



**ABOUT US**

**Inderprastha Engineering College (IPEC) – a Glance**

- Pioneer education provider in multi disciplines at undergraduate and postgraduate level (B.Tech,M.Tech,MBA, MCA, BBA, BCA)
- **NAACA+** accredited Institution, **NBA** accredited courses, ISO 9001:2015 Certified
- Carrying the successful legacy of **+25 years (Silver Jubilee)**
- Among **top 10 institutions** affiliated to Dr. APJ Abdul Kalam Technical University (AKTU, U.P.)
- Vision to provide **National Leadership** by excellence in Education, impacting society by *Globally competent technologies.*
- Highly inquisitive students who take risks, experiment, and put novel ideas into action.
- Holistic Development – Shaping young **Do Engineer leaders.**
- Have world class collaborative LEARNING infrastructure for teaching learning practices.
- Hiring *Distinguished faculty members* from the Institutes of repute.
- Our core belief is IPEC Team (I-Integrity, P-Perseverance, E-Encouragement, C-Courage, T- Transparency) leading to collaborative work accomplishment
- Hi – Tech, *Lush Green* Sprawling 7.81 acres, **vibrant Learning** Ecosystem, campus, just 2 Kms away from Anand Vihar ISBT (National Capital), in the midst of Industrial Area

We are looking for *passionate researchers/out of box thinkers/academicians* who have a **go-getter** attitude, have **fire to innovate**, works with **technology driven progressive mindset** and execute the concept of **sustainability** in each task in **learning process** delivery.

We are offering to the *right candidate* an **excellent compensation package** along with the tools and the environment to **foster intellect and new ideas.**

**ABOUT JOB**

**Designation:** Registrar

**Purpose:** To assist the Office of Registrar under the guidance of the Director in all the areas of operations

**A. Knowledge**

<b>Compliance &amp; Governance</b>
<ul style="list-style-type: none"> <li>• To draft and maintain reports/data/statistics, liaisoning, and correspondence with AICTE/AKTU/CCS &amp; other government bodies, as assigned and required from time to time.</li> <li>• To compile reports and data for submission to AICTE/AKTU/CCS/UGC</li> <li>• as required by State Private Universities, as per UGC (Establishment and Maintenance of Standards in Private Universities) regulations, 2003.</li> <li>• To facilitate in applying for new Courses &amp; Programs with Government (Uttar Pradesh, Central for Higher Education) &amp; statutory bodies.</li> <li>• To ensure the constitution of all necessary Committees as per the Institute’s policies and UGC/AICTE/AKTU/CCS Regulations; Disciplinary Committee, Student Grievance Committee, Internal Committee, Anti-Ragging Committee, etc</li> <li>• To draft office orders, pre-preparation, drafting of agenda, minutes of meetings, and compilation of data, sending Invites, printing, and maintenance of records for all meetings of authorities of university.</li> <li>• To follow up on outcomes of committee meetings and steps for implementation as advised by the Director</li> <li>• To process registration forms to ensure accuracy, completeness, and compliance with regulations</li> </ul>
<b>Student – Faculty – Course/Program Lifecycle Administration</b>
<ul style="list-style-type: none"> <li>• To provide customer service to students or other individuals who have questions about their records</li> <li>• To manage student registration, student records, entry/exit information</li> </ul>

- To do student's Feedback Analysis & recording of data, preparation of feedback report/summary (Course/Faculty wise), sharing the same with faculty and higher authorities as applicable to all programs/courses as advised.
- To organise and supervise the maintenance of all student records, including the retention of permanent records, verification of information, and ensuring student privacy.
- To maintain records of work related to scholarship/assistantship for UG/PG students
- To facilitate in conduction of Annual Convocation, procurement of degrees parchments, Marksheets, Medals etc.
- To function as the interface for the Office of Registrar for students, faculty and staff on campus and assist them with issuing of bonafide certificates and or any other letters required for various administrative purposes
- To work and liaise effectively with all key stakeholders and facilitating reporting to the Director, especially on time sensitive issues
- To maintain student records, including academic performance and disciplinary actions
- To schedule meetings, presentations, and other events on campus, including reserving rooms, ordering catering services, arranging transportation, and making travel arrangements, etc
- To assist the Director with other day to day administrative tasks as necessary

### B. Skills

- Proven experience & knowledge about Higher Education, government and statutory bodies (UGC/AICTE/AKTU/CCS/NAAC/NIRF/NBA etc.), software, tools, techniques and proactiveness in implementing *latest systems* in simplifying the process.
- Proven experience in *planning, scheduling, monitoring, maintenance meetings, MoMs drafting*
- Command on MS-Office Suite, power point presentations, latest Power BI/ Chat GPT/tools operational knowledge will be an added advantage.
- Exposure to data analytics using ERP

### C. Attributes

- Urge to *learn new things* and *adaptive to changes*
- *Focused*, open to new ideas and out of box thinker.
- Attitude to do routine things in a better way
- Data driven *analytics approach* to improve the process.
- Thriving and *creating strong department's team*, respect fellow colleagues
- *Impressive communication, writing and drafting skills.*
- *Progressive mindset* to innovate and simplify process.
- Reflection of an *impeccable persona in walk-talk* while dealing with academia
- High *spiritual quotient* (Social quotient -SQ, Intelligence quotient - IQ, Emotional Quotient - EQ)

### D. Qualification & Experience

- Postgraduate/MBA/ MSW/ Master's in Public Administration/LLB from reputed university. PhD preferred.
- Minimum 5 years of administrative experience in University/HEI

E. **Salary** as per norms

F. **Location:** Ghaziabad, UP (Delhi-NCR) – 2 Kms from Anand Vihar, near Vaishali Metro Station

G. **Apply** for the position by sending your CV on [career@ipec.org.in](mailto:career@ipec.org.in)

H. You may apply directly by visiting our website's career page at [www.ipec.org.in](http://www.ipec.org.in)