Applications are invited for the post of Director (Administration) at Shri Vile Parle Kelavani Mandal’s Narsee Monjee College of Commerce & Economics.

Qualification & Experience:

i) Post graduate with administrative experience of not less than 10 years in a responsible post not lower than the rank of Office Superintendent in an Educational Institution.

ii) Strong interpersonal skills to help relate to students, academic staff and other stakeholders.

iii) Experience in organizing, prioritizing and managing time effectively.

iv) Proficiency in computer and related software.

v) Proficiency in English and Marathi.

Duties & Responsibilities of Director:

i) Shall regulate and supervise the work and conduct of the employees in accordance with the Act, Statues, Ordinances, Rules and Regulations of the University and provide administrative support to teaching staff.

ii) Communicate with other institutions, government departments and other regulatory bodies.

iii) Shall look after the work of college affiliation, staff recognition, follow procedure for recruitment, officiate ranking/grading approvals of University and other Regulatory Bodies and shall work with academic boards and governing bodies.

iv) Deal with queries and ensure that grievance redressal mechanism is functioning properly for staff and students.

v) Ensure that the student life cycle from registration/admission to graduation/leaving are conducted as per rules and policies.

vi) Shall be the custodian of all records.

vii) Shall keep the Minutes of all meetings.

viii) Shall oversee Budget, Audit, assessment work of maintenance and other Grants of the College.

ix) Shall look after the Examination work i.e. coordinate examination and assessment processes.

x) Maintain high levels of quality assurance in the functioning of the Organisation.

xi) Any other work assigned by the Principal.

Salary will not be a constraint for the right candidate

Applicants who are already employed must send their applications through proper channel

Applications with full details along with the last drawn salary should reach the Principal at the above address within 15 days of the date of publication of the advertisement.

Principal