

STATUTE – 7

Appointment, Functions, Duties and Powers of the Registrar

The Registrar shall be the Chief Administrator of the University and shall carry out the orders / instructions given by the Vice - Chancellor and administer the University as per rules and regulations.

(a) Selection and Appointment of the Registrar

The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause 18(1) of the Act. Subsequent Registrars shall be appointed by the Governing Body on the recommendation of the Expert Committee, consisting of the following:

- (i) The Vice - Chancellor – Chairperson;
- (ii) Nominee of the Chancellor;
- (iii) Two expert members approved by the Board of Management and
- (iv) Senior most Dean of the Faculty.

The University shall follow the following procedure for the selection of the Registrar:

- (i) Shall invite applications in the prescribed form, for the post through the process of an advertisement which includes the web portal of the University.
- (ii) A summary of the candidates applied for the post shall be prepared by the office of the Vice - Chancellor or by the person(s) deputed by him.
- (iii) The date of meeting of the Selection Committee shall be fixed and a notice to this effect will be given to the short listed candidates, at least seven days in advance.
- (iv) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Board of Management. However, the appointment shall be made after getting the approval of the Governing Body / the Chancellor.
- (v) The Registrar shall receive pay and other allowances as decided by the Board of Management. The age of retirement of the Registrar shall be sixty five (65) years or otherwise as decided by the Governing Body.
- (vi) If a suitable candidate is not found in the first advertisement, subsequent advertisements shall be issued.

- (b) The Resignation / Removal
- (i) When the office of the Registrar falls vacant on account of one reason or the other such as long illness or long absence or resignation, the Vice - Chancellor may appoint an officiating Registrar after taking the approval from the Chancellor.
 - (ii) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice - Chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Registrar. Before taking such action, the Registrar shall be given an opportunity of being heard. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.
- (c) Functions and Duties of the Registrar shall include the following:
- (i) All documents such as records etc. shall be authenticated by the Registrar on behalf of the University. Further, all contracts will also be signed by him.
 - (ii) The Registrar will be responsible for answering in the Court of Laws in legal proceedings against the University or any of its Officers which relates to discharge of official duties in the University.
 - (iii) Maintaining the records, the common property and any such other property of the University as the Governing Body may decide.
 - (iv) To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other such bodies / committees. The Registrar shall be the Member - Secretary in all such bodies / committees but shall not have the right to vote.
 - (v) The Registrar shall convene the meetings of the all the University Authorities by informing venue, date and time of the meeting to the members and related persons as directed by the Vice - Chancellor and make necessary arrangements for the same. Further, it shall be the duty of the Registrar to circulate the minutes of the previous meeting and to communicate the agenda of the proposed meeting, well in advance.
 - (vi) Registrar shall send the copy to the Chancellor of each agenda of the meetings of the authorities of the University as soon as it is issued and the minutes of such meetings.
 - (vii) The Registrar shall have the powers to take action against non-teaching employees. However, if the act is of gross indiscipline or otherwise misconduct, the departmental enquiry may be constituted and if the serious action is warranted, the matter must be reported to the Board of Management in writing along with the charges labelled and detailed

proceedings and findings of the Enquiry Officer.

- (viii) The Board of Management / the Vice - Chancellor may authorize the Registrar to participate in some other committees either as a Chairman or member. He will be required to keep the minutes of such meetings.