



Savitribai Phule Shikshan Prasarak Mandal's N. B. Navale Sinhgad College of Engineering

(Approved by AICTE & Affiliated to Solapur University, Solapur)

Opp. Solapur University, Solapur - Pune National Highway, Kegaon, Solapur - 413 255, (M.S.), India

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Prof. M. N. Navale
M.E.(Elect.) M.I.E., M.B.A.
CHAIRMAN

Mr. Rohit M. Navale
M.E.(Mech. Engg.)
GENERAL SECRETARY

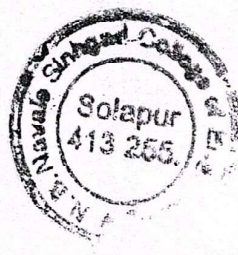
Dr. S. D. Nawale
M. Tech., Ph. D. (E&TC Engg.), PDF (France)
PRINCIPAL

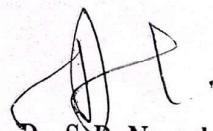
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Date : 15 / 06 / 2015

Duties of Registrar

1. The Registrar shall regulate the work and conduct of the staff in accordance with the Standard Code 1984 and the Maharashtra Civil Service Rules. It shall be the duty of the Registrar to assess and evaluate the performance of Non-Teaching employees and sections and take such measures as he deems fit to regularize and to improve the working of the College.
2. The Registrar shall have the power to issue warnings, reprimands, memos to the non-teaching employees subject to the approval of the Principal.
3. The Registrar shall be the custodian of the records, the common seal and such other property of the College as the Principal may commit to his charge.
4. The Registrar shall keep the Minutes of all the meetings, and records of such meetings attended by him as ex-officio member-secretary.
5. The Registrar shall coordinate the work in the College amongst the teaching and non-teaching staff.
6. The Registrar shall bring to the notice of the Principal any of the acts of the staff or the students, if prejudicial to the College and/or are not in the interest of the Institution/College.
7. The Registrar shall maintain an enquiry service for students, staff and also for visitors to the College, regarding courses being conducted, examination and admission rules and such other allied matters of importance.
8. The Registrar shall sign letters issued from the College office of a routine nature.
9. The Registrar shall watch over the work of the College affiliation, staff recognition and follow procedures for appointments. He shall also watch over the Accounts, Audit assessment work of Maintenance and other Grants and keep a check on Accounts of the College.
10. The Registrar shall look after the Examination work and shall ensure the smooth conduct of the examinations and prepare the necessary work distribution chart in this connection.
11. The Registrar shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal of the College and Management of the Society.




Dr. S. D. Nawale
Principal

PRINCIPAL
N. B. Navale Sinhgad
College of Engineering
Kegaon, Solapur.