

Pt. Sundarlal Sharma (Open) University Chhattisgarh, Bilaspur

Statute No. 07

THE REGISTRAR (KULSACHIV) - HIS EMOLUMENTS AND CONDITIONS OF SERVICES, POWER AND DUTIES

(Refer section 10 of Chhattisgarh Act. No. 26 of 2004)

1. The prescribed qualifications for the post of Registrar shall be as follows :-

(a) **Essential:**

- (i) Uniformly good academic record with a B + Master's Degree or its equivalent.
- (ii) as least 15 year experience in Academic Institutions like University or in an institute of higher learning of which 5 years must be in high level administration.
- (iii) age not less than 40 years and not more than 55 year relax-able in the case of exceptionally qualified candidate, or in the case of SC/ST/OBC candidate.

(b) **Desirable**

- (i) A Doctorate degree or published research work of merit.
- (ii) high level administrative experience in a Government or Quasi-Government organization or a good background in administration and management in senior positions and
- (iii) familiarity with distance education and Open universities

(c) **Emoluments**

The Registrar shall be allowed emolument in the scale of Rs. 16,400-22,400 together with DA at rates sanctioned by the State Govt. from time to time. Revision of scale as per recommendation of the UGC and sanctioned by the State Govt. will be taken in account.

2. The Registrar shall be entitled to leave salary, allowances, medical, provident fund and other benefits as prescribed by State Government to officers of University.

Provided that if the Registrar is a retired Government servant, he shall not be entitled to the benefit of Contributory Provident Fund.

Provided further that the benefit of non-contributory provident fund (General Provident Fund) will be admissible to such Registrar at his option. The statutory provisions relating to Provident Fund, except in so far as they relate to contribution by the University, shall be applicable in such a case.

3. The Registrar shall retire on completing the age of Sixty two years.
4. It shall be the 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, convene meetings of 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 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 is to act as Secretary;
 - (d) to conduct the official correspondence of the university, the Executive Council, the Academic Council and the Academic Planning and Evaluation Board;
 - (e) to arrange and superintend the examinations of the University;
 - (f) to supply to the Kuladhipati
 - (i) copies of the agenda of the meetings of the University authorities of which he is to act as Secretary, as soon as such approved 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 the holding of such meetings; and
 - (iii) such other papers and information as the Kuladhipati 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 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 the Kuladhipati, 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 or regulations; or as may be required from time to time by the Executive Council or the Kulpati;
 - (k) to render such assistance as may be desired by the Kulpati in the performance of his official duties.
 - (l) subject to the power of Executive council, the Registrar shall, be responsible to check that all the money expended only for the particular purpose for which they are granted or allotted.
 - (m) unless, otherwise provided for by or under the Act, all contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the Vishwavidyalaya.
 - (n) represent the University in suits or proceedings, by or against the University, sign powers of attorney, verify pleadings and depute his representative for the purpose.
5. 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 shall exercise disciplinary control over them.
6. 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.

7. Appointment of Registrar :

The Registrar shall be appointed by the Executive Council on the recommendation of a selection Committee constituted in the following manner:

- (a) Kulpati – Chairperson.
- (b) a nominee of the Kuladhipati.
- (c) a nominee of the State Government in its Higher Education Department:
- (d) a member of the Executive Council nominated by it and
- (e) two experts in administration out of a list of persons recommended by the Kulpati and approved by the Executive Council.

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(कुलाधिपति, पं. सुन्दरलाल शर्मा मुक्त विश्वविद्यालय बिलासपुर के आदेशानुसार श्री ब्रजेश चन्द्र मिश्र, राज्यपाल के उप सचिव, छत्तीसगढ़ के पत्र क्रं. एफ 14-28/2005/रास/यू6 दिनांक 17.01.2006 एवम् क्रं. एफ 14-41/07/रास/यू-6 दिनांक 24.05.2008 के द्वारा अनुमोदित)