

UNION CHRISTIAN COLLEGE, ALUVA, KERALA

WE ARE HIRING.

## **POSITION**

### **DIRECTOR MCA-MBA.**

#### **Job Description:**

**Position Title: Director.**

**Reports to: Management / Principal**

#### **Main Purpose:**

The Director will provide strategic leadership, academic oversight, and administrative management of the MCA, MBA, and ALL SELF-FINANCING COURSES, ensuring academic excellence, faculty development, student success, and institutional growth.

#### **Key Responsibilities:**

- Provide visionary leadership and set goals aligned with the institute's mission.
- Oversee academic programs, curriculum development, and quality assurance.
- Lead faculty recruitment, mentoring, and performance appraisal.
- Promote student development, placement, and industry collaboration.
- Ensure compliance with university, UGC, AICTE, NBA, and other accreditation bodies.
- Manage budgets, resources, and infrastructure effectively.
- Build partnerships with industry, alumni, and academic bodies.
- Represent the institute at academic, professional, and public forums.

## **JOB SPECIFICATION**

#### **Educational Qualification:**

Ph.D. in Management / Computer Science / related discipline preferred.

MBA / MCA with an excellent academic record is essential.

#### **Experience:**

Minimum 10 years of teaching and administrative experience, preferably in a leadership role at a reputed institution.

**Skills and Competencies:**

- Strong leadership, decision-making, and organizational abilities.
- Excellent communication and interpersonal skills.
- Ability to foster teamwork, innovation, and continuous improvement.
- Understanding of academic regulations, accreditation, and governance.
- Industry linkage and networking abilities are desirable.

**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](mailto: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.