making them proficient in the subject and to facilitate & encourage a learning experience which provides students with the opportunity to achieve their individual potential.

**Roles & Responsibilities**

The recruit shall be responsible for:-

**Roles:**

- **Academic Monitoring and Evaluation:**

Oversees the academic programs and initiatives within the university, ensuring alignment with the vision and standards of GSFC University.

- **Curriculum Development:**

Guides the development, implementation, and review of academic programs and curricula.

- **Faculty Management:**

Supports and evaluates faculty members, oversees hiring, and addresses faculty concerns and professional development.

- **Student Affairs:**

Addresses academic issues affecting students, such as academic advising, student performance, and academic policies.

- **Strategic Planning:**

Contributes to the institution's strategic planning efforts, particularly those related to academic growth and development.

**Responsibilities:**

- **Budget Oversight:** Manages the budget for the academic unit, including allocations for resources, faculty, and programs.
- Leading academic departments/programs and ensuring quality and compliance with educational standards.
- Facilitating communication between faculty, students, and administration.
- Implementing academic policies and procedures.
- Promoting research, scholarship, and academic excellence.
- Representing the academic unit within the institution and in external relations.

**Qualification**

PhD in Engineering /Science/Management from a reputed Institute/University

**Experience**

A minimum of 15 years of research/teaching experience out of which at least 5 years should be at the level of Professor. Candidates should have a minimum of 3-5 years of administrative or leadership experience in higher education.

**Skills**

- Strong verbal and written communication skills
- Skills in managing multiple projects, prioritizing tasks, and overseeing the academic calendar and schedules efficiently
- Expertise in designing and implementing academic programs that meet accreditation standards and student needs.
- Ability to build relationships, foster collaboration, and engage effectively with faculty, students, and external partners.
- Commitment to understanding diverse perspectives and promoting an inclusive environment for all students and faculty.
- Familiarity with educational regulations, accreditation processes, and compliance standards relevant to higher education.
- Ability to support faculty through professional development opportunities, mentorship programs, and performance evaluations.

**Reporting**

Provost

**Remuneration**

Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.

The salary shall have following components -

- The core salary
- PF as per applicable statutory norms
- Increment (6% - 8%) based on API score as per the API policy for Teaching staff

**Other Benefits**

- Group Medclaim Insurance Policy and Group Personal Accident Policy
- Treatment at GSFC Medical Center on applicable terms
- Gratuity shall be applicable as per the Payment of Gratuity Act, 1972.

**Selection Procedure****Stage 1 - Written Ability Test**

HR will conduct a written ability test of all present candidates. As a part of the procedure, you will be required to write an application/Essay/Paragraph on a given topic. This test shall comprise a weightage of 50 marks which will be required to be completed in 20 minutes. This test is to analyze the content for grammar, punctuation, and handwriting. Committee will assess the content and the qualifying score will be 30. Only qualified candidates shall be invited for the further rounds of selection procedure.

**Stage 2 –Personal Interview**

Interviews of the short listed candidates will be conducted by the committee members.

HR shall also share Case Study/Assignment through mail in advance. The candidate is expected to complete the given case studies in PPT form and submit the same in advance or on the interview date. This case study is specially designed to gauge the candidate's skills, competencies & how he/she approaches tasks and solves emerging issues relevant to his/her field. The solved case study will be extensively discussed with the committee members during the interview (if required).

**Stage 3- Demo Lecture:**

Selected candidates from the Personal Interview round shall be invited to give Demo Lecture for approx.30-35 minutes in front of the committee members as well as the existing faculty members and students. Syllabus or topics shall be shared with candidates in advance.

**Tenure of Appointment**

The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year. The appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. API for Teaching staff.

**Location**

Vadodara, Gujarat.