

## **JOB DESCRIPTION**

### **Job Description for Deputy Registrar:**

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.

**The Deputy Registrars Duties and roles and responsibilities, would cover the following but not restricted to following**

- Shall report to Vice Chancellor and perform all duties assigned to him from time to time.
- Shall be the custodian of the records, the funds of the Institute and such other property of the Institute as the Board of Management may commit to his charges.
- In the absence of Registrar, Deputy Registrar in consultation and approval of Vice Chancellor & Registrar will be responsible for Institute related matter.
- Shall conduct all official correspondence on behalf of the authorities of the Institute.
- Shall prepare and keep the minutes of meetings of all the authorities of the Institute and the committees and sub-committees appointed by any of these authorities.
- Shall extend all support to the other divisions such as examinations, admissions, and finance.
- Shall in consultation with Vice Chancellor enter into the agreement; sign documents and authenticate records on behalf of the Institute.
- Shall hold in his custody books and records of the Institute
- Shall perform such other duties as may specify in the rules and bye-laws or as may be specified Vice Chancellor and Registrar from time to time
- Shall help in preparing documents of various statutory bodies such as UGC, NBA, PCI, NIRF, NBA.
- Guiding the faculty members on various issues pertaining to academics, regulations, etc.,