



Department of VC Secretariat

Job Title:

Deputy/Assistant Registrar

Reporting to:

Registrar

Brief of Job Profile:

Deputy/Assistant Registrar will ensure statutory and regulatory compliance, smooth academic administration, legal and procedural alignment, effective documentation, discipline and student services oversight, and active contribution to institutional quality, growth, and governance.

Roles & Responsibilities:

- Maintain systems for historical records, regulatory correspondence, and institutional reporting and oversee curriculum & academic calendar implementation.
- Ensure precise documentation of academic policies, procedural guidelines, & regulatory compliances.
- Track communications issued by regulatory bodies and propose timely & appropriate institutional responses.
- Preparation of reports, proposals, compliance reports, and documentation for accreditation bodies, regulatory authorities, & statutory audits.
- Assist in drafting, implementing, and updating University policies.
- Facilitate meetings of statutory bodies (BOM, BOS, Academic Council, Finance Committee, etc.) and follow-up action tracking.
- Extend support to IQAC, NAAC, and all quality enhancement initiatives.
- Develop, implement, and monitor SoPs for academic and administrative functions.
- Promote a process-driven, documentation-based approach for planning, execution, monitoring, quality management, and institutional governance.
- Coordination among faculty, students, alumni, departments, and administration.
- Ensure services are efficient, student-centric, and aligned with the University's standards of excellence.
- Identify and address procedural or systemic barriers affecting students, faculty, and operations.
- Assist in budget planning, monitoring, and resource allocation for academic administration.
- Perform additional duties as assigned by the President/Registrar.



Skills & Competencies

- Strong orientation toward process adherence, documentation discipline, and continuous improvement, leadership, coordination, and team-management.
- Excellent communication skills with high-quality drafting abilities for minutes, notices, policies, and reports.
- Proficiency in MS Office, office management software, and ERP/Academic MIS systems.
- High standards of integrity, confidentiality, professional ethics, and quality.
- Strong problem-solving skills, multitasking, and work efficiently under pressure

Qualifications & Experience

- Master's Degree with minimum 55% marks.
- 10+ years of experience in University's Registrar office for managing academic activities.
- Strong understanding of University Statutes, governance systems, regulatory frameworks, NEP, and NCeF.
- Significant experience in managing University's enrolment, registration, meetings, convocation, and other events.
- Experience in NAAC, IQAC, compliance reporting.
- Demonstrated experience in SoP development, process optimization, documentation control, and workflow management.