



SAGE University, Bhopal

Standard Operating Procedure



Role and Responsibilities of Dean Student Affairs

Name of Approval Authority: Vice Chancellor SOP No.: 24
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The **Dean of Student Affairs (DSA)** will manage the Offices of Student Life, Residential Life, Sports and the Centre for Wellbeing at SAGE University Bhopal. It is an Academic Administration Position. Dean Students Affairs reports to Vice Chancellor.

Responsibilities

1. Responsible for developing and overseeing programmes that enable students to realize their fullest social and personal potential, and for integrating student life experiences with SAGE University Vision and Mission.
2. Will provide leadership and direction to continue to enhance the overall quality of students and their residential life.
3. Fostering and modeling an atmosphere of mutual respect, caring, collective engagement, accountability, and personal growth in a community of exceptional talent and diversity.
4. Building collaborations among the many offices and programmes of the University.
5. Developing systematic ways to assess, improve, and renew programmes, benchmarking them against best practices and gathering the data necessary for informed decision-making.
6. Will oversee and manage discipline-related processes and procedures and the specific committee that deals with such matters.
7. Interacting with the medical and psychological staff.
8. Work on annual Budget for the Students Affairs activities through Clubs/ Societies including Sports and Tech fests and manage spending in a manner that develops policies regarding student life program development.
9. Will supervise various campus programmes and serving as a liaison between University administrators and student organizations, such as a student clubs and societies on campus.
10. Draft policies, rule & regulations for the functioning of the offices that report to the Dean.
11. The Dean will work to provide an excellent student experience by working with other departments and offices especially office of Academic Affairs and Undergraduate Programmes, other staff, parents and student leaders to lead University wide programmes from orientation to graduation.



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Qualifications and Experience

The ideal candidate will possess the following characteristics and qualifications:

1. Masters with a Doctoral degree being a plus.
2. Substantial experience in College/ Institute administration, student life, counseling, teaching, or other comparable non-campus-based experience
3. A compelling vision of the role of student and residential life in the overall educational experience of students
4. Proven ability to lead and manage a team of professionals effectively, to make tough decisions when necessary, and to work well with other senior staff
5. The ability to work in a fully residential campus with several academic programmes and age group of students, from undergraduates, post-graduates to research scholars
6. A demonstrated commitment to diversity and inclusion and a high degree of accessibility and openness to students
7. A sophisticated understanding of how to gather, analyze, and use data to develop and assess programmes
8. Superb written and communication skills, with the ability to present to a variety of audiences
9. Demonstrated sensitivity, imagination, and effectiveness in responding to challenging student and community issues .
10. A consultative, collegial style with the ability to inspire trust in others.

Expectations

1. Should plan to give a world class campus experience to students.
2. Should Liasion with various stakeholders
3. Should implement a system of openness, transparency and good governance to satisfy the Students and Parents.