

MADHYA PRADESH BHOJ (OPEN) UNIVERSITY

STATUE NO. 3

The Registrar - His emoluments and conditions of service, powers and duties

(Refer section 11(1) & (2))

1. The Registrar shall receive a salary in the pay scale of Rs.4100-125-4850-150-5300 together with D.A., at rates sanctioned by the state government from time to time. Provided that where the Registrar is a retired government servant, he paid as his salary an amount equal to the last pay drawn in government service minus the pension and pension equivalent of gratuity, admissible to him.
2. No person shall be eligible for appointment as registrar, unless he possesses such qualification and selected/promoted in a manner as laid down under Madhya Pradesh state University service rules, 1983, from time to time.
3. The Registrar shall retire on attaining the age of sixty years. Provided that Kuladhipati may extend terms of appointment as per provisions laid down in Madhya Pradesh State University services rules, 1983.
4. The Registrar shall be entitled for free telephone and staff car facilities for official use at the headquarter.
5. The Registrar shall be entitled to leave-salary, house allowance, other allowances, medical facilities, contributory provident fund and benefits as may be prescribed by the University for the full time-employees of the University. Provided that if the Registrar is a retired Central or State 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 provision relating to provident fund except in so far they relates to contribution by the university shall be applicable in such a case.
6. The Registrar shall be entitled to transfer traveling allowance on his appointment, transfer and after relinquishing of his charge, as per State Government rules.
7. 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 Board of Management shall commit to his charge;
 - b) to issue all notices convening meeting of the court, the Board of Management the Academic council, the planning Board and any bodies or committees appoint under the Adhinyam of which he is to Act as Secretary;
 - c) to keep the minutes of all meetings of the Board of Management, the Academic council, the planning board and any bodies or committees of the university appointed under the Adhinyam of which he is to act as secretary;

- d) to conduct logical correspondence of the university, the court, the Board of Management, the Academic council and the planning board;
- e) to arrange for and superintend the examinations of the university;
- f) to supply to the Kulpati;
 - 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 the holding of such meetings; and
 - iii) Such other papers and information as the Kulpati may direct him to supply from time to time.
- g) To collect the income, disburse the payments 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 the orders of the kuladhipati, kulpati or various authorities or bodies of the university of which 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; and
- k) To render such assistance as may be desired by the kulpati in the performance of his official duties.
- l) Represent the university in suites and proceedings, by or against the university sign powers of attorney, verify pleadings and depute his representative for the purpose.

Subject to the control of the kulpati, the registrar shall have power to appoint on the sanctioned post of the class III and class IV staff of the university and likewise shall exercise disciplinary control over them,

1. Registrar shall have power to take disciplinary action against such of the employees excluding teachers and other members as may specified by the Board of Management by order.
2. An appeal lie to kulpati against order made by the registrar.
3. In case where an inquiry discloses that a punishment beyond the powers of a registrar is called for, the registrar consequent to the inquiry make a report to the kulpati along with his recommendations for such action as the kulpati may deem fit. Provided that an appeal shall lie to the Board of Management/Arbitration tribunal an order of the kulpati imposing any penalty.

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.

Registrar shall be the secretary to the Board of Management and member secretary of planning Board and Academic council.

If the appointment of registrar is made on deputation from central or state service or from the service of local /autonomous body. the employment's and other terms and conditions of deputation of service shall be such as may be determined and approved by the Kuladhipati in consultation with lending body and the state government.

The registrar shall exercise such duties and other powers and perform other functions as may be specified in the Act, statutes ordinances and as directed by the Board of Management and Kulpati from time to time,

Where there is no provision in the act, statute and ordinance, provision as contained in the act, statutes and ordinance of unified Madhya Pradesh Vishwavidhyalaya Act, 1973 will be deemed in force.

