

Post: Assistant Registrar

Qualifications required

- Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.

Job Description

1. The Assistant Registrar shall perform the duties as may be assigned to him/her from time to time, by the Vice-Chancellor, Registrar, Deputy Registrar or Head of the concerned section where the Assistant Registrar is working as a Head of the Section and he/she shall have the powers and responsibilities analogous to the powers assigned to the Deputy Registrar above.
2. Serves as a resource to the University community regarding university-wide academic/administrative system.
3. Monitors and enforces compliance with University policies and by-laws regarding assigned essential registration function.
4. Manages a unique Registration function, establishes and reviews office policies and procedures; plans workflow and sets priorities to meet academic calendar deadlines.
5. Supervises, trains and evaluates clerical staff responsible for processing and maintaining academic history files and records, updating information and furnishing reports; establishes work schedules and work assignments.
6. Evaluates effectiveness of existing policies and procedures and recommends changes.
7. To serve as the principal source of information about all University academic records or academic history.
8. To serve as the liaison to internal and external stakeholders related to area of specialization.
9. Keeps informed of all changes in policies and by-laws that affect student records.

10. Shall be Incharge of the units/sections and shall be responsible for their normal and smooth working.

11. To look after day-to-day work of the Section/Unit of which he/she is Incharge as per the instructions from the higher authorities from time to time.

12. Shall be responsible for planning and scheduling of the entire work the section/unit/department well in advance and shall take the periodical reviews of its execution.

13. To assign/reassign specific jobs to his/her subordinates, and shall also decide the time dimension in respect of each of the jobs so assigned where the norms are not laid down.

14. To ensure and maintain proper coordination and follow up with other Department/Unit/Section and shall be totally accountable for follow up actions on the decisions given by the University authorities.

15. To deal with non-routine cases referred to him/her by the supervisory staff working in his section/unit/department. He/She shall call meetings of staff periodically and also train the members of his department and provide guidance to all.

16. The Assistant Registrar shall also issue warning, in writing, to the staff working under him from time to time and report the cases of erring employees to the Registrar through the Deputy Registrar for suitable disciplinary action.

17. To record verbal discussions, orders and instructions, which shall be attested by the Registrar.

18. Any other work assigned to him/her from time to time.