

**AWES CAMPUS (AIFD & AIHM&CT)
NAGARESHWARA NAGENAHALLI, PO-KOTHANUR,
BENGALURU -560077
Tele: 9482465605**

VACANCY FOR ASSISTANT REGISTRARS (TWO)

E-Mail: registrar.blrcampus@awesindia.edu.in

Web: www.aifd.edu.in and www.aihmctbangalore.edu.in

AWES Campus, Bengaluru constitutes of two Institutes namely Army Institute of Fashion and Design (AIFD), Bengaluru and Army Institute of Hotel Management & Catering Technology (AIHM & CT), Bengaluru. Each Institute requires one Assistant Registrar each (Total Two) on full time contractual basis.

How to Apply :

Details are given in Institute Website:

www.aifd.edu.in and www.aihmctbangalore.edu.in

Suitable candidates may send their Bio-data / Resume / CV with a recent passport size photographs with copies of educational and experience certificates by **03 Oct 2025** to the above address or through email on **registrar.blrcampus@awesindia.edu.in** Short listed candidates will be called for interview. No TA/DA is admissible for attending the interview.

Job Description, Qualitative Requirement (Mandatory and Desirable) and Terms & Conditions are given below.

**Sd/-
Registrar & HoA, AWES Campus**

VACANCY FOR ASSISTANT REGISTRARS (TWO)
IN
ARMY INSTITUTE OF FASHION & DESIGN
AND
ARMY INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY
LOCATED AT
AWES CAMPUS, NAGESHWARA NAGENHALLI, KOTHANUR, BENGALURU-560077

Qualitative Requirements (QR), for the post Assistant Registrar at Army Institute of Fashion & Design (AIFD) and Army Institute of Hotel Management and Catering Technology (AIHM&CT) (two posts) at AWES Campus, Nageshwara Nagenhalli, Kothanur, Bengaluru-560077 are as under: -

1. **Job Description.**

(a) **Academic Administration:** -

- (i) Examination coordination (internal & external).
- (ii) Student admissions and enrolment management.
- (iii) Affiliation, Accreditation and compliance with regulatory bodies (e.g., UGC, NAAC, AICTE) etc.

(b) **Student Affairs:** -

- (i) Student discipline and grievance redressal.
- (ii) Mentorship and counselling coordination.
- (iii) Organizing student activities, clubs, and events.
- (iv) Handling student records and feedback.

(c) **Faculty & Staff Administration:** -

- (i) Recruitment, orientation, and appraisal of faculty/staff.
- (ii) Workload allotment and leave management.
- (iii) Staff welfare activities.
- (iv) Facilitating training and development programs.

(d) **Infrastructure & Facilities Management:** -

- (i) Maintenance of classrooms, laboratories, and equipment.
- (ii) Hostel administration (as allotted to college).
- (iii) Security and safety oversight along with Registrar & Head of Administration and Estate Supervisor.
- (iv) IT infrastructure maintenance.

(e) **Financial Administration:** -

- (i) Assist Principals in preparation of academic budget preparation.
- (ii) Fee collection and refunds.
- (iii) Procurement and tendering process related to academics, laboratories and allotted hostel.
- (iv) Audit and financial reporting of funds delegated to Principal.

(f) **Liaison and Communication:** -

- (i) Interaction with regulatory and affiliating bodies.
- (ii) Organising parent-teacher interactions.
- (iii) Industry linkage and MoUs.
- (iv) Managing institutional website, newsletters, and communication with all including parents.

(g) **Event and Program Management:** -

- (i) Conducting workshops, seminars, and conferences.
- (ii) Organizing convocation and cultural fests.
- (iii) Planning academic calendars and important institutional events.

(h) **Quality Assurance and Reporting:** -

- (i) Preparing reports for IQAC, NAAC, NIRF, India Today and The Week rankings etc.
- (ii) Internal audits and reviews.
- (iii) Monitoring KPIs of academic and non-academic departments.

(j) **In addition to above the Assistant Registrar will:** -

- (i) Assist Principal in day-to-day administration.
- (ii) Single point contact as regards College with Registrar and Head of Administration, AWES Campus, Bengaluru.
- (iii) Single point contact for Principal for all administration duties.
- (iv) Any soft skills certification and abilities of knowledge of Kannada is solicited as desirable.
- (v) Any sports/ NSS/NCC knowledge is desirable.
- (vi) Project management skills is again desirable.

2. Qualitative Requirement**(a) Mandatory.**

- (i) Minimum Graduation in any subject. Qualifications above graduation will be given weightage.
- (ii) Age below 40 Years.
- (iii) Medically fit to perform the job.

(b) Desirable.

- (i) Worked in similar post in educational institutes.
- (ii) IT proficiency mandatory especially excel.
- (iii) Should have knowledge of University/AICTE/UGC rules and regulations.
- (iv) Should have experience in performing the following: -
 - (aa) Office Administration and Human Resources Management.
 - (ab) Project Mgt.
 - (ac) Basic accounting.

3. Terms and Conditions.

- (a) The appointment will be on contractual term basis.
- (b) Three years tenure with first year probation with clause for termination of service with 60 days' notice either party.
- (c) Salary negotiable. Mandatory deductions will be applied.
- (d) Accommodation if available will be allotted in campus based on application and seniority list from date received.

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Registrar & HoA, AWES Campus**