



BITS SCHOOL OF MANAGEMENT

8th Floor, Hiranandani Knowledge Park, Powai, Mumbai - 400 076

Tel: +91 80500 12004 | Email: info@bitsom.edu.in | W: www.bitsom.edu.in

Post / Job Title	Assistant / Deputy Registrar
Reporting to	Registrar and Deans BITSOM, BITS Law School and BITS Design School
Supervises	Mandatory Compliances of the Institute with special emphasis on the Mumbai Campus

A. Job Purpose

To ensure that all mandatory and applicable compliances from the government and other statutory bodies like the UGC, AICTE, BCI etc are applied in a timely and methodical manner and held for smooth functioning of the Mumbai Campus.

B. Principal Accountabilities and Support Actions

Will assist the Registrar and Deans of the Mumbai Campus in various tasks including:

- Coordinating diverse meetings of various Institute bodies and committees, including the General Body, Board of Governors, Finance Committee, Senate, Research Board, Examination Committee, etc. by effectively compiling and presenting the necessary data.
- Presenting necessary data for the Examination Committee and Senate through coordination with internal Exam Committees and other bodies in Mumbai Campus.
- Maintaining and updating diverse Campus records (including but not limited to infrastructure, statutory approvals, MoUs, statutes, legal documents, policies, rules and regulations) and operational academic & non-academic data of the Mumbai Campus for internal liaison and compliance.
- Drafting and maintenance of reports and correspondence with external agencies like MoE, UGC, AICTE, BCI, State Education Department, Municipality, partner institutions, and other stakeholders.
- Compiling and extend support in collating reports and data for submission to regulatory bodies like UGC, AICTE, BCI, etc in a timely and methodical manner.
- Familiarity with the regulatory framework governing higher education, applying for international accreditation (AACSB, EQUIS, AMBA), understanding University statutes, Government policies, and other relevant regulations.
- Compiling and presenting data related to IQAC, IoE, NIRF, QS and other ranking agencies.
- Assist in preparation and signing various collaborations/ agreements/MoUs
- Assist the respective Schools in other tasks where inputs/ assistance might be required, including but not limited to campus-wide events calendar, synchronising academic calendars of Schools in the Mumbai Campus, support in planning and execution of campus-wide usage of shared facilities.



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- Handling and extending support to the respective Committees in Mumbai campus in the issuance of Degrees/Diplomas, Medals, verification of degrees.
- Extend administrative support to the Deans of the Mumbai campus in managing matters related to Establishment, Legal, Data Keeping and Compliance.
- Extend support to the relevant bodies in planning and conducting high-priority Campus-wide activities such as Exams, visits/ inspection by regulatory bodies, Convocation and other central events/functions held in the Mumbai Campus.
- Liaising with Government agencies as required.
- Extending support in deployment & monitoring the services of shops, eateries, counters & other commercial agencies engaged in coordination with the relevant administrative departments in Mumbai Campus.
- Extending support in ensuring compliance with labour, health, safety, security, and other statutory obligations in coordination with the relevant administrative departments in Mumbai Campus

The Deputy Registrar will also exercise additional powers and perform such other duties as determined by the Competent Authority of the Institute from time to time.

C. Relationships

- Internal –Deans of BITSOM, BITS Law School and BITS Design School, Registrar and HR
- External – Agencies such as MoE, UGC, AICTE, BCI, State Education, Department, Local Municipality, Registrar of Societies, other Universities etc.

<p>Essential Qualifications and Experience</p>	<ul style="list-style-type: none"> • Postgraduate with 10 years of experience in academic and general administration in a higher Educational Institution/University. • Working as Deputy Registrar or Assistant Registrar/equivalent position with 5+ years of experience in the similar position in a Government/Private Academic/Research Institution/University. • Ability to work under pressure with tight deadlines and adherence to set processes and protocols.
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	<ul style="list-style-type: none">• Ability to curate, monitor, store, update, and analyse data which is intrinsic to a higher education institution.
Desirable	<ul style="list-style-type: none">• Familiarity with the use of computers (MS Office) and relevant administrative and office software.• Rich experience in understanding legal, establishment, HR and finance matters including budgeting processes.• Thorough knowledge in laws, regulations, statutory norms of regulatory bodies governing higher education.• Excellent communication and interpersonal skills.