



PRO has got a prominent role in Educational Institution with regard to deal with Parents as well as the students and at the same time to gain business and fame for the institution. His/her right move brings lot of fortune to the institution. So PRO had to be a very talented and the right person to manage with the relations and to derive good business and fame for the institution. The Educational sector is a very large sector in World. Today, good public relations are vital to the successful functioning of any educational institutional. A public relations officer uses all ways of communication to build, maintain and hold a good reputation of College, Assist students, parents, and other groups. Liaising with the public and respond to inquiries.

- **To provide an effective admissions system throughout the College, liaising with the Principal and HODs**
- **To provide effective and efficient management of enquiries from prospective parents / Students, making appointments as required and generating paper work for assessments**
- **To Provide effective Online admissions – email correspondences, sending SMS, follow-up**
- **To provide an efficient service to online admission, monitoring, sending reminders, email correspondences.**
- **Provide online prospectus sold reports to financial department.**
- **Provide online prospectus student details to respective colleges.**
- **Making appointments as required and update the college student information and admissions database**
- **Verify eligibility check as per University**

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