

Roles and Responsibilities of Registrar

1. Prepare Academic Calendar and guide the department to prepare respective academic calendar.
2. Coordinate with department heads to prepare the annual budget and utilization report.
3. Ex-officio Member Secretary of Academic Council.
4. Syndicate and member of the Finance Committee.
5. Custodian of the records, Common Seal, and other property of the College.
6. He issues notices convening the meeting of the Governing Body, Academic Council, Faculties, the Board of Studies and any Authority of the College. Prepares and share the Minutes of meeting to all stake holders.
7. Exercises such other powers and performs such other duties as may be prescribed by the statutes, ordinances or Regulations and as may be allocated to him from time to time by the principal.
8. Schedule stock verification and prepare the report for the same.
9. Coordinate with chief librarian for procurement of Books, Journals and Magazines.
10. Coordinate with Physical Education Director for all sport activities.
11. Ensure skill development programme for Office Staff to improve their productivity.