

a) Faculty Admin offices:

- i) Plan, set up, coordinate, and implement administrative systems and procedures and streamline processes to improve efficiencies.
- ii) Managing the student life cycle from registration/admission to graduation/leaving.
- iii) Coordinating and managing various day-to-day activities at Faculty and University level.
- iv) Manage emails and maintain office records, registration portal, admission portal, Visiting Faculty/AA/TA related engagements, marks/grade report, etc.
- v) Maintain student records, update participant files and information as needed, as well as assist with necessary tracking using Student Access (data management system). Respond to and resolve student academic issues, queries, concerns, and grievances.
- vi) Preparing and maintaining Data and Reports for information systems.
- vii) Respond to and resolve student academic issues, queries, concerns, and grievances.
- viii) To perform any other responsibilities and tasks necessary for the smooth functioning of the work and as assigned.