

STATUTE NO. 3

THE REGISTRAR-HIS EMOLUMENTS AND CONDITIONS OF SERVICE, POWERS AND DUTIES

[REFER SECHON 15-C AND 16 (6)]

1. The Registrar shall receive salary in the pay scale as declared by the state Government time to time.
2. No person shall be eligible for appointment as Registrar unless he possesses such qualifications as per M.P. State University service rule.
3. The Registrar shall be entitled to leave, leave salary, allowances, medical, provident fund and other benefits as may be prescribed by the University for the employees of the University.
4. The Registrar shall retire on completing the age as decided by the State Govt. time to time.
5. It shall be duty of the Registrar:
 - (a) to be the custodian of the records, the common seal and such other property of the University. as the Executive Council shall commit to his charge
 - (b) to issue all notices convening meetings of the Court, the Executive Council, the Academic Council, the Academic Planning and Evaluation Board and any bodies or committees appointed under the Adhinyam of which he is to act as Secretary
 - (c) to keep the minutes of all meetings of the Court, the Executive Council, the Academic Council, the Academic Planning and Evaluation Board and any bodies or committees of the University appointed under the Adhinyam of which he has to act as Secretary
 - (d) to conduct the official correspondence of the University, the Court, the Executive Council, the Academic Council and the Academic Planning and Evaluation Board:
 - (e) to arrange superintendent for the examinations of the University.
 - (f) to provide to the Kuladhipati and State Govt:-
 - i. copies of the agenda of the meetings of the University authorities of which he is to act as Secretary as soon as such agenda is issued.
 - ii. the minutes of the meetings of the University authorities of which he is to act as Secretary within a month of holding of such meetings; and
 - iii. such other papers and information as the Kuladhipati / State Govt. may direct him to supply from time to time.

- (g) to collect the income, disburse the payments and maintain the accounts of the University in case no Finance Controller/ Finance Officer is appointed in the University;
 - (h) to exercise all such powers as may be necessary or expedient for carrying into effect the orders of Kulpati or various authorities or bodies of the University of which he acts as Secretary
 - (i) to discharge such other functions as may be assigned to him from time to time by the Kulpati to whom he shall be responsible for the same.
 - (j) to perform such other duties as may, from time to time, be entrusted to him by the Statutes, Ordinances and Regulations; and
 - (k) to render such assistance as may be desired by the Kulpati in the performance of his/her official duties.
6. Subject to the control of the Kulpati, the Registrar shall have power to appoint the Class III and Class IV staff of the University and likewise shall exercise disciplinary control over them.
7. The Registrar shall be entitled for accommodation and vehicle for official purpose to perform the official duty subject to deposition of license fees as prescribed to the equivalent officers of the state Govt.
8. The Registrar may, if desired by the Chairman of any authority or body, of which he is the Secretary, speak at a meeting of such authority or body.