

Job Description

Post Name

Dy. Registrar

Age Criteria

Not more than 62 years as on the date of the advertisement.
Recently retired people with excellent skill sets can also apply.

The Dy. Registrar is the custodian of the University's records and properties. She/he is responsible for :

Administrative Duties:

1. **Academic Administration:** Overseeing the implementation of academic policies, procedures, and regulations. Ensuring compliance with university statutes and ordinances.
2. **Examinations:** Managing the conduct of university examinations, including scheduling, coordination, and results declaration.
3. **Records Management:** Maintaining academic and administrative records, including student enrollment, grades, and faculty records.
4. **Regulatory Compliance:** Ensuring the university complies with regulations set by the University Grants Commission (UGC) and other regulatory bodies.
5. **Committee Support:** Serving as the secretary to various university committees, including the Academic Council, Board of Studies, and Governing Body.

Student Services:

1. **Admissions:**

Overseeing the admissions process, including the setting of admission criteria, coordination of entrance exams, and enrollment procedures.

2. **Grievance Redressal:**

Addressing student grievances related to academics, examinations, and other administrative matters.

Human Resources:

1. **Staff Administration:**

Managing the recruitment, appointment, and evaluation of non-teaching staff.

2. **Faculty Coordination:**

Assisting in the recruitment and appointment of faculty members and facilitating faculty development programs.

Financial Management:

1. **Budgeting:**

Assisting in the preparation and management of the university's budget, ensuring efficient allocation of resources.

2. **Procurement:**

Overseeing the procurement of goods and services for the university.

Legal and Compliance:

1. **Statutory Reporting:**

Ensuring timely submission of reports and returns to regulatory bodies.

2. **Legal Matters:**

Handling legal issues and ensuring the university operates within the legal framework.

Communication:

1. **Liaison:**

Acting as a liaison between the university administration and external stakeholders, including government agencies, accrediting bodies, and other educational institutions.

2. **Information Dissemination:**

Communicating important information and updates to faculty, staff, and students.

Strategic Planning:

1. **Policy Development:**

Assisting in the formulation and implementation of policies and strategic plans for the development of the university.

2. **Quality Assurance:**

Implementing quality assurance measures to maintain and enhance academic standards.

Others:

1. **Event Management:**

Coordinating university events, including convocations, seminars, and workshops.

2. **Infrastructure Management:** Overseeing the maintenance and development of university infrastructure and facilities.

Minimum Qualifications as Prescribed by UGC :

Qualification:

Essential: Master degree (full-time) with at-least 55% of the marks or its equivalent grade in any discipline from a recognized University/Institute.

Desirable: Degree in finance management, law, or human resource management. Relevant knowledge of IT, accounts and office administration software.

Experience

Relevant Experience of at least 8 years in responsible managerial or supervisory post in a University system or Corporate organisation

OR

15 years of experience as Assistant Professor

OR

8 years of service as Associate Professor along with experience in Educational Administration or comparable experience in research establishment and / or other institutions of higher education

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

Skills

- Strong verbal and written communication skills
- Conceptualisation skill
- Skill for visualising complex administrative process
- Team building and team management skill
- Interpersonal and human relation skills
- Knowledge of the rules of Central and State Government, organisations concerned with education, regulatory bodies, service rules and regulations, etc.
- Good team leader
- Strong networking Skills
- Decent grasp of financial/accounting/auditing process

Reporting

To Provost of the University

Remuneration

Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.

The salary shall have following components -

A. The core salary

B. Incentive based on annual assessment

C. PF, Gratuity & Bonus as per applicable statutory norms

Other Benefits

- Treatment at GSFC Medical Center
- Insurance

Consultancy

Although GSFC University does not support any in-house research, collaborative research and development activities sponsored by the industry and having well defined outcome indicators are being strongly encouraged with attractive fee sharing mechanism. GSFC university will permit up to 90% of the fees so earned to be shared amongst the participating faculty and the students. Detailed guidelines for this purpose are being finalized.

Accommodation

University is located presently within the GSFC Fertilizernagar campus which is rated as one of the best township in the state. Accommodation of comparable category shall be arranged from GSFC on applicable terms. Fertilizernagar Township has an attractive Club facility for officers, swimming pool, Golf Course, Shopping center, Schools (English and Gujarati medium), 30 room guest house, Cricket Stadium situated within the lush green surroundings. The township has more than 40 gardens and round the clock water and power supply. Bus facility is also provided to the residents on half hourly basis.

Contract Period

Two years contract

Extension of contract

Based upon the Performance Appraisal and Management's decision, contract can be extended / renewed.

Location

Vadodara, Gujarat. However some tours to various industrial units within India and visits to other academic and R & D establishments will be expected.