

Job Profile for the Post of - Registrar

- Obtaining and developing personnel by:
 1. Planning, directing, scheduling and coordinating in-service training program for nontechnical non-teaching staff.
 2. Supervising and evaluating administrative personnel.
- Preparing information to be disseminated to parents, students, other stakeholders and public.
- Works as a team member with other administrative personnel of the college in the development of administrative practices and regulations.
- Assists in administering and leading the college within the policy framework developed by the College Development Committee (CDC).
- 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.
- Maintaining all records pertaining to students, faculty and staff.
- You will be responsible for Service matters, such as appointments, promotions, retirement, disciplinary actions, and sanction of leaves.
- Ensuring safety and security to all in the college.
- Ensuring smooth execution of Ghat programs.
- Promoting multicultural interactions and understandings among students, staff, and faculty.
- Ensure overall planning and implementation of Quality assurance and Quality Enhancement activities within the institute.
- Ensure overall planning of accreditation and ranking.
- You will also be responsible for all the activities related to mentioned sections:
 - 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.