

**c) Admissions office:**

- i) Counselling prospective students for various programs offered by the University.
- ii) Handling telephone, email, and Walk-In inquiries of prospective students, their parents, teachers, and advisers independently in a timely and professional manner.
- iii) Contributing and supporting arranging orientation programs, educational workshops, and open houses for students.
- iv) Participate in all Admissions events, school fairs, information sessions, exhibitions, school visits, and off-campus events.
- v) Provide clarifications to students' queries in a professional manner.
- vi) Maintain a database of student information, and telephone logs to generate student reports for management whenever required.
- vii) To perform any other responsibilities and tasks necessary for the smooth functioning of the work and as assigned.