

ADVERTISEMENT NOTIFICATION – STUDENT WELFARE & ACTIVITIES COORDINATOR

The institute invites applications for the position of **Student Welfare & Activities Coordinator** to foster a supportive, vibrant, and inclusive student life on campus. The selected candidate will serve as a key liaison between students and administration and will organize a wide range of student development, welfare, and co-curricular initiatives.

Post Name: Student Welfare & Activities Coordinator

No. of Posts: 01 (Residential)

Post Type: Contractual

Remuneration: Negotiable with free furnished accommodation in the hostel premises

Application Fee (Online): Rs. 236/-

Application End Date: June 30, 2025, till 6.00 p.m

Job Responsibilities:

- Design, implement, and oversee student welfare programs, support services, and campus-wide wellbeing initiatives in line with institutional and UGC frameworks.
- Organize and coordinate co-curricular activities including cultural events, literary clubs, debates, festivals, orientation programs, and student-led initiatives.
- Promote student leadership, diversity, gender sensitization, and community-building through structured programs and mentorship.
- Act as liaison for students with the administration, ensuring timely resolution of grievances and effective communication of institutional policies.
- Facilitate and support mental health awareness, counselling referrals, peer support, and wellness initiatives in collaboration with designated counsellors and faculty.
- Assist in forming and supervising student committees, clubs, and representative bodies.
- Ensure compliance with UGC anti-ragging, grievance redressal, and gender sensitization regulations by coordinating with the respective nodal officers.
- Maintain documentation and reports related to student welfare, feedback, participation data, and outcome assessments.
- Assist in planning and conducting induction programs, student feedback mechanisms, and leadership workshops.
- Promote participation in national and inter-university cultural, literary, and sports events (in coordination with Sports/Cultural officers).
- Organize seminars and guest talks on youth development, ethics, civic responsibility, and nation-building.

Pay Scale: Negotiable with qualifications and experience.

ELIGIBILITY:

Essential Qualifications:

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- Graduate degree in any disciplines.
- Minimum 3 years of experience in student-facing roles, preferably in higher education institutions or youth-focused organizations.

- Strong interpersonal, coordination, and communication skills.
- Demonstrated ability to handle student concerns sensitively, confidentially, and with professional integrity.

Desirable Qualifications:

- Experience in organizing student programs, cultural/sports events, or counselling services.
- Familiarity with UGC and NAAC expectations related to student support services and welfare.
- Working knowledge of Google Workspace/MS Office and social media engagement.
- Experience with anti-ragging, ICC, or grievance redressal systems will be an added advantage.

Age Limit:

The Maximum age limit for the post is 45 as of the date of advertisement. However, the Institute reserves the right to relax the age limit in the case of exceptionally qualified candidates.

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. Candidates applying for the post should submit their duly filled in Application Form online and latest Curriculum Vitae along with educational, experience and other related documents.
2. Incomplete applications will not be considered. Candidates furnishing incorrect/false/misleading information shall stand disqualified at any stage including during service.
3. Incomplete applications, as well as applications which are not submitted in the prescribed form along with the requisite testimonials, are liable to be rejected and no intimation in this regard will be sent to the candidates.
4. No correspondence will be entertained in respect of the advertisement, interview, selection, appointment etc. Canvassing in any form will lead to disqualification of the candidate.
5. No TA/DA will be admissible either for attending the interview or for joining the post.
6. Call letter for attending the interview will be sent only to the short-listed candidates to their email only. No correspondence will be entertained in case of the applicants not shortlisted for the interview.
7. Institute reserves the right not to fill the post if no suitable candidates are available.
8. The Institute shall not be held responsible for postponement or cancellation of scheduled interview/due selection procedure for any unforeseen/unavoidable reasons.
9. Last date for online submission of application is **30th June, 2025 till 6:00 pm.**

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NO EMPLOYEE FROM THE INSTITUTE IS AUTHORIZED TO CONTACT ANY CANDIDATE FOR ANY PURPOSE OTHER THAN THROUGH OFFICIAL MAIL.

PLEASE DO NOT FALL PREY TO ANY MISREPRESENTATION.

June 7, 2025

REGISTRAR