

JOB DESCRIPTION

Position

Section Officer

Department

Administration

Reports To

Registrar

Job Purpose

The Section Officer is responsible for ensuring efficient administration of the assigned section of the University by supervising administrative processes, maintaining records, implementing University policies, ensuring compliance with UGC Regulations and statutory requirements, and providing administrative support to academic and administrative units.

Key Responsibilities

1. Administrative Management

- Supervise the day-to-day functioning of the assigned administrative section.
- Ensure timely processing of files, correspondence, approvals, and office records.
- Monitor adherence to University Statutes, Ordinances, Regulations, and administrative procedures.
- Maintain confidentiality of official records and information.

2. Academic Administration

- Coordinate with Schools/Departments for admissions, student registration, examinations, results, awards of degrees, and convocation.
- Maintain academic records in physical and electronic formats.
- Facilitate implementation of Academic Council, Board of Studies, and other statutory body decisions.

3. Regulatory Compliance

- Ensure compliance with UGC Regulations, NEP 2020, State Government regulations, and other applicable statutory provisions.
- Maintain records required for UGC, NAAC, AICTE (where applicable), NIRF, AISHE, and statutory inspections.
- Assist in preparation of compliance reports, institutional data, and regulatory submissions.

4. Documentation and Record Management

- Maintain section files, registers, minutes, office orders, circulars, notifications, and digital records.
- Ensure systematic record retention and document management.
- Support digitization initiatives and ERP-based administrative processes.

5. Committee and Meeting Support

- Organize meetings of University committees.
- Prepare agenda notes, minutes, and action taken reports.
- Follow up on implementation of committee decisions.

6. Personnel Administration

- Supervise ministerial and support staff working in the section.
- Allocate duties and monitor performance.
- Ensure discipline and efficient office management.

7. Financial and Procurement Support

- Process administrative proposals involving budgeting, procurement, and payments in accordance with University financial rules.
- Maintain expenditure records and supporting documents.

8. Student and Public Services

- Address routine administrative queries from students, faculty, and external stakeholders.
- Facilitate issuance of certificates, transcripts, and official documents as per University procedures.

9. Other Responsibilities

- Assist the Registrar and senior officers in policy implementation.
- Perform duties assigned by the competent authority from time to time.

Essential Qualifications

- Bachelor's Degree from a recognized University.

Experience

- Minimum **5 years** of administrative experience in a University, Higher Educational Institution, Government Department, Autonomous Institution, or reputed organization.
- Experience in academic administration and handling statutory compliance is desirable.

Essential Skills

- Knowledge of UGC Regulations, University administration, and higher education governance.
- Familiarity with NEP 2020 implementation.
- Excellent drafting and communication skills.
- Proficiency in MS Office and ERP/University Management Systems.
- Ability to interpret statutes, ordinances, regulations, and administrative rules.
- Strong organizational, supervisory, and interpersonal skills.
- Knowledge of e-Governance and digital office systems.
- Experience in NAAC accreditation, NIRF, AISHE, and IQAC documentation.
- Knowledge of Government procurement procedures and office administration.