


Name	:	NAVNEET KUMAR GARG	
Designation	:	SECRETARY	
Qualification	:	B.Com, PGDIB, MBA	
Experience	:	Total – 25 Years ICFAI – 06 Years	

- Support in organizing day to day functioning of the University as per the orders of the Honorable President.
- Handling student's queries, addressing their grievances to the concerned authority in the University.
- To check the daily activities & issues of Security Guards, Hostels, Mess and Housekeeping and report to the management for quick solution of the issues / problems.
- To maintain daily schedules and co-ordination of the Honorable President commitments.
- To respond accurately and efficiently to all enquiries for the Honorable President.
- Preparation of all correspondences and other documentation as may be requested by the Honorable President from time to time.
- To appropriately execute any other duties as directed by the Honorable President or other Senior University Officers.
- Typing, Preparing and Collating Reports of all the Faculties.
- Prepare Note-sheets as per the requirements in the University and arrange to send to HQ along with necessary approval of the authorities / signatories.
- To Manage the database and maintain / filing of the hard copies of the same.
- To implement New Procedures and Administrative Systems.
- To process the bills or expenses of the associated vendors of suppliers of the University.
- Organizing and Servicing Meeting (Producing agendas and taking minutes).
- Maintaining dairies and arranging appointments.