



JOB DESCRIPTION

Job Description for Registrar:

- The Registrar shall be a whole-time salaried officer of the institution deemed to be Institute and shall be appointed by the Board of Management.
- The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the institution deemed to be Institute.
- 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 Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board, but shall not be deemed to be a member of any of these authorities.
- The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction

The 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.
- In the absence of **Vice Chancellor**, Registrar in consultation and approval of **Vice Chancellor** will be responsible for Institute related matter.
- Shall conduct all official correspondence on behalf of the authorities of the Institute.
- Shall issue notices convening meetings of the authorities of the Institute and all committees and sub-committees appointed by any of these authorities.
- 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 represent the Institute in suits or proceedings by or against the Institute sign powers of attorney and perform pleadings or depute his representatives for this purpose.
- Shall in consultation with **Vice Chancellor** enter into the agreement; sign documents and authenticate records on behalf of the Institute.
- Shall safeguard the properties such as buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other resources of the Institute.
- Shall perform such other duties as may specify in the rules and bye-laws or as may be specified by the Board of Management or **Vice Chancellor** from time to time
- The Registrar shall act as Secretary of the Senate, Management Council, Academic Council and such other authorities, bodies, and committees as prescribed by or under this Act.
- Shall be responsible for the audit of equipment and usability.
- Shall be responsible for suggesting new equipment with proper analysis and checking the usability with the approval **Vice Chancellor**
- Shall after every three months submit a report on the quality of teaching and learning in the Institute to the **Vice Chancellor**
- A Vital role is to increase the ranking of the Institute, shall check all the elements in ranking and strategies each element.
- Shall make sure no plagiarism is happening on the campus
- Guiding the faculty members on various issues pertaining to academics, regulations, etc.,
- Monitoring of teaching & learning quality in collaboration with Dean Academic and the Deans of respective schools.
- Should ensure the improvement in research project, grants , research
- Should bring in collaboration of foreign student