Greetings from Mahindra École Centrale (MEC) College of Engineering, Hyderabad.

**MEC:** MEC is a collaborative establishment of two global giants, Mahindra and École Centrale Paris. Mahindra Group had established MEC under the leadership of Professor Sanjay G Dhande (Former Director IIT Kanpur) and had made a high impact entry in 2014 into the higher education space with its modern approach to engineering education. Its entry was marked with MEC’s collaboration with one of Europe’s finest institutes, École Centrale Paris and JNTU Hyderabad.

**Job Title:**

Registrar

**Educational Qualification:**

Master’s degree in student services, educational administration or a related area.

**Experience:**

1. A proven record in working successfully with diverse populations

2. Ability to adapt to change with a positive attitude

3. Ability to plan

4. Ability to collaborate effectively with college departments and cross-functional teams

4. Strong interpersonal, oral and written communication skills

**Location:**

Hyderabad, India
**Job Description:**

The Registrar is responsible for the supervision and management of all administrative and operational functions. He/She ensures the integrity, accuracy, and security of all academic records of current and former students; facilitate effective student registration and enrolment; builds secure student data files and sets policy and procedure for their responsible use; maintains up-to-date course schedules, catalogues, and final examination schedules; manages efficient use of classrooms; and supervises and maintains the Banner and degree audit systems. The Registrar supervises the processes for the articulation of transfer credits, graduation and certification of baccalaureate and associate degrees, enrolment and degree verification, production of official transcripts, diplomas, and commencement ceremonies.

**Job Responsibilities:**

- He/she will collaborate with administrators, deans, faculty, IT and counsellors to facilitate and improve services to students, including catalogue and registration/records policy questions.

- He/she will be responsible for collecting, recording, maintaining and reporting of student records within JNTUH guidelines, e.g., grades, registration data, transcripts, mid-term verification, athletic eligibility and other associated audits.

- He/she will be the custodian of the records, the common seal and other such properties of the college.

- He/she will be required to reflect the college's commitment to empathize with the students; present and future.

- He/she will be responsible for the timeliness and accuracy of the transcripting system - store & preserve academic records (including the records of the inactive students)

- He/she will be responsible to design class and examination schedules basis the preferences and availability of students and faculty respectively. He/she will also be responsible to ensure quality standards of the classrooms

- He/she is responsible for working with faculty to coordinate for commencement of classes/meetings.

- He/she needs to be familiar with college academic policies when advising students on how to meet distribution and graduation requirements and resolving issues related to individual academic records, such as credit attribution.
- He/she needs to be familiar with JUNTH, AICTE and UGC norms.

- He/she would also be expected to guide the institution towards achieving various Certifications, Ratings, Accreditations and Affiliations that would have a direct positive impact on the credibility of the college.

- He/she would enlist the institution for Awards and Accolades under various categories as applicable on an ongoing basis.