

REGULATION No. 02

THE REGISTRAR – HIS EMOLUMENTS AND CONDITION AND SERVICE POWERS AND DUTIES

(Refer Section 14)

1. The Registrar Shall be a full time officer appointed in such manner as specified in the M.P. State University Service rule 1983 from amongst its members and shall receive salary in the scale of 37000 – 67000 GP – 10000 or equivalent grade as prescribed and received as the Govt. from time to time.
2. The Registrar shall be entitled to leave, leave salary, allowances, medical, provident and other benefits like residence, vehicle as may be prescribed by the Govt. for the members of the State University Services in equivalent cadre from time to time.
3. The Registrar shall retire on completing the age of sixty years.
4. It shall be the duty of the Registrar –
 - (a) To be custodian of the records, the common seal and such other property of the University.
 - (b) To issue all notices convening meetings of the Governing Council, 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 Governing Council, the Executive Council, the Academic Council and 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 Governing Council, the Executive Council, the Academic Council and other bodies/authorities.
 - (e) To arrange for and superintendent the examination of the University.
 - (f) To supply to the Kuladhipati-
 - (i) Copies of the agenda of the meeting 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 collect the income, disburse the payments and maintain the accounts of the University, in case no Finance Officer/Controller, as the case may be, is appointed in the University.
 - (h) To exercise all such powers as may be necessary or expedients for carrying into effect the order of the Kuladhipati, 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.
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 like-wise 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.

REGULATION No. 03
FUNCTIONS AND DUTIES OF FINANCE CONTROLLER
(Refer Section 15)

1. The Finance Controller shall be full time salaried officer appointed in the same manner as prescribed in the M.P. State University Service rule 1983 as amended from time to time.
2. Subject to the control of Kulpati it shall be the duty of the finance controller—
 - (a) to hold and manage the property and investment of the University including trusts and endowed property.
 - (b) to ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended for the purpose for which they are granted or allotted.
 - (c) to keep a constant watch on the state of cash and bank balances and on the state of investments.
3. Subject to the control of the Registrar, the Finance Controller shall:
 - (a) collect the income, disburse the payments and maintain the accounts of the University.
 - (b) be responsible for the preparations of annual accounts and the budget of the University for the next financial year.
 - (c) have the accounts of the University regularly audited.
 - (d) ensure that the register of building, land, furniture and equipment are maintained upto-date and that the stock-checking is conducted of equipment and other consumable materials in all offices and institutions maintained by the University.
 - (e) suggest appropriate action against persons responsible for unauthorized expenditure and for other financial irregularities.
4. The finance controller may call from any office or institution of the University any information or returns that he may consider necessary for the performance of his duties.
