



SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE

Dean Research

Eligibility Criteria

The University invites applications from accomplished academicians with an outstanding record of research, innovation, sponsored projects, and academic leadership. The applicant should possess:

1. Educational Qualification

Ph.D. in relevant discipline from a recognized University.

Must satisfy the eligibility criteria for the post of Professor as per UGC norms.

2. Experience

Minimum 15 years of teaching/research/industry experience, including at least 5 years at the level of Professor or equivalent in a reputed University/Institute/R&D organization.

Proven administrative experience in handling research, innovation, sponsored projects, doctoral programmes, or institutional research administration.

3. Research Credentials

Outstanding publication record in high-quality indexed journals.

Significant citations with a strong research impact.

Demonstrated success in obtaining externally funded research projects from agencies such as ANRF, DST, SERB, DBT, CSIR, DRDO, ISRO, ICMR, ICSSR, AICTE, MSME, Industry, International Funding Agencies, etc.

Experience in technology transfer, patents, commercialization, consultancy, and innovation ecosystem development.

Successful guidance of Ph.D. scholars.

4. Desirable Qualifications

Experience as Dean/Director/Head of Research & Development Cell/Innovation Cell/Incubation Centre or equivalent academic leadership position.

Experience in NAAC, NIRF, NBA, QS/THE rankings, accreditation, research audits, and institutional quality enhancement.



SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE

Exposure to international collaborations, interdisciplinary research, and research policy formulation.

Experience in establishing Centres of Excellence, incubation centres, and industry-academia partnerships.

Roles and Responsibilities

The Dean – Research shall provide strategic leadership for promoting a vibrant research and innovation ecosystem across the University.

Major responsibilities include:

- Develop and implement the University & research strategy aligned with the Vision of SVVV, NEP 2020, and national priorities.
- Lead the Research & Development Cell and formulate policies for research, innovation, consultancy, ethics, intellectual property rights, and sponsored projects.
- Promote interdisciplinary, translational, and industry-oriented research across all Schools.
- Facilitate submission and management of sponsored research projects from national and international funding agencies.
- Increase research publications in high-impact journals, patents, copyrights, technology transfers, and commercialization.
- Develop Centres of Excellence, advanced research laboratories, and interdisciplinary research clusters.
- Strengthen doctoral research by ensuring quality in admissions, coursework, progress monitoring, thesis evaluation, and timely completion.
- Promote consultancy, industry-sponsored research, collaborative projects, and contract research.
- Establish national and international collaborations with universities, research laboratories, industries, and government organizations.
- Coordinate University Research Advisory Committee, Research Board, Ethics Committees, and Intellectual Property Management activities.
- Organize research training programmes, workshops, FDPs, grant-writing workshops, and research methodology programmes.
- Promote innovation, incubation, entrepreneurship, and startup culture in collaboration with the University & Innovation and Incubation Centre.
- Monitor research performance using measurable Key Performance Indicators (KPIs) and prepare periodic reports for statutory bodies.
- Support NAAC, NIRF, NBA, QS, THE, and other national/international ranking and accreditation exercises by enhancing research quality and visibility.



SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE

- Develop institutional policies for research integrity, plagiarism prevention, responsible conduct of research, and ethical practices.
- Build a strong ecosystem for interdisciplinary and societal-impact research aligned with Sustainable Development Goals (SDGs), Viksit Bharat 2047, and emerging national missions.
- Perform any other duties assigned by the Vice Chancellor from time to time.

Director Accreditation

Essential Qualifications

The candidate shall possess a Ph.D. from a recognized University and shall be a Professor or an equivalent academic/research administrator, fulfilling the UGC Regulations, 2018 (as amended) for the post of Professor. The candidate should have not less than ten (10) years of experience in an equivalent senior academic/administrative position. The candidate must have proven leadership experience in NAAC and NBA accreditation, Academic and Administrative Audits (AAA), Outcome-Based Education (OBE), and national and international ranking frameworks such as NIRF, QS, and THE. The candidate must have successfully led and executed at least one complete NAAC accreditation cycle and/or NIRF ranking cycle in a reputed Higher Education Institution, with demonstrable outcomes in institutional quality enhancement and ranking performance. The candidate should possess sound knowledge of UGC, AICTE, AIU, NEP 2020, and other statutory regulatory frameworks, along with demonstrated expertise in academic planning, quality assurance, institutional governance, policy formulation, data management, and preparation of accreditation and ranking documentation.

