

Powers and Duties of Registrar

(As mentioned in University Act)

- (i) The Registrar shall be ex-officio Secretary of the Executive Council and Faculties but not be deemed to be a member of any of these authorities, and shall be ex-officio Member-Secretary of the Court and the Academic Council.
- (ii) When the office of the Registrar is vacant or when the Registrar is by reason of illness, or any other cause is unable to perform the duties of his office, the duties of the officer shall be performed by such person as the Vice-Chancellor may appoint temporarily for the purpose till the regular appointment is made the Chancellor on the advice of Government.
- (iii) It shall be the duty of the Registrar-
 - (a) to be the custodian of the records, common seal and such other property of the University as the Vice-Chancellor shall commit to his charge;
 - (b) to issue all notices convening meetings of the Court, the Executive Council, the Academic Council, the Faculties and of any Committee appointed by any authority of the University.
 - (c) to keep the minutes of all meetings of the Court, the Executive Council, the Academic Council, the Faculties and any Committee appointed by the authorities of the University;
 - (d) to conduct the official correspondence of the Court, the Executive Council, the Academic Council and the Faculties;
 - (e) to supply to the Chancellor copies of the agenda, the minutes of the meetings of the authorities of the University as soon as they are issued;
 - (f) to perform such other duties as may, from time to time, be assigned to him by the Vice-Chancellor.

(iv) The Registrar shall have power to administer warning or to impose the penalty of censure or withholding of increments upon such of the employee, excluding teachers of the University and the academic staff, as may be specified in the orders of the Executive Council and to suspend them pending enquiry: Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

(v) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in clause (iv).

(vi) In case the inquiry discloses that a punishment, beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry make a report to the Vice-Chancellor along with his recommendations: Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

(vii) The Registrar shall be the authorized officer to enter into agreements, sign documents and authenticate records on behalf of University and shall act in such capacity when the appropriate authority of the University has taken a decision in the matter. The Registrar shall also exercise such other powers and perform such other duties as may be prescribed by Statutes or the Ordinances.