

DETAILS OF JOB

1.	Employment Type (Regular/ Contractual/ Part Time)	Regular
2.	* Name of the post:	Chief Administrative Officer (Student Discipline)
3.	* Job Function:	Implementation of institutional disciplinary processes & Administrative Duties
3.	* Additional Job Information:	
	(i) Technical/ Must have skills	Good with MS office Tools
	(ii) Good to have skills	
	(iii) Soft Skills	English
4.	* No. of Vacancies (in figures):	1
5.	* Level/ Post:	Senior
6.	* Qualification required: Essential/ Desired	A degree or equivalent qualification and / or relevant professional experience
7.	* Work experience required (in years):	25+
8.	* Age range (in years):	50 to 54
9.	* Location of Job:	Sohna Road, Gurugram
10.	* Salary range per month (Approx CTC):	1.15 to 1.50 /month.
11.	* Additional Benefits offered:	NA
12.	Aligned courses (Full time/ Part Time)/ Certifications	NA
13.	Travel Requirements	If any
14.	Last Date:	26 Jul 24

Chief Administrative Officer (Student Discipline) **K.R. Mangalam University, Sohna Road, Gurugram**

Job purpose

This postholder is responsible for the implementation of institutional disciplinary processes resulting from non-academic and behavioral misconduct.

The postholder is responsible for:

- i) Day-to-day management of the University's approach to student discipline and misconduct.
- ii) Providing advice and guidance within the University relating to complex and/or high-profile disciplinary matters.
- iii) Managing administrative duties of the university such as infrastructure management, facility management, transportation management, procurement of resources, hostel, etc.

Main duties and responsibilities

- Manage day-to-day aspects of university disciplinary process including investigation, categorization, and sanctioning.
- Development, enhancement and evaluation of institutional policy and procedure in relation to addressing student misconduct.
- Maintain up-to-date records of all discipline cases and track progress to ensure that cases are progressed and monitored in accordance with the published timelines, and that students are kept informed. To review and report on trends and propose any actions regarding this.
- Advise the University's Discipline Committee on matters including risk mitigation and implementation of precautionary measures.
- Support senior staff by proactively seeking updates on cases from internal and external sources (such as the Police, bearing in mind the University's obligations), and providing reports when appropriate throughout the duration of a case.
- Ensure knowledge and expertise relevant to the role remains up to date. You are required to always follow all University policies and procedures and take account of university guidance.

Administrative Duties

- **Infrastructure** – Maintaining **Transportation Management** infrastructure - Building, (electricity, plumbing, offices, classroom, common area,), furniture etc.
- **Facility Management** – Maintenance of classroom, offices, common area etc.
- – Supervision and support to transport department.
- **Procurement Of Resources** – Will be involved in the procurement of resources for the store for the university.
- **Hostel** – Overview hostel for maintenance & other requirements.
- **Events** – Will be involved in the management of the events at all levels in the university.
- **Admission** – Providing support to the admission department at the time admission season.

Criteria: Qualifications and Training

- A degree or equivalent qualification and / or relevant professional experience.

Criteria: Knowledge and Experience

- Knowledge and experience of ensuring compliance with regulatory and organizational policy and guidelines.
- Extensive experience of investigative work and high-level decision making involving complex and/or sensitive issues.
- Track record of management and development experience and/or an enhanced management qualification applied across a service team or teams.
- An understanding of confidentiality and data protection

Criteria: Skills and Aptitudes

- Excellent interpersonal skills and the ability to influence colleagues at all levels and maintain trust and support.
- Excellent written and verbal communication skills and the ability to confidently communicate with a range of stakeholders.
- Excellent IT skills including the ability to use databases and spreadsheets to understand and present data.
- Highly effective critical thinking, analysis, and investigative skills. Highly effective people management skills – able to recruit, develop, motivate, and manage staff to achieve high performance both individually and as a team.
- Commitment to equality and diversity and the maintenance of dignity and respect for all students and staff. Commitment to confidentiality and ability to work with tact and sensitivity in complex and sensitive situations.

- **Note 1: All Ex-Servicemen (ESM) are requested to Download the Willingness Format uploaded on DGR Website and forward the same in excel format only duly Completed in All respects through their Zila Sainik Boards/ Rajya Sainik Boards (by mail only) (to dgrddemp@desw.gov.in) if they are meeting the QRs as given by the Principal Employer in the vacancy Notification. If any Details are found Incomplete/ Missing, the Candidature of that ESM will not be Accepted.**

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- **Note 2: PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. will not be accepted.**