

## **Appointment, Terms & Conditions of Service and Powers and Functions of the Registrar**

As per guidelines from UGC, the Registrar is appointed as per the following:

1. The qualifications and experience of the Registrar must be as per the University Grant Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measure for the Maintenance of Standards in Higher Education) Regulations 2018 and any other amendments made by UGC from time to time.
2. The post of first Registrar shall be filled by direct recruitment or on deputation basis for a period of three years or up to attainment of 65 years of age, whichever is earlier, and shall be eligible for reappointment.
3. And further, in pursuance of the provisions of Section 10 of the Act, The Registrar shall be appointed by the Chancellor, on the recommendations of a Selection Committee constituted for the purpose from a panel of three names recommended by the Governing Body in such a manner, as may be prescribed.
4. When the office of the Registrar is vacant or when the Registrar is by reason of illness or absence or any other cause unable to perform the duties of the office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint subject to the approval of the Chancellor.
5. The Registrar shall be a whole-time salaried officer of the University and work under the control of the Vice-Chancellor.

### **Powers and Functions of Registrar**

In addition to powers conferred upon him under Section 10 of the Act he shall perform the following duties:

- a) The Registrar shall be responsible to the Vice-Chancellor in the exercise of the powers and duties prescribed to him in the Act and shall exercise such other additional powers and duties delegated to him by the Vice-Chancellor with the prior approval of the Board.

- b) The Registrar shall be the custodian of the records, the common seal and other properties of the University.
- c) The Registrar shall be responsible for admission of students, for the maintenance of permanent records of each student including his academic accomplishments, conduct, etc;
- d) The Registrar shall be responsible for the maintenance of a register of all degrees, diplomas and academic distinctions conferred by the University, and a register of graduates and other information as deemed necessary;
- e) To enter into agreement/contracts, sign documents and authenticate records on behalf of the University.
- f) He/she shall, under the instructions of the Vice-Chancellor and in exercise of the provisions made in the Statutes, Ordinances and Regulations, issue notices concerning all meetings of the Governing Body, Board of Management, the Academic Council and any other Committees or bodies constituted under the provisions of the Act; The Registrar shall be the Member - Secretary in all such bodies / committees but shall not have the right to vote.
- g) To support the Controller of Examination to make arrangements as prescribed for the conduct of examinations and for the due execution of all process connected therewith
- h) shall be responsible for making the required arrangements for the promotion of personnel to the promotional posts of non-teaching staff and for the recruitment and appointment of staff and service personnel of all teaching and research posts and for all the first level entrance posts of non-teaching posts in the manner prescribed.
- i) shall be responsible for the maintenance of the service and leave records of the personnel in accordance with the Regulations and shall grant such leave as permissible to the officers and other employees of the University as per the powers delegated by the Vice-Chancellor.,
- j) The Registrar will be responsible for answering in the Court of Laws in legal proceedings by or against the University or any of its Officers which relates to discharge of official duties in the University, sign power of attorney, verify pleadings and depute his representative for the purpose

- k) The Registrar shall exercise such other powers and perform such other duties, as may be prescribed/ assigned to him by the Vice-Chancellor and the Chancellor.