Director Shri Vaishnav Institute of Law

Eligibility and Essential Qualifications

The candidate shall possess a Ph.D. in Law and be a Professor or an equivalent academic in a recognized University/Institution, fulfilling the minimum qualifications prescribed under the UGC Regulations, 2018 (as amended), with not less than ten (10) years of experience as Professor or in an equivalent academic/research position. The candidate should have proven expertise in academic leadership, institutional administration, BCI and UGC regulatory compliance, NEP 2020 implementation, Academic and Administrative Audit



SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE

(AAA), Outcome-Based Education (OBE). Preference shall be given to candidates with a strong record of high-quality research, sponsored research projects, consultancy, academic collaborations, industry and judicial linkages, faculty development, and institutional quality enhancement, along with demonstrated excellence in leadership, innovation, and strategic planning.

Administrative Officer (Campus Administration & Facilities)

Reports to: Registrar / Vice Chancellor

Location: Shri Vaishnav Vidyapeeth Vishwavidyalaya (SVVV), Indore

Position Summary

The Administrative Officer shall be responsible for the overall administration, maintenance, operations, facilities management, and support services of the University campus. The officer will ensure efficient functioning of academic and administrative infrastructure, vendor management, campus services, and event support while maintaining high standards of safety, cleanliness, sustainability, and operational excellence. The Administrative Officer shall work under the direct supervision of the Registrar and Vice Chancellor and coordinate with all Schools, Departments, Centres, and Administrative Offices.

Key Responsibilities

1. Campus Infrastructure & Facilities Management

- Supervise maintenance and upkeep of all academic buildings, administrative blocks, auditoriums, laboratories, hostels, guest houses, residential quarters, sports facilities, and common areas.
- Ensure preventive and corrective maintenance of all civil infrastructure.
- Monitor campus roads, drainage systems, parking, pathways, boundary walls, signage, and public amenities.

2. Electrical, Mechanical & Utility Services

- Supervise operation and maintenance of:
 - Electrical distribution systems
 - Transformers and substations
 - DG Sets
 - HVAC systems (Central AC, Chillers, Ductable ACs)
 - Water pumps
 - Elevators
 - Solar power systems
 - Street lighting



SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE

- Coordinate annual maintenance contracts (AMCs) and service providers.

3. Water Management & Sustainability

- Oversee:
 - Water supply systems
 - Borewells
 - Underground and overhead tanks
 - Sewage Treatment Plant (STP)
 - Water Treatment Plant (WTP)
 - Rainwater harvesting
 - Recycled water utilization
 - Campus water conservation initiatives.

4. Housekeeping & Landscaping

- Supervise housekeeping services across the campus.
- Maintain cleanliness and hygiene standards.
- Manage horticulture, gardens, green spaces, Miyawaki forests, plantations, and landscaping activities.
- Ensure pest control and waste management.

5. Vendor & Contract Management

- Manage outsourced agencies including:
 - Security
 - Housekeeping
 - Electrical maintenance
 - Civil maintenance
 - Landscaping
 - Transport
 - Cafeteria
 - Facility management
- Monitor contractor performance.
- Ensure compliance with contract conditions and statutory requirements.

6. Statutory Compliance

- Ensure compliance with:
 - Fire safety regulations
 - Electrical safety
 - Building safety norms
 - Pollution Control Board requirements
 - Labour laws
 - Municipal and government regulations
- Coordinate inspections and audits.



SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE

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7. Campus Services

Supervise operational services including:

- Cafeteria and food courts
- Student convenience stores
- Laundry facilities
- Guest house management
- Visitor management
- Common facilities

8. Transport Management

- Manage University transport services.
- Monitor vehicle maintenance.
- Coordinate bus routes and schedules.
- Ensure compliance with transport safety regulations.

9. Security & Emergency Preparedness

- Coordinate campus security.
- Monitor CCTV systems.
- Develop emergency response plans.
- Conduct mock drills.

Coordinate disaster management and crisis response.