

Assistant Registrar

Educational Qualification:

Master's Degree with at least 60% of the marks or an equivalent grade

Experience:

Nine years of experience as Assistant Professor or above with experience in educational administration

or

Comparable experience in institutions of higher education and/ or research establishment

or

5 years of administrative experience as Assistant Registrar or in an equivalent post

Desirable:

- i) A degree in Law/ Management/ Arts / Science/Engineering from a recognized University
- ii) Experience in Computer applications such as MS Office etc.
- iii) Experience in establishment/academic/financial administration in academic or research organizations.

Duties and Responsibilities:

Academic operations:

1. To assist Registrar in Day to Day operations.
2. To manage all types of academic operations
3. Manage student registration, student records, entry/exit information and graduation,
4. Ensures that correct and complete information is provided to students, faculty and staff in the University as well as to prospective applicants and members of the public and other institutions.
5. Support the Registrar in organising statutory committee meetings, preparation of agendas and minutes.
6. Assisting in preparing Reports for Committee Meetings, Academic Reports, Annual report and other University administrative reports.
7. Coordination with Government regulatory bodies
8. Preparing and maintaining the documents required to be submitted to UGC, AICTE, NAAC, Bar Council of India, etc.
9. Ensuring that the University conforms to the norms of the governing bodies
10. To process the requirements from the faculty, staff and students pertaining to the infrastructure such as Class room, staff cabin and workstations, office equipment, furniture, stationary, transportation, housekeeping, security measures, event management, allotment of common facility etc.
11. Initiation and administration of the office budget.
12. Prepare standard operating procedures to run the office functions smoothly.
13. Assist Registrar to set up the systems with policies, procedures and practices to execute and also improve the operations of the office of the Registrar
14. To co-ordinate effectively with various departments and cross-functional teams.