



Job Description – Registrar

Roles and Responsibilities:

- Administration
 - HR policies implementation
 - Employee and student welfare
 - Safety of all employees and students
 - Discipline administration on campus
 - Appointing authority of non-teaching staff
 - Vendor selection
 - Procurement
 - Co-ordination with all the Government departments related to IMI like AICTE, Fire, MCD, Police, etc.
 - Convocation arrangements
- Facilities
 - Campus upkeep
 - Security
 - Catering
 - Housekeeping
 - Renovations and modernization projects
- Compliance
 - AICTE
 - Fire
 - MCD
 - Police
- Legal
 - Contracts
 - Litigation
- Governance
 - Member secretary of Board of Governors
- Other IMI campuses
 - Advise, mentor and assist other two campuses, IMI Kolkata and IMI Bhubaneshwar in all the matters related to this role

Key Skills:

- Excellent written and verbal communication skills
- Good interpersonal skills
- Good negotiation skills
- Collaborative working style
- Proficient in Microsoft office tools

Required Education and Experience:

- Master's degree from a premier institute or recently retired senior armed forces officer
- At least 20 years of experience in administration
 - Out of which at least 3 years should be in higher education

Reporting:

- Director General

To apply please send detailed CV to dq@imi.edu