

	<b>JOB DESCRIPTION</b>
<b>Job Title</b>	Registrar
<b>Reports to</b>	Deputy Director (Administration)
<b>Job Purpose</b>	Administrative management of the institution
<p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Obtaining and developing personnel by: <ol style="list-style-type: none"> <li>1. Planning, directing, scheduling and coordinating in-service training program for nontechnical non-teaching staff.</li> <li>2. Supervising and evaluating administrative personnel.</li> </ol> </li> <li>• Preparing information to be disseminated to parents, students, other stakeholders and public.</li> <li>• Works as a team member with other administrative personnel of the college in the development of administrative practices and regulations.</li> <li>• Assists in administering and leading the college within the policy framework developed by the College Development Committee (CDC).</li> <li>• Supervises at the direction of higher authorities and assists in the completion of administrative details and tasks required to maintain an efficient operational pattern for the college.</li> <li>• Maintaining all records pertaining to students, faculty and staff.</li> <li>• You will be responsible for Service matters, such as appointments, promotions, retirement, disciplinary actions, and sanction of leaves.</li> <li>• Ensuring safety and security to all in the college.</li> <li>• Ensuring smooth execution of Ghat programs.</li> <li>• Promoting multicultural interactions and understandings among students, staff, and faculty.</li> <li>• Ensure overall planning and implementation of Quality assurance and Quality Enhancement activities within the institute.</li> <li>• Ensure overall planning of accreditation and ranking.</li> <li>• You will also be responsible for all the activities related to mentioned sections:</li> </ul>	

- a) Estate Department
- b) Student Section
- c) Stores
- d) Human Resource
- e) Repair and maintenance.
- f) House Keeping and security
- g) Disciplinary issues
- h) Grievance Redressal
- i) All Legal matters and aspects
- j) Infrastructure
- k) IQAC cell & ISO

- All the department heads / coordinator of assigned responsibilities will be reporting to you.
- You shall be reporting to Deputy Director, MIT AOE.
- Any other work as assigned by the Director / management from time to time.

**Qualifications:**

- Master Degree in any discipline , Preferable PhD.