

PROFILE

Anju Hazarika

Registrar, University of Science & Technology Meghalaya

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PERSONAL DETAILS: Date of Birth: 20.08.1978

Sex: Female

Marital status: Married

EDUCATION QUALIFICATION

Qualification	Institution	Board/University	Year of passing
Masters of Business Administration (MBA)	North East Regional Institute of Management	Dibrugarh University	2002
B.Sc. (Zoology)	Cotton College	Gauhati University	1999
H.S.	Kendriya Vidyalaya, Namrup	CBSE	1996
H.S.L.C.	HFC Higher Secondary School, Namrup	SEBA	1994

WORK EXPERIENCE

- ❖ 23 years of service to the Institutions established under the Education Research & Development Foundation (ERDF) which is the largest Educational Institutional network in North Eastern Region catering education from KG to PG to PhD with CBSE Schools up to University.
- ❖ Worked as an Academic Officer in an authorized University Study Centre of Sikkim University named Central IT College since July 2002 to April 2015; which was the first entrepreneurial venture of ERD Foundation and recognized as the second largest Study Centre in India in the year 2005.
- ❖ Promoted as the Registrar i/c of University of Science & Technology Meghalaya (USTM) on 02.05.2015.

Some of the major contributions or job roles performed during the service tenure since 2002 till date :

As the Academic Officer, Sikkim Manipal University Study Centre :

- Counseling candidates for Admissions
- Maintaining Students' database
- Liaisoning with the University Head Office

As Registrar, University of Science & Technology Meghalaya :

- Executing managerial decisions and policies
- Convening meetings of the Academic Council
- Preparing agenda and minutes of meetings
- Carrying out the requisite protocols during University Convocations
- Facilitating Recruitment Process
- Looking after to implement the welfare policies for the employees
- Maintaining the attendance & leave records of all employees
- Preparing/ presenting requisite documents during inspections by different statutory authorities and State Govt.
- Representing Criteria 2 of NAAC Accreditation process.
- Communicating with the Resource Persons and performing other liaisoning related formalities.



