

GUJARAT PUBLIC UNIVERSITIES ACT – 2023

CHAPTER III

OFFICERS OF UNIVERSITY

Appointment of
Registrar.

11. (1) The Registrar shall be appointed by the Vice-Chancellor on the recommendation of a selection committee constituted for the purpose under this Act, as per the University Grants Commission (UGC) norms.
- (2) The appointment of the Registrar shall be for a term of five years or till he attains the age of superannuation as per the University Grants Commission (UGC) norms whichever is earlier and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted for the purpose, for only one more term of five years in the university in which he is serving.
- (3) The Registrar shall be the Chief Administrative Officer and custodian of the university. He shall be a full time salaried officer and shall work according to rules directly under the superintendence, direction and control of the Vice-Chancellor.
- (4) The Registrar shall supervise and maintain discipline of the staff of entire university. He shall report all such matters in writing to the Vice-Chancellor.
- (5) The qualifications and experience for the purpose of selection of the Registrar shall be as laid down by the University Grants Commission (UGC).
- (6) When the office of the Registrar falls vacant or the Registrar is, by reason of illness or absence or any other cause, unable to perform the duties of his office for a period not exceeding six months, the Vice-Chancellor shall appoint a suitable Deputy Registrar to officiate as the Registrar until the new Registrar assumes duty or the Registrar resumes duty, as the case may be. It shall be the duty of the Vice-Chancellor to ensure that the post of Registrar be filled on permanent basis.
- (7) The provisions regarding qualifications, criteria for appointment, terms and conditions of services, tenure of officers specified in clauses (3), (5), (6), (7) and (8) of sub-section (1) of section 8 shall be followed as prescribed by the State Government by issuing notification *in the Official Gazette*.
- (8) The provisions for powers and duties of all the mentioned officers in section 8 shall be followed as prescribed by the State Government via Notification and/or Government Resolution at regular interval of time.

Selection committee
for the post of
Registrar.

7. (1) The Selection Committee for the post of Registrar in the University shall have the following composition.
(2) The Vice Chancellor shall be the Chairperson of the Selection Committee.
(a) One senior professor nominated by the State Government from other University - Member.
(b) One nominee of the Board of Management - Member
(c) One expert (not below the rank of Professor or its equivalent) representing SC/ ST/ SEBC/ Minority/ Women/ Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

Removal
Registrar. of

8. (1) When the office of the Registrar falls vacant on account of one reason or the other such as long illness or long absence or resignation, the Vice - Chancellor may appoint an officiating Registrar or Joint Registrar/Deputy Registrar/Assistant Registrar after taking the approval from the State Government:

Provided that, the registrar's post is being administrative, the charge of Registrar shall be given to Joint Registrar, Deputy Registrar, Assistant Registrar, Controller of Examination, Chief Account Officer or the University Engineer.

- (2) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice - Chancellor may request the State Government, in writing stating the reasons therein, for the removal of the Registrar. Before taking such action, the Registrar shall be given an opportunity of being heard. The State Government shall put up the matter for the consideration of the Board of Management whose decision shall be final.

Powers and Duties
of Registrar.

9. (1) The Registrar shall, —
(a) be entitled to a motor car including its maintenance, repairs and fuel required thereof, and all other sanities to act as a Registrar of the University and other facilities as may be determined by the State Government from time to time;
(b) shall be entitled to unfurnished residential accommodation as also a freetelephone service (with STD facility) at his/her residence;
(c) act as a Member-Secretary of the Board of Management, Academic Council and such other authorities, bodies and committees, as prescribed by or under the Act;
(d) be the appointing and the disciplinary authority of the employees of

the university other than the teachers, non-vacation academic staff and officers of the rank of Assistant Registrar and other officers holding posts equivalent thereto or above. An appeal by a person aggrieved by the decision of the Registrar may be preferred within thirty days from the date of communication of such decision, to the Vice-Chancellor;

