

Role : **Registrar**
Qualification : **Postgraduate**
Experience : **15 Years**

Broad Responsibilities:

- Coordinates, supervises, and provides executive leadership for all functions and services of the Registrar's Office, including the student information system, registration, grading, degree and enrolment verification, academic records management, transcripts, compliance, application processing, and articulation, graduation auditing, and awarding of degrees
- Oversees the management of policies, processes, and operations of the Registrar's Office and provide leadership, innovation, vision, and accountability for the management of all records, registration policies, and services that support student success
- Provides oversight for integrity and accuracy of student academic record-keeping and transcript production and integrity in compliance with the University's academic policies and standards

Principal Responsibilities:

- To ensure compliance of all full time, part-time and other programs, with respect to all regulatory authorities at Local, State, Central and the SPM Trust levels.
- To ensure admission process are fully complied, with respect to regulatory norms.
- Ensure maintenance of admission data for each programs as per the requirement of the regulatory authority
- Maintain and upgrade the academic information including academic records archives, on-line student database, and other electronic databases and information systems.
- Coordinating and working with HR team with respect to maintaining the faculty requirement and updating the data on the university / AICTE portal on a regular basis.
- Ensure all faculty, staff and students, operate within the guidelines and regulations, governing the institution
- Liaisoning with various internal Departments/ functions to ensure compliance with the rules and regulations. Assess awareness and compliance of all members in the institute to policies and legal regulatory requirements
- Maintain a centralized system for information management.
- Keeping track of complaints and timely resolution of student grievance as they relate to records and registration.
- To maintain a good rapport with all the Statutory & Regulatory Bodies
- Prepare required reports and submit to the Regulatory bodies and Governing Trust, within the given time frame.
- To ensure the functioning of all internal statutory committee; co-ordinating visits of various Committees to the institute.
- Mentoring & grooming the potential & develop the skills within the dept.
- To ensure smooth functioning of the department.