

Post: 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.
- At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational Administration. Or Comparable experience in research establishment and/ or other institutions of higher education, or 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

Job Description

1. The Registrar shall, be the Chief Administrative Officer of the university. and shall work directly under the superintendence, direction and control of the Provost in the exercise of the powers and duties prescribed to him in the Statue and shall exercise such other additional powers and duties delegated to him by the Provost with the prior approval of the Governing Body.
2. The Registrar shall act as a Member-Secretary of the Senate, Management Council, Academic Council and such other authorities, bodies and committees;
3. The Registrar shall be the custodian of the records, the common seal and such other property of the university as the Management Council may, commit to his charge;
4. The Registrar shall be the appointing and the disciplinary authority of the employees of the university other than the teachers, non-vacation academic staff and officers of the rank of Deputy Registrar and other officers holding posts equivalent thereto or Above.
5. The Registrar shall prepare and update the handbook of the Statutes and Regulations approved by the authorities, bodies or committees, from time to time, and make them available to all members of the authorities and officers of the university;
6. The Registrar shall render necessary assistance for inspection of the university, its buildings, class rooms, laboratories, libraries, knowledge resource centre, museums, workshops and equipment is made by such person or persons or body of persons, as directed by the Provost;
7. The Registrar shall have the power to enter into agreements, sign documents and authenticate records on behalf of the university, subject to the decision of the authorities of the university;

8. The Registrar shall have the power to seek information in regard to any matter of the university, from the Deans, Finance and Accounts Officer and any other officer of the university for submission to the State Government and other external agencies;
9. The Registrar shall place before the Management Council a report of the development activities of the university every six months;
10. The Registrar shall be responsible for the maintenance of a register of all degrees and diplomas conferred by the University, and a register of graduates and other information as deemed necessary;
11. The Registrar 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, organize training and orientation of non-teaching employees in the university and affiliated Colleges;
12. The registrar shall receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action;
13. The Registrar shall exercise such other powers and perform such other duties, as prescribed by or under University Act or assigned to him, by the Provost from time to time.