

## **Post: Deputy 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.
- Five years of experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.

### **Job Description**

1. When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by the Deputy Registrar.
2. Shall report to Vice Chancellor and perform all duties assigned to him/her from time to time.
3. Shall be the custodian of the records, the funds of the Institutes and such other property of the Institutes as the Board of Management may commit to his/her charges.
4. In the absence of Registrar, Deputy Registrar in consultation and approval of Vice Chancellor & Registrar will be responsible for Institute related matter.
5. Shall conduct all official correspondence on behalf of the authorities of the University.
6. Shall prepare and keep the minutes of meetings of all the authorities of the University and the committees and subcommittees appointed by any of the authorities.
7. Shall extend all support to the other divisions such as examinations, admissions, and finance.
8. Shall hold in his/her custody books and records of the University.
9. Shall perform such other duties as may specify in the rules and byelaws or as may be specified by Vice Chancellor and Registrar from time to time.
10. Shall help in preparing documents of various statutory bodies such as UGC, NAAC, NBA, and GSIRF etc.

11. Guiding the faculty members on various issues pertaining to academics, regulations, etc.