



Name	Mr. Deepak Zunjarrao Patil
Designation	Registrar
Qualification	BA (English) MA
Contact No	9146999500
Email-ID	registrar@seti.edu.in
Job Profile	Administrative Head
	<p>WORK FUNCTION:</p> <ul style="list-style-type: none"> • Be the custodian of the records, the common seal and such other property of the Institute. • Receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action. • Organise training and orientation of non-teaching employees in the Institute. Have the power to enter into agreements, sign documents, and authenticate records on behalf of the Institute, subject to the decision of the Management of the Institute. • Have the power to seek information in regard to any matter of the Institute, from the Deans, Chief Accountant, and any other Heads of the Institute for submission to the State Government and other external agencies. • Organize and administer the various activities such as recruitment, appraisal, training, induction etc. in order to provide maximum service to students and staff while ensuring efficient and effective workflow. • Responsible for collecting, recording, maintaining and reporting of student records within, e.g., grades, registration data, transcripts, mid-term verification, eligibility and other associated audits. • Collaborate with Administrators, Deans, Faculty, IT and counsellors to facilitate and improve services to students, including policy questions.

	<ul style="list-style-type: none"> • Perform active role in various Committee, Board of Governance, online grievance, Scheduled Casts / Scheduled Tribes committee, Finance and Planning, College Development Committee, Anti ragging, Internal Quality Assurance Cell, Purchase committee, Admission Committee etc. • Perform all work related to DBATU, MSBTE, Shivaji University such as sanctioning the proposals related to new courses, affiliation, eligibility of students, University fees, University recruitment process, process for Career Advancement Scheme, UGC interviews. • Responsible for appraisal and appointment orders of employees. • Prepare notifications and circulars. • Maintain service books, personal files of the employees. • Monitor the attendance of the employees and its linkages to salary. • Handle all legal matters of Institute, (Inquiry / Labour court/ Industrial Court, Tribunal Court, High- Court). • To design and implement policies related to administration and HR. • Liaison with DTE, MSBTE, and AICTE. • Responsible for generating extension of approval from AICTE every year which includes change in nomenclature, additional new course, increase in intake. • Prepare Autonomy, and NAAC report related to administration. • Fill the information required for NIRF & AISHE portal. • Process for various Government and non-Government scholarships. • Prepare the institutional budget with Chief Accountant and present in statutory bodies. • Responsible for salary administration.
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