

# **Maharshi Panini Sanskrit Evam Vedic Vishwavidyalaya, Ujjain**

## **STATUTE NO. 3**

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

**( Refer Sections 31(1) and 33(e) of the Act.)**

(For the purpose of this Statute, the Act means Maharshi Panini Sanskrit Evam Vedic Vishwavidyalaya Adhiniyam 2006 (15 of 2008))

1. The Registrar shall receive salary in the pay scale approved by the State Government from time to time.

Provided that where the Registrar is a retired employee he shall be paid as his salary an amount equal to the last pay drawn in previous service minus the pension ( before commutation ) and pension equivalent of gratuity admissible to him and where this amount is less than the minimum of the scale of pay of the Registrar, he shall draw as his salary the minimum of the scale of pay of the Registrar irrespective of the pension and pension equivalent of gratuity admissible to him.

2. No person shall be eligible for appointment as Registrar unless he possesses such qualifications as the Executive Council may, from time to time, determine.
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.

Provided that if the Registrar is a retired employee, 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.

4. The Registrar shall retire on completing the age of sixty years;
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 Executive Council, the Academic Council and any bodies or committees appointed under the Adhiniyam of which he is to act as Secretary;
  - (c) to keep the minutes of all meetings of the Executive Council, the Academic Council and all the bodies or committees of the University appointed under the Adhiniyam of which he is to act as Secretary;
  - (d) to conduct the official correspondence of the University, the Executive Council and the Academic Council.

- (e) to arrange for 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 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 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.
  - (h) to discharge such other functions or perform such duties as may be assigned to him from time to time by the Kulpati to whom he shall be responsible for the same.
  - (i) to perform such other duties as may, from time to time, be entrusted to him by the Statutes, Ordinances or Regulations; and
  - (j) to render such assistance as may be desired by the Kulpati in the performance of his official duties.
6. Subject to the control and approval of the Kulpati, the Registrar shall have power to appoint the Class III and Class IV staff of the University and like wise shall exercise disciplinary control over them.
7. The Registrar may, if desired by the Chairman of any authority or body, of which he is the Secretary, speak at a meeting or such authority or body.
8. The Registrar shall be entitled to use a university vehicle for official purposes. He will pay such amount for use of the vehicle as may be prescribed by the State Government for its vehicles for use by Government officers.
9. The leave rules applicable to University employees, as given in the Statute for conditions of service for University employees, shall apply.
10. The provisions of this Statute are subject to the overriding provisions of the M.P. Adhiniyam and M.P. State University Service Rules 1982 as amended from time to time.

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