

JOB DESCRIPTIONS

DIRECTORATE OF QUALITY ASSURANCE & DEVELOPMENT

Post/Nomenclature: Director (Quality Assurance & Development)
Classification: Academic Quality and Development
Functional Unit: Research & Enterprise
Job Keys: Quality Assurance, Quality Enhancement, Rankings, RIPE, PREE, Self-Assessments, IQC, QEC Scorecard

INTRODUCTION:

The Director (Quality Assurance & Development) shall report to the Vice-President (R&E) and shall play a pivotal role in ensuring that the university adheres to the highest standards of academic excellence. This position involves overseeing the implementation of quality assurance processes, promoting continuous improvement, and fostering a culture of accountability within academic programs. The director will work closely with faculty, administration, and external bodies to uphold the integrity and quality of educational offerings.

JOB DESCRIPTION:

1. Regularly monitor and evaluate the university's adherence to policies and procedures set by relevant accreditation bodies and educational authorities including the Higher Education Commission (HEC).
2. Conduct thorough assessments of academic programs to ensure they meet established quality standards, and prepare comprehensive reports for review by university leadership.
3. Provide expert advice on the adoption and implementation of new policies and guidelines prescribed by authorities/regulatory bodies, including HEC.
4. Serve as the primary point of contact between the university and external organizations, including accreditation agencies and governmental bodies, on quality matters to ensure effective communication and collaboration.
5. Chair and participate in various committees and meetings to discuss quality assurance initiatives and address relevant issues.
6. Undertake other related responsibilities as assigned by the university president to support the institution's mission and goals.

PERFORMANCE MEASUREMENT METRICES (PMM):

- A. Percentage of academic programs in compliance with HEC.
- B. Number of academic programs assessed within the designated review cycle.
- C. Number of quality improvement initiatives successfully implemented as a result of assessment findings.
- D. Frequency and effectiveness of meetings with faculty, administration, and external agencies.
- E. Percentage of faculty and staff participating in quality assurance training programs.

- F. Survey results from faculty, staff, and students regarding the effectiveness of quality assurance processes.
- G. Percentage of assessment reports submitted on time to relevant authorities.
- H. Number of documented improvements as a result of feedback from assessments and evaluations.

OFFICE OF RESEARCH INNOVATION & COMMERCIALIZATION (ORIC)

Post/Nomenclature:	Director (ORIC)
Classification:	Research Administration
Functional Unit:	Research and Enterprise
Job Keys:	Research Grant Management, Commercialization, Research Initiatives and Ecosystems, IP Management, Industry Partnerships, Societal Impact and ORIC Score Card

INTRODUCTION:

The Director (Office of Research Innovation & Commercialization) reports to the Vice President (Research and Enterprise) and shall see the day to day operations of the office. The Director ORIC is responsible for leading the office's efforts to translate research into practical applications, promote innovation and entrepreneurship, and foster partnerships with industry and government. This key leadership role requires a strategic vision, strong industry connections, and expertise in technology transfer, intellectual property management, and research commercialization.

JOB DESCRIPTION:

1. Develop and implement ORIC's strategic plan, aligning with institutional goals.
2. Build and maintain partnerships with industry, government, and academia.
3. Foster a culture of innovation and entrepreneurship among faculty, researchers, and students.
4. Oversee intellectual property protection, technology licensing, and spin-off company formation.
5. Facilitate Faculty / Students to secure funding and grants from government and private sources.
6. Supervise ORIC staff, providing guidance and professional development.
7. Collaborate with faculty and researchers to identify R&D, consultancy and commercialization opportunities.
8. Enhance research impact through commercialization, licensing, and spin-offs.
9. Represent the institution in national and international forums.
10. Established and maintain policies of Research grant management.

11. Maintain a strong relationship with HEC and ensure compliance at all relevant policies and reporting requirements including annual score card.

PERFORMANCE MEASUREMENT MATRICES (PMM)

- A. Number of patents filed and licensed
- B. Research funding secured and Development of University's Research Portfolio
- C. No. of capacity building workshops, seminar conducted
- D. No. of interventions in policy advocacy
- E. Research Journals management as per HEC/ university policy

DIRECTORATE OF GRADUATE STUDIES (DGS)

Post:	Director of Graduate Studies
Classification:	Academic Affairs
Functional Unit:	Research and Enterprise
Job Keys:	Graduate Programs, BASR, Cross-cut and Inter-disciplinary Programs, Post-Doctoral Programs, Data Management, Program Review and Liaison with HEC

INTRODUCTION:

The Director (Directorate of Graduate Studies) shall report to the Vice-President (Research & Enterprises) and shall supervise all the activities relevant to Admissions of MS/PHD, BASR, Standing committee for Time Barred Cases, Post-Doctoral Programs, Foreign Evaluation/ Local Evaluation of Theses, PCD (PHD Country Directory), Examinations and all the academic affairs, related to MS/PhD students and faculty. Director DGS shall take part in development/formulation of academic policies of the university and ensure compliance and implementation of the policies, approved by the Academic Council and Board of Governors. He shall also be responsible for Development of the strategic plan of the section, to set future goals and adopt measures for attainment of these goals.

JOB DESCRIPTION:

1. To assist VP (Research and Enterprises) on various matters related to academic procedures and practices of MS and PhD programs.
2. To assist as secretary of the BASR (Board of Advanced Studies and Research).
3. To assist as secretary of the standing committee for Time Barred cases.
4. To assist as focal person of the university to HEC for approval of PCD (PHD Country directory) applications of PHD students.
5. To assist as secretary for the Post-Doctoral programs and Interdisciplinary graduate programs.

6. Monitoring course work, comprehensive examinations, foreign evaluation/ local evaluation of theses of MS/PHD students, articles verification and viva voce examinations process.
7. Act as a focal point for collaboration with all internal stakeholders and offices, for formulation/revision of academic affairs.
8. Assist VP (Research & Enterprises) in formulation of policies and ensure compliance with all rules and regulations, in line with the policies of HEC and IIU as applicable for graduate programs of the university.
9. Ensure the secure data maintenance and confidentiality (security) requirements of students' academic record.
10. Analysis of enrollment issues/problems in MS/PHD/ Post-Doc programs, to enhance the enrollment of the university.
11. Direct the on-going development and maintenance of registration and record-keeping systems.
12. Supervision of reporting mechanisms for the use of enrollment data and graduate data and its dissemination, for effective decision making.
13. Contribute to the development and publication of official reports (Student/ Graduate Handbook, Website, scroll of graduates).
14. Assisting evaluation and payment procedure of foreign evaluators, external examiners, internal examiners and supervisors.
15. Maintain and supervise the process for review of results, and other related grievances.
16. Convene meetings on various academic affairs as and when required as well as any other duties assigned by the VP (Research and Enterprises).

PERFORMANCE MEASUREMENT METRICES (PMM):

- A. Improved quality of graduate programs and ensuring credibility of the processes throughout the system.
- B. Reliable procedure
- C. Enrollment enhancement and retention and new programs
- D. Effective communication that could guarantee constant information sharing between all the stakeholders of the system.
- E. Effective implementation of academic policies.
- F. Efficient allocation and optimum utilization of resources.