

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

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