



Partnership Service Agreement with:



(Established by an Act of State Legislature of Gujarat as a State Private University under the Gujarat Private Universities Act, 2009)

## PROVOST

Plastindia International University is looking for a visionary with proven leadership qualities, administrative capabilities as well as teaching and research credentials to work as Provost in its campus at below city:

### DETAILS

LOCATION: Vapi, Gujarat/Mumbai, Maharashtra

### ROLE OVERVIEW

The Responsibilities will involve:

- a. The Provost shall be the principal executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.
- b. He shall conduct official correspondence of the University, Governing Body, Board of Management, Academic Council and any other statutory body or Committee.
- c. To advise on planning and development of the University, particularly in respect of the norms and standards of education, teaching and research in the University and ensure compliance of the same.
- d. To apply for membership of other institutions like Association of Indian Universities, Commonwealth Universities, Association of International Universities, India International Centre etc.
- e. To coordinate for collaboration with any University/ Research Institute/ Centers of the country and abroad from time to time with prior approval of the Governing Body and in accordance with the government directives.
- f. To co-ordinate with regard to teaching and research in the University Teaching Departments/ Schools of Studies/ Maintained Institutes/ etc. and introduction of new courses.
- g. Provide leadership in all academic programs and works to formulate, maintain and implement high quality curriculum.
- h. Provide leadership and direction in academic, administrative matters and regularly advice to the president on this matter.
- i. Encourage and support research, grant-in, publishing and other scholarly activities of faculties.
- j. Coordinate accreditation efforts and preparation of reports of accrediting agencies.
- k. Perform other duties as delegate by president/governing bodies.

## Eligibility:

### The applicant must possess

- a. A Ph.D. degree with first class or equivalent in the related branch and excellent academic record.
  - b. A visionary with proven leadership qualities, administrative capabilities as well as teaching and research credentials.
  - c. Having outstanding academic record throughout and a minimum of 10 years' experience as a dean/professor in academic/ research organization.
  - d. The candidate having 20-25 years of experience in Industry research having passion for building academic institution can also apply.
  - e. International experience in academic and research will be preferred.
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# REGISTRAR

Plastindia International University is looking for an enthusiastic Candidate with administrative capabilities to work as Registrar in its campus at below city:

## DETAILS

LOCATION: Vapi, Gujarat/Mumbai, Maharashtra

## ROLE OVERVIEW

The Responsibilities will involve:

- a. He shall be responsible for the safe custody and maintenance of all the University records and other such property of the University as the Governing Body may decide.
- b. He shall conduct official correspondence of the University, Governing Body, Board of Management, Academic Council and any other statutory body or Committee.
- c. A strong administrative acumen with suitable understanding of academics, having ability to network and liaison with regulatory bodies and government agencies, and having pro-active approach to work would be desirable attributes.
- d. He shall issue notices conveying the dates of meetings of the University authorities to the members and shall make necessary arrangement for the conduct of the meeting and for other assigned duties by the Board of Management or Committees of which he is the Member Secretary as per the Act.
- e. The Registrar shall provide the copies of Agenda of the meeting of the Governing Body, Board of Management, Academic Council and such other bodies which are formed under the direction of the President, Provost and to record the proceedings and minutes and send the same the Governing Body, President and Provost.
- f. It shall be the responsibility of the Registrar to execute the decisions taken in the meetings of the Governing Body, Board of Management, Academic Council and other Committees/ Bodies of which he is the Member Secretary.
- g. The Registrar shall make available such papers and documents and other information as Governing Body/ President/ Provost may desire.
- h. The Registrar shall discharge all such functions as assigned to him by the President, Provost of the University and entrusted as per the Statutes, Ordinance and Regulations.
- i. The Registrar shall render such assistance as may be desired by the President/Provost in performing official duties.
- j. The Registrar shall supervise and control the work of the staff working in different offices/units of the University and shall write their confidential reports which will be reviewed and endorsed by the Provost/President.
- k. All Examinations of the University shall be conducted by the Controller of Examinations under the monitoring and supervision of the Registrar who may give suggestions, advice and necessary orders to the Controller of Examinations and Examinations Committee regarding the procedures of the Examinations which shall be obligatory to them.

## Eligibility:

The candidate should possess-

- a. Master degree with at-least 55% of the marks or its equivalent grade of B in the UGC seven point scales in any discipline from a recognized University/Institute.
  - b. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above or with eight years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in Educational Administration.  
Or
  - c. Comparable experience in research establishment and / or other institutions of higher education  
Or
  - d. 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.  
Or
  - e. An equivalent post or comparable experience in research establishment and/or other institution of higher education
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