

	JOB DESCRIPTION
Reports to	Deputy Director (Academics & Research)
Job Title	Chief Technology Officer
<p>Duties and Responsibilities</p> <p>In charge of employee training and development who fully embraces e -Learning in all its formats.</p> <p>Responsibilities are:</p> <ul style="list-style-type: none"> • To formulate the strategy to drive learning direction, goals, and policies. • To disseminate knowledge and information to the learner through technology, social media, and occasionally, through human resources (instructors). • To develop and track future training trends related to ICT. • To arrange training for latest and advanced ICT Tools and LMS as per the need of time. • To coordinate smooth functioning of LMS, ERP or any other learning platform / tools and provide support for resolving the issues. • To integrate, upgrade and develop new technology or software related to ICT. • To ensure the guidelines of e-learning are implemented at the school / department level. • Responsible for Technology targets in strategic plan. • Any other responsibility assigned by higher authorities time to time. 	
<p>Qualifications:</p> <ul style="list-style-type: none"> • Master Degree (M.E./M.Tech.) 	