

**JAI HIND COLLEGE EMPOWERED AUTONOMOUS**

23-24, Backbay Reclamation, A Road,  
Churchgate, Mumbai 400 020



**Qualifications and Job Specifications (Reference: Advertisement dated 22/11/2025 published in Times of India and Economic Times)**

**1. Bachelor in International Accounting (BIA)**

Qualification: Master's Degree in Commerce / Accountancy / Finance / Business Administration (or equivalent).

Preference: Candidates with teaching or industry experience in International Accounting or Finance will be preferred.

**2. Bachelor in Digital Strategy (BDS)**

Qualification: Master's Degree in Management / Commerce / Marketing / Digital Business / or related disciplines.

Preference: Candidates with expertise or professional experience in Digital Marketing, E-Commerce, Business Analytics, Social Media Strategy, or Emerging Technologies in Business will be preferred.

**3. Bachelor in Business Administration (BBA)**

Master's Degree in Management / MBA (Preferred) / Business Administration / Commerce / Economics / Marketing / Finance.

**4. Bachelor in Mass Media (BMM)**

**Subject Area:** Emerging Media & Communication Technologies

**Essential Qualifications:** Master of Arts or specialization in Communication / Mass Media

**5. Bachelor of Actuarial Science and Quantitative Finance (BAQF)**

**Essential Qualifications:**

- Master's Degree in **Statistics, OR**
- Bachelor's or Master's Degree in **Finance or Actuarial Science or Statistics with**

**Preferred Qualifications:**

- Cleared **CFA Level 2, OR**
- Cleared at least **two Actuarial Science papers**

**Job Responsibilities:**

- Oversee all **BAQF examinations** (internal, practical, and semester-end), including paper format verification and marks entry.
- Assist in **BAQF admissions** at the beginning of the academic year.
- Manage **data collection and documentation** for **NAAC** and **NIRF** requirements related to the BAQF department.
- Prepare **presentations and reports** as required.
- Coordinate and assist **visiting faculty**.
- Provide **mentorship and guidance** to students for **internships and CV building**.
- Streamline departmental processes to ensure **smooth functioning**.
- **Analyze student results** periodically and recommend improvements.
- Carry out work related to **IFoA** and **CFA Institute** requirements for the BAQF program.

**6. BAF, BBI & BFM (Bachelor in Accounts & Finance, Banking & Insurance and Financial Management)**

**Subject Area :** Accountancy (Qualification - Masters in Accountancy & Taxation, NET/SET, Preferably a CA)

**7. BSC IT (Bachelor in Science – Information Technology)****Job Responsibilities:**

- Excellent communication skills
- Expertise in IT and Data Science
- Dedication to teaching and student development

**8. Social Media Manager and Training & Placement Officer**

**Qualifications:** Graduate or Postgraduate with Strong communication, networking & content creation skills. Proficiency in digital tools, social media platforms & analytics

## **9. Human Resource Head (HR Head)**

### **Roles and Responsibilities of HR Head**

#### **a. Human Resource Planning**

- Develop and implement HR strategies as per the institutional HR Policy.
- Manage workforce requirements, staffing levels, and future skill needs.
- Advise Principal on HR policies, trends, and best practices.

#### **b. Recruitments**

- Oversee recruitments: job postings, screening, interviewing, and selection.
- Ensure fair, transparent, and efficient hiring processes.
- Coordinate with employees to complete joining formalities, and initial training.

#### **c. Compliances**

- Ensure compliance with labour laws, statutory requirements (PF, Gratuity, etc.).
- Maintain audit-ready HR records.
- Maintain bio metric records, leave record and attendance muster of the employees.

#### **d. Performance Management**

- Implement and monitor performance appraisal systems.
- Conduct reviews and support Principal in evaluating employees.

#### **e. Employee Relations & Engagement**

- Maintain healthy employer–employee relations.
- Resolve employee grievances, handle conflicts, and ensure workplace harmony.
- Develop engagement programs, morale-building activities, training & developments and recognition initiatives.

#### **f. Disciplinary Procedures**

- Implement disciplinary policies and ensure fair investigations.
- Handle misconduct cases in line with organizational guidelines.
- Issue notices, warnings, and coordinate legal consultations when required.

#### **g. Data Management & Reporting**

- Maintain accurate HR MIS reports (attendance, turnover, recruitment, etc.).
- Provide periodic HR analytics to management for decision-making.

## **h. Coordination & Communication**

- Work closely with all department heads to understand requirements.
- Promote transparent communication across the organization.
- Represent HR in management meetings and committees.

## **PRINCIPAL**