

Recruitment Notification

Position: Registrar

Institution: SASMIRA's Business School, Worli, Mumbai

Location: Mumbai, Maharashtra

About SASMIRA's Business School (SBS)

SASMIRA's Business School (SBS) belongs to the family of 75-year-old SASMIRA (an approved body of the Ministry of Textile, Govt. of India), with a rich educational heritage in the area of textile and management. SASMIRA's Business School is a reputed management institute offering a Two-Year full time Post Graduate Diploma in Management (PGDM) with Dual Specialization. SBS is approved by the All India Council for Technical Education (AICTE), the Directorate of Technical Education (DTE), and the Government of Maharashtra. It is located in the heart of Mumbai city at Worli.

SBS invites applications from qualified and experienced professionals for the post of **Registrar**. The Registrar will be the chief administrative officer for academic operations, responsible for ensuring compliance with statutory requirements and maintaining the integrity of institutional processes.

Key Responsibilities

- Administration of admissions, student registration, examinations, and academic records.
- Ensuring compliance with AICTE/UGC regulations, and other statutory bodies.
- Coordinating with faculty, students, and administrative departments to facilitate smooth academic functioning.
- Maintaining accurate institutional data and preparing reports for accreditation and audits.
- Supervising staff engaged in academic administration and implementing best practices.

Eligibility Criteria

- Postgraduate qualification (MBA/PGDM or equivalent preferred).
- Minimum 8–10 years of relevant experience in academic administration, preferably in management education.
- Thorough knowledge of AICTE/UGC guidelines and PGDM program structures.
- Strong leadership, organizational, and communication skills.
- Proficiency in ERP systems and digital record management.

Remuneration

Compensation will be commensurate with qualifications and experience, as per institutional norms.

Application Procedure

Interested candidates may submit their application along with a detailed CV to: **hr@sasmira.org**

Last Date for Application: 28/02/2026

For more details about the institute kindly visit: <https://sbsm.edu.in/>
