

Job Title	Academic Coordinator
Faculty	Faculty of Management & Commerce
About the Role	Overseeing and enhancing academic programs and services within an educational institution
Role Responsibilities	<ul style="list-style-type: none"> Oversee the development, implementation, and evaluation of academic programs and curricula. Ensure programs meet accreditation and institutional standards. Collaborate with faculty to align course content with program goals. Provide support for faculty regarding curriculum design, teaching strategies, and assessment methods. Organize and facilitate faculty meetings and workshops. Serve as a point of contact for students regarding academic issues, including course selection, program requirements, and academic progress. Address student concerns and mediate academic disputes. Coordinate with other departments and administrative staff to support academic operations. Monitor and evaluate the effectiveness of academic programs and services. Collect and analyse data on student performance and program outcomes. Implement improvements based on evaluation findings and feedback. Prepare documentation and reports for accreditation reviews and audits. Support Accreditation, Statutory Regulatory Authority Compliances, Recognitions, etc. Any other instructions, requested by the Head/Dean
Qualifications & Experience	UG and preferably MBA Experience- Minimum 2+ years
Scale of Pay	As per University norms
Email your CV and other relevant documents.	hr@msruas.ac.in

Job Title	Manager- Administration
Faculty	Faculty of Management & Commerce
About the Role	Oversee the administrative and operational functions
Role Responsibilities	<ul style="list-style-type: none"> Supervise daily operations of the department or office. Manage and evaluate the performance of staff and provide professional development opportunities. Ensure adherence to college policies, procedures, and regulatory requirements. Oversee procurement of supplies and resources. Analyze operational data and recommend improvements. Act as a liaison between the college administration, faculty, students, and external partners. Facilitate communication and coordination between various departments and stakeholders. Address student and faculty inquiries and concerns. Implement programs and services that enhance the educational experience. Plan and coordinate events, workshops, and other programs. Prepare and submit reports as required. Manage onboarding and orientation activities for new students or staff. Support Accreditation, Statutory Regulatory Authority Compliances, Recognitions, etc. Facilitate Corporate Relations, MDPs, Placements etc. Any other instructions, requested by the Head/Dean
Qualifications & Experience	UG and preferably MBA Experience- Minimum 5+ years
Scale of Pay	As per University norms
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