



**SIR M.VISVESVARAYA  
INSTITUTE OF TECHNOLOGY**



**KRISHNADEVARAYA COLLEGE OF  
DENTAL SCIENCES & HOSPITAL**



**SIR M.VISVESVARAYA  
SCHOOL OF ARCHITECTURE**



## INVITES APPLICATIONS FOR THE POST OF CHIEF OPERATING OFFICER

**Educational qualification:** Masters in any discipline from the top Indian or universities abroad.

**Salary:** Salary will not be a constraint for the right candidate.

**Required Experience:** 15 plus years in Administration covering HR, Finance, Legal, Infrastructure & IT in Managerial positions.

**Preferred Location:** Bengaluru

**Age Group:** Under 50 years

### Roles and Responsibilities:

- Responsible for overall administrative operations including HR, Facilities, IT, and General Administration.
- Responsible for development of staff service rules, appointments, terminations, disciplinary actions, and grievance handling.
- Responsible for developing SOPs, and Institutional Processes.
- Responsible for Draft, review, and vet contracts, MoUs, agreements, leases, licenses, vendor contracts, and consultancy agreements.
- Responsible for execution of admissions, examinations, academic records, and certifications
- Responsible for effective student services, welfare, and grievance redressal.
- Experience in accreditation and rankings.
- Solid existing network within the Govt., Academic and Regulatory Bodies.
- Sound legal knowledge and practical experience of dealing with Courts.
- Experience in Institutions of higher learning and/or research establishments with Proven track record of working in Corporates will be a value add.
- International exposure will be an added advantage.

### Required Key Skills:

- Work experience in ERP environment.
- Working knowledge of Kannada (read and write) and excellent communication skills
- Energetic, passionate and institution builder with leadership qualities
- Understanding of advanced accounting, regulatory issues, and tax laws.
- Should possess good verbal, written, and visual communication skills.

**Eligible candidates may apply with a detailed CV and supporting documents within 7 days from the date of this advertisement.**

**Campus: Hunasamaranahalli, Off Kempegowda International Airport Road, Bengaluru -562 157**

**Sri Krishnadevaraya Educational Trust**

**No. 16, Ballari Road, Sadashivanagar, Bengaluru 560 080**

**Ph: 080 2360 6999/2361 3443/2360 1340/2360 1370**

**E-mail: careers@sirmvit.edu**