

Job Description of Liaison Officer

Job Title: Liaison Officer

Reports to: Principal

To liaison with the University, State Government, NAAC, AICTE and other Statutory bodies in regard to the following work (both UG & PG)

Duties and Responsibilities

1. Approval of students' admission..
2. Verification of students' marks cards.
3. Verification of transfer certificate.
4. Collection of marks cards of state and other state boards.
5. Verification of marks cards and eligibility certificates and other documents of foreign students.
6. Preparing the proposal with relevant documents for approval of students' admission.
7. Obtaining approval of students' admission both regular, transfer and foreign students.
8. To attend to university examination related work like, preparation of indent, collection of question papers, submission of answer booklets etc.
9. To obtain result sheets and marks cards from the university without delay.
10. To assist in the issue of marks cards to students
11. To assist in the issue of convocation certificates.
12. To attend to requests of student in regard to corrections in marks cards and convocation certificates and non-processed results.
13. To maintain marks cards, convocation certificates and other documents not issued to the students.
14. Maintenance office files.
15. To prepare examination remuneration bills, submit to the university and to follow up.
16. To assist students in issue of migration certificate, transfer certificate, PDC and Duplicate marks cards etc.
17. To assist in affiliation related work.
18. To assist in obtaining approvals from State Government, UGC & AICTE.
19. Submission of letters to newspapers
20. To take up any other work assigned by the Principal/ Management.