

## **JOB DESCRIPTION OF DEAN – STUDENT WELFARE**

<b>About OPJU</b>	Founded by the Jindal Education and Welfare Society, OP Jindal University (OPJU) was set up to bring high quality education to its students based on a world class curriculum, the latest teaching methodology and committed faculty members. The multidisciplinary university aims to develop young professionals and future leaders who will not only power growth and development in the state, but also make a mark globally.
<b>Industry</b>	Higher Education
<b>Post/ Job Title</b>	<b>Dean – Student Welfare</b>
<b>Job Type</b>	Regular
<b>Reporting to</b>	Vice Chancellor/ Registrar
<b>Job Location</b>	Punjipathra, Raigarh (CG)
<b>No. of Position</b>	One (01)
<b>Role</b>	The Dean – Student Welfare (DSW) shall provide strategic leadership and administrative oversight for all aspects of student life and welfare at OP Jindal University. The role focuses on ensuring a safe, inclusive, disciplined, and student-centric campus environment that supports students’ academic success, personal development, mental well-being, and overall campus experience.
<b>The role comes with the following Responsibilities</b>	<p><b><u>Student Welfare &amp; Support Services</u></b></p> <ul style="list-style-type: none"> <li>• Oversee student welfare initiatives including counselling services, mentoring systems, grievance redressal, and support mechanisms.</li> <li>• Ensure students’ physical, emotional, psychological, and social well-being across the university.</li> <li>• Establish and monitor student support policies and welfare frameworks.</li> </ul> <p><b><u>Discipline, Conduct &amp; Campus Life</u></b></p> <ul style="list-style-type: none"> <li>• Maintain discipline and ensure adherence to university rules, regulations, and code of conduct.</li> <li>• Address student-related disciplinary matters in coordination with relevant committees and authorities.</li> <li>• Promote ethical conduct, inclusivity, and respect for diversity on campus.</li> </ul> <p><b><u>Hostel &amp; Residential Life Management</u></b></p> <ul style="list-style-type: none"> <li>• Provide overall supervision of hostels in coordination with wardens and administrative staff.</li> <li>• Ensure safety, security, hygiene, and proper functioning of hostel facilities.</li> <li>• Address residential student concerns and oversee hostel-related policies and operations.</li> </ul> <p><b><u>Student Engagement, Activities &amp; Leadership</u></b></p> <ul style="list-style-type: none"> <li>• Promote co-curricular and extracurricular activities including cultural, sports, literary, and social initiatives.</li> <li>• Support student clubs, societies, councils, and leadership development programs.</li> <li>• Encourage student participation in national and international events, competitions, and forums.</li> </ul> <p><b><u>Counselling, Mental Health &amp; Wellness</u></b></p> <ul style="list-style-type: none"> <li>• Oversee student counselling services and mental health initiatives.</li> <li>• Organize wellness programs, stress management workshops, and awareness</li> </ul>

	<p>campaigns.</p> <ul style="list-style-type: none"> <li>• Coordinate crisis intervention and student support in sensitive or emergency situations.</li> </ul> <p><b><u>Grievance Redressal &amp; Compliance</u></b></p> <ul style="list-style-type: none"> <li>• Chair or oversee student grievance redressal committees, anti-ragging committee, ICC, and related statutory bodies.</li> <li>• Ensure compliance with UGC, AICTE, statutory guidelines, and university policies related to student welfare.</li> <li>• Maintain proper documentation and reporting of student welfare activities.</li> </ul> <p><b><u>Coordination &amp; Stakeholder Engagement</u></b></p> <ul style="list-style-type: none"> <li>• Act as a key liaison between students, faculty, parents/guardians, and university administration.</li> <li>• Work closely with Deans, Heads of Departments, Registrar, and other functionaries for effective student governance.</li> <li>• Represent the university in student-related forums and statutory meetings as required.</li> </ul> <p><b><u>Strategic Planning &amp; Institutional Development</u></b></p> <ul style="list-style-type: none"> <li>• Contribute to policy formulation and strategic planning related to student welfare and campus life.</li> <li>• Support university initiatives aimed at enhancing student satisfaction, retention, and overall experience.</li> <li>• Assist in accreditation and ranking processes with respect to student welfare parameters.</li> </ul>
<b>Eligibility Criteria (Education &amp; Experience)</b>	<ul style="list-style-type: none"> <li>• Candidate must hold a PhD degree from a reputed institution in a relevant discipline.</li> <li>• Minimum 15 years of experience in teaching, research, or academic administration, out of which at least 5 years should be in a senior academic or leadership role at a reputed institution/university.</li> <li>• Proven experience in handling student affairs, welfare activities, discipline, and campus administration.</li> <li>• Strong leadership, decision-making, and interpersonal skills with a student-centric approach.</li> </ul>
<b>Salary &amp; Benefits</b>	<p>Salary is not a constraint for the deserving candidate, and other benefit like medical insurance, gratuity, GPAI etc. as per the norms of the University.</p>