- (e) shall continue to be governed by the same retirement benefit scheme, (namely Provident Fund/ Contributory Provident Fund/ Pension/ Gratuity/ Transfer TA) to which he was entitled prior to his appointment as Registrar and till he/she continues to hold his/her lien on that post;
- (f) shall be entitled to such leave, allowances, provident fund and other, terminal benefits as prescribed by the Government of Gujarat from time to time;
- (g) be the custodian of the records, the common seal and such other property of the university as the Board of Management may, commit to his charge;
- (h) prepare and update the Handbook of the Statutes and Regulations approved by the authorities, bodies or committees, from time to time, and make them available to all members of the authorities and officers of the university;
- (i) receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action;
- (j) render necessary assistance for inspection of the university, its buildings, class rooms, laboratories, libraries, knowledge resource centre, museums, workshops and equipment is made by such person or persons or body of persons, as directed by the Vice-Chancellor;
- (k) organize training and orientation of non-teaching employees in the university and affiliated colleges/ recognised institutions/ learner support centres;
- (l) The Registrar shall have the powers to take decision up to Rs. 5 lakh.
- (m) have the power to enter into agreements, sign documents and authenticate records on behalf of the university, subject to the decision of the authorities of the university;
- (n) place before the Board of Management a report of the development activities of the university every six months;
- (o) have the power to seek information in regard to any matter of the university, from the Dean/s, Finance and Accounts Officer and any other officer of the university for submission to the State Government/ Central Government and other external agencies.

**Controller of
Examination.**

10. (1) The Controller of Examination shall be a whole-time salaried officer appointed by the University as per University Grants Commission (UGC) norms on the basis of direct recruitment through all India advertisement and on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as per University Grants Commission (UGC) norms.
Provided that the Controller of Examinations shall retire on attaining the age as prescribed by Government of Gujarat.
- (2) Where an employee of this university or any other Institution/ Government and its organisations is appointed as Controller of Examinations, he/she shall continue to be governed by the same retirement benefit scheme, (namely Provident Fund/ Contributory Provident Fund/ Pension/ Gratuity/ Transfer TA) to which he was entitled prior to his appointment as Controller of Examinations and till he/she continues to hold his/her lien on that post.
- (3) The Selection Committee for the post of Controller of Examination in the University shall have the following composition.
- (a) Vice Chancellor Chairperson;
 - (b) Dean (Academics and Research) Member;
 - (c) One senior professor nominated by the Board of Management from other University – Member;
 - (d) One expert to be nominated from national importance institutions by Vice Chancellor Member;
 - (e) Registrar Member Secretary;
 - (f) One expert representing SC/ST/SEBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (4) Appointment of the Controller of Examination shall be for a term of five years or till he attains the age of superannuation, whichever is earlier and he shall not be eligible for re-appointment in that university.
- (5) If the services of the Controller of Examination are borrowed from Government or any other organization/institution, the terms and conditions of his/her services shall be governed by the Deputation Rules of the Government of Gujarat.
- (6) When the office of the Controller of Examination is vacant or when the Controller of Examination is, by reason of illness, absence or may other cause, unable to perform the duties of his office, the duties of the office shall be performed

by such person as the Vice Chancellor may appoint for the purpose.

- (7) A Controller of Examination on Deputation may be repatriated earlier than the stipulated period by the Board of Management on the recommendations of the Registrar and Vice Chancellor.
- (8) The Controller of Examination shall be entitled to unfurnished residential accommodation as also a free telephone service (with STD facility) at his/her residence.
- (9) The Controller of Examination shall be entitled to such leave, allowances, provident fund and other, terminal benefits as prescribed by the Government of Gujarat from time to time.
- (10) The Controller of Examination shall be entitled to the facility of staff car between the Office and his/her residence.
- (11) The Controller of Examination shall –
 - (a) The Controller of Examination will be responsible for the preparation of the programmes and the conduct of University Examinations at different centres as may be fixed by the university and it shall be his/her duty to make arrangements connected with the printing of the question papers of the University Examinations.
 - (b) He shall also be in charge of preparation and publication of results of the University examinations with approval/direction of Registrar.
 - (c) He shall undertake such projects regarding research and reforms in Examinations as may be approved by the Executive Council and the Academic Council.
 - (d) He shall be the custodian of all the question papers, mark-sheets and all other confidential records connected with Examinations.
 - (e) He shall arrange to prepare every year panels of teachers in the University area and of suitable teachers in other universities in the state eligible for appointment as examiner/paper setter/moderator in each subject at different University Examinations and shall place them for approval of the respective Boards of Studies/Faculty/Examiner Committee/Academic Council and Vice-Chancellor.
 - (f) He shall carry out such duties regarding examinations as may be assigned to him by the Vice Chancellor or the Registrar.
 - (g) He shall take necessary steps for ICT enabled examination process or digitalization of examination process with prior approval of Registrar and Vice-Chancellor.
 - (h) He shall also make all necessary arrangements regarding the convocation and the award of Degrees, Diplomas, medals and prizes etc.