



**KRISHNA
INSTITUTE**

OF MEDICAL SCIENCES
DEEMED TO BE UNIVERSITY

Knowledge · Innovation · Excellence

Accredited by NAAC with 'A+' grade
An ISO 9001:2015 Certified University

Declared U/s 3 of UGC ACT 1956 vide Notification no.F.9-15/2001-U.3
of the Ministry of Human Resource Development, Govt. of India

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Details of Advertisement dated 02nd November, 2022

**regarding recruitment of Director, Distance and Online Education at
Krishna Institute of Medical Sciences “Deemed To Be University”, Karad**

Position : -

Director, Distance and Online Education - One

Educational Qualification : -

Postgraduate with Ph.D. in Science & Health Sciences

Experience : -

1. a. Minimum 5 Years as Professor
And
b. Minimum 5 Years in University not less than Deputy Registrar or Deputy Director
And
c. Minimum 5 Years in the field of Online Education
2. A minimum of 10 research publications in peer-reviewed or UGC-listed journals.
3. Self-motivated leader with experience in designing & delivering online / e-learning courses, e-content development and leading a team of content developers, instructional designers & software developers.
4. Candidate must have leadership, team building, administrative & business development skills.
5. Must have knowledge of rolling out online education programs and various aspects of educational technology.

Roles and Responsibilities :-

1. Shall be responsible for the overall coordination of the Online Courses or Programmes offered by the University.

2. Should have experience or training in the e-content or Online Courses or Programmes or MOOCs development and essentially having basic information and communication technology skills (word processing, spreadsheet and internet communication) as well as familiarity with Online Courses or Programmes, instructional design and Learning Management Systems (LMS).
3. To plan, implement, coordinate and monitor operationalization and quality assurance of the programs in open and distance learning mode and/or online mode.
4. Ensure adherence to the regulations and guidelines published by the various regulatory bodies pertaining to the programs offered from time to time.
5. To provide leadership and manage the administrative functions of the Centre for Distance and Online Education (CDOE) of the University.
6. To supervise the faculty and other staff working in the Department and motivate, guide, and assist them to use new technology for the improvement of benefit of instructional media developed for the online programs.
7. To develop new technology and its concepts for the benefit of instructions.
8. To develop self-learning material which should be self-explanatory, self-contained, illustrative, easily comprehensible and in a manageable modules such as units and blocks,
9. Spread out the programs and resources of the Department to the society through various modes of communication.
10. To guide in the academic and administrative areas like curriculum development, institutional assessment and improvement, human resource, faculty development and performance appraisals, budget and finance, and facilities planning and management.
11. To ensure the confidentiality of all documents, policies and processes developed in the Department.
12. To organize various workshops & training sessions for the students enrolled for online programs.
13. Any other responsibilities pertaining assigned by the University Authorities from time to time.

Date : 02/11/2022

Place : Karad

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REGISTRAR

**KRISHNA INSTITUTE OF MEDICAL SCIENCES
"DEEMED TO BE UNIVERSITY", KARAD**

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