

UNION CHRISTIAN COLLEGE, ALUVA

WE ARE HIRING

Job Title: Director – Autonomy

Job Description

Position Summary:

The Director – Autonomy will oversee and coordinate all matters related to the autonomous functioning of the college. This includes ensuring compliance with UGC, university, and statutory guidelines; facilitating academic and administrative reforms; supporting curriculum development; monitoring quality assurance; and guiding stakeholders (faculty, staff, students) through the transition and implementation of autonomy.

Key Responsibilities:

- Lead the planning, implementation, and review of autonomy-related policies and procedures.
- Coordinate with the Principal, Management, Academic Council, Boards of Studies, and other statutory bodies.
- Ensure compliance with UGC, University, and State Government regulations.
- Oversee curriculum development, examination reforms, and continuous assessment systems.
- Facilitate capacity-building programs for faculty and staff on autonomous operations.
- Monitor and report on academic performance, quality assurance, and governance indicators.
- Liaise with external stakeholders such as accreditation bodies, affiliating university, and regulatory agencies.
- Ensure effective documentation, reporting, and communication related to autonomy.
- Address queries and grievances from students, parents, and faculty related to autonomy.
- Promote innovation, academic flexibility, and student-centered practices.

Job Specification

Educational Qualifications:

Postgraduate degree with at least 55% marks (or equivalent) from a recognized university.

Ph.D. degree is desirable.

Experience:

- Minimum 10 years of teaching/research/academic administration experience in higher education of which at least 2 years in autonomy implementation in an autonomous college.
- Proven experience in academic leadership roles such as Principal, Vice-Principal, Dean, or HoD.
- Experience in curriculum design, examination reforms, or accreditation processes is an advantage.

Skills and Competencies:

- Strong knowledge of UGC guidelines, university ordinances, and higher education governance.
- Excellent leadership, organizational, and coordination abilities.
- Strong written and verbal communication skills.
- Ability to work collaboratively with diverse stakeholders.
- Strategic thinking with an aptitude for problem-solving and decision-making.
- High ethical standards, integrity, and commitment to institutional development.

Other Requirements:

- Familiarity with academic software, examination management systems, and digital documentation.
- Willingness to undergo training or workshops related to autonomy and academic governance.

Age: Preferably below 60 years (relaxable for exceptional candidates).

Remuneration: Negotiable, based on qualifications and experience.

Application Process:

Eligible candidates may submit their application along with a detailed CV to The Manager, Union Christian College, Aluva, Kerala PIN: 683102 or by email to : manager@uccollege.edu.in

Note: Only shortlisted candidates will be called for an interview. The college reserves the right to fill or not fill the position without assigning any reason.

Last date for receipt of applications: 10 days from the date of notification in the newspaper.