



School of Management Sciences

Lucknow

**Code of Ethical
&
Professional Conduct for
Registrar**

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bodies, of examination and other related activities.

- (xii) Maintain records pertaining to refundable Security Deposit of each student as applicable and issue the refund after the student passes out.
- (11) The Registrar shall lead the Convocation Procession at the Convocation Ceremony.
- (12) The F & A Officer shall ensure timely Collection of all fees and fines.
- (13) The Registrar shall perform any such other duty as may be specified in the Rules and Regulations (H R Policy) and as required from time-to-time by the Institute Authorities.
- (14) The Registrar shall adhere to the following principles in the discharge of his duties:
 - (i) Selflessness
 - (ii) Objectivity
 - (iii) Accountability
 - (iv) Transparency
 - (v) Leadership
 - (vi) Integrity and Honesty
 - (vii) Respect
 - (viii) Excellence in Service

Code of Ethical & Professional Conduct for Registrar

- (1) The Registrar shall be the whole time Officer of the Institute and shall be appointed by the Management Committee, on the recommendation of the Selection Committee constituted for the same.
- (2) The Registrar shall be the Member Secretary of the Academic Council.
- (3) Registrar shall be the Ex-officio Secretary of every Selection Committee for the appointment of teachers and of non-teaching staff of the Institute.
- (4) The Registrar shall have disciplinary control over all employees of the Institute. The power to take disciplinary action shall vest with the Registrar which includes the power to order dismissal, removal, reduction in rank or reversion of an employee referred to and shall also include the power to suspend such employee during the pendency or in contemplation of an inquiry.
- (5) The Registrar shall be responsible for the due custody of the record documents and the common seal of the Institute.
- (6) The Registrar shall also perform such other duties as required from time to time by the Governing Council and or Academic Council and other authorities.

- (7) The Registrar shall:
- (i) be the custodian of the property of the Institute as entrusted;
 - (ii) conduct the official correspondence on behalf of the authorities of the Institute;
 - (iii) issue notice for convening meetings of the Authorities of the Institute and all Committees and Sub-Committees appointed by them;
 - (iv) keep the minutes of all the meetings of the authorities of the Institute and of the Academic Council meetings.
- (8) The Registrar shall prepare and maintain, in respect of each class of employees, the provisions of rules, and up-to-date seniority list in accordance with the Rules of the Office.
- (9) The Registrar shall maintain records related to affiliations from Universities, approvals from bodies like AICTE, BTE, etc, and also the documents related to Accreditations of the Institute.
- (10) The Registrar shall, in support of his office:
- (i) Coordinate with Board of Technical Education / AICTE/ and affiliating universities.
 - (ii) Coordinate with AKTU, Lucknow University & AICTE for affiliation and approval related work.
 - (iii) Prepare Staff Appointment and Relieving orders.
 - (iv) Maintain Faculty / Staff leave details; maintain attendance records and registers of Teaching and Non-Teaching as per Rules
 - (v) Maintain record of each newly admitted student in each program offered by the Institute, maintain their file with all details and maintenance of Student admission Register that specifies their category, gender, program, year and date of admission, through counseling, or direct/ management seat, etc.
 - (vi) Issue ID Cards for Staff and Students and also issue Duplicate ID, if necessary.
 - (vii) Issue of Bonafide / Conduct / Fee details Certificate / Bus Passes / TC to passed out students.
 - (viii) Conduct joining formalities of all teaching and non-teaching staff, and maintain their files (CV, certified copies of their qualifications, experience, their address, etc).
 - (ix) Maintain record of results of examinations of all students.
 - (x) Upload online the student data for scholarship and Coordinate with SC/ST/OBC/ Minority /welfare department for Scholarship.
 - (xi) Coordinate submission of bills to and release of payments from PMKVY-TI / AKTU / BTE and other such Government