

**1. Name : Mrs. Shrushti Jaykumar Shinde**

**2. Qualification: M.B.A.**

Degree	University	Year of Graduation
B. Com	University of Pune	2001
M. Com	University of Pune	2006
M.B.A.	University of Pune	2016



**3. Designation : Registrar**

**4. Date of Joining In Institute: 05/03/2018**

**5. Date of Joining In Sanstha : 05/03/2018**

**6. Responsibilities :**

6.1 Handling All Administrative work with 400 UG and 108 PG students Intake.

6.2 Control and monitor in Establishment section, Account section, Exam. Section Scholarship Section and students section.

6.4 Preparation and submission all type of proposals of AICTE, DTE, SPPU, AISHE, ARA, FRA, UGC etc.

6.5 Looking after the work related to Principal's office.

6.6 Active Participation in support System

6.7 All Office Correspondence.