

## **Code of Conduct for Registrar as Administrator**

1. The Registrar shall have disciplinary control over all employees of the University, including the following, namely

- a. Officