

## REGISTRAR OF THE UNIVERSITY

### Procedure for appointment, Emoluments, Terms and Conditions of service and Responsibilities and Duties :

1. **Appointment of the Registrar :** The Registrar shall be appointed by the Executive Council on the recommendations of the Selection Committee headed by the Vice-Chancellor on such terms and conditions of service as it may specify subject to the provisions of the Regulations of the University.
2. **Terms and Conditions :**
  - (a) The Registrar shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection Committee constituted for the purpose for a tenure not exceeding five years, which can be renewed for a similar term by the Executive Council on the recommendations of the Vice-Chancellor and shall be placed in the scale of pay as prescribed by the University Grants Commission and adopted by the Executive Council from time to time.  
*Provided* that the Registrar shall be superannuated on attaining the age of sixty-two years.  
*Provided* further that, notwithstanding his/her attaining the age of sixty two years, he / she may continue in office until his / her successor is appointed and enters upon the office. Such extended period in no case shall be more than one year.
  - (b) Where an employee of this University or any other Institution / Government and its organisation is appointed as Registrar, he / she shall continue to be governed by the same retirement benefit scheme, (namely General Provident Fund / Contributory Provident Fund / Pension / Gratuity / Transfer, TA) to which the employee was entitled prior to appointment as Registrar till such time that the employee continues to hold lien on the parent post.
  - (c) The terms and conditions of service of the Registrar shall be such as prescribed for other non-vacational employees of the University.
  - (d) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absent or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such other officer/faculty as the Vice-Chancellor may appoint for the purpose and report to the Executive Council.
  - (e) If the services of the Registrar are borrowed from Government of Maharashtra or any other Organization / Institution, the terms and conditions of service shall be governed by the Deputation Rules of the Government of Maharashtra / parent institution.
  - (f) A Registrar on Deputation may be repatriated earlier than the period stipulated by the Executive Council on the recommendation of the Vice-Chancellor.

### 3. Amenities :

- (a) The Registrar shall be entitled to Semi-furnished residential accommodation and also to a free mobile phone, iPad / Tab etc. and free telephone (with STD and ISD) service at his / her residence.  
*Provided* that if the University is not able to provide residential accommodation to the Registrar, then off campus residence would be permissible and in such case the Registrar would be entitled to H.R.A. like any other employee of the University.
- (b) The Registrar shall be entitled to the facility of staff car for travel between the office and residence.

#### **4. Leave and other Allowances:**

- (a) The Registrar shall be entitled to such Leave, Allowances, Medical Re-imburement, Provident Fund and other terminal benefits as prescribed by the University from time to time for its non-vacation employees.
- (b) A University Registrar who in addition to the administrative duties of Registrar also discharges the teaching duties of a teacher would be paid an amount of Rs.25,000/-p.m. or if a University teacher is appointed as Registrar and he / she discharges the duties of the Registrar in addition to his / her own duties as the teacher of the University, he / she would be paid an amount of Rs.25,000/- p.m.

#### **5. Responsibilities and Duties :**

- (1) The Registrar shall be the principal adjutant of the Vice-Chancellor of the University in all matters pertaining to the administration of the University. The Executive Council may entrust to him any special responsibilities and powers;
- (2) The Registrar shall comply with all directions and orders of the Executive Council and the Vice-Chancellor;
- (3) The Registrar shall be *ex-officio* Member Secretary of all the authorities, Committees and other bodies of the University and shall also be the Convenor of all the meetings and to that end shall :
  - (a) Issue all notices convening meetings of the Executive Council, the Academic Council, the Finance Committee, the Building Committee and of any other Committees appointed by those authorities;
  - (b) Maintain the minutes of all the meetings of the Executive Council, the Academic Council, the Finance Committee, the Building Committee and of any Committees appointed by those authorities;
  - (c) Conduct the official correspondence of the Executive Council, the Academic Council, the Finance Committee and the Building Committee;
  - (d) Responsible for the provision of secretariat support to the concerned Authorities of the University;
  - (e) Ensure communication and help in monitoring and evaluation of policies, decisions, Statutes, and Rules and Regulations of the University;
- (4) The Registrar shall ensure communication and keep liaison with all regulatory bodies for necessary affiliation; monitoring and evaluation of policies and decisions; fulfillment of all kinds of regulatory, statutory, administrative, judicial and other necessary compliances of the University; and deal with and carry out official correspondence of the University on all academic, administrative and other matters, as may be directed by the Vice-Chancellor and the Executive Council;
- (5) The Registrar shall provide and ensure, the periodical academic, administrative and financial accreditation and auditing of the University activities; to create, maintain and update all necessary records of data, documents and registers relating to admission and examination of the students and scholars; to provide gradesheets, transcripts, mid-term verification, eligibility, certification process etc.; appointment of faculty and staff, academic, administrative, movable and immovable assets, and financial activities of the University in physical and digital forms; to certify and verify all inward and outward documents of the university; and shall also be the custodian of records, common seal and such other property of the University as the Executive Council shall commit to his / her charge;
- (6) The Registrar shall arrange preparation and publication of University prospectus, academic calendar and syllabi, courses of studies, Annual Report and Budget Estimates; University Code of Conduct and Professional Ethics and keep it up to date;

- (7) The Registrar shall provide leadership to plan, organize and manage all the activities related to the Records and Registration; holding Convocations / Conference / Seminar / Debate / Conclave / Moot Competition / Public Lecture etc.
- (8) The Registrar shall sanction, in the prescribed manner, all types of leave to the staff in his charge; write Annual Performance Appraisal Reports and Confidential Report of the employees and forward the same to the appropriate authority;
- (9) The Registrar shall develop and administer the departmental / head-wise budget and advise the Vice-Chancellor on income and expenditures on regular basis; collective bargaining agreement for all purchase and services required in the University;
- (10) The Registrar shall be responsible for getting necessary Statutes and Regulations framed relating to administrative matters from time to time; answer to public enquiries and function as Public Information Officer; represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; organise periodically skill based trainings for the staff members of the University; and perform such other duties as may be specified in the Act, Statutes and the Regulations or as may be required from time to time by the Executive Council or the Vice-Chancellor.
- (11) The Registrar on the recommendations of the Selection Committee constituted for the purpose in the prescribed manner and as approved by the Vice-Chancellor shall have the power to appoint the Supportive Management Service (SMS) and Office Management Service (OMS), contingent and daily wage staff. He shall be competent authority to take disciplinary action against such employees in accordance with the prescribed procedure
- (12) The Registrar shall have the power to take disciplinary action against such employees, excluding teachers and other academic staff, as may be specified by the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment.  
*Provided* that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
- (13) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified above.
- (14) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor.  
*Provided* that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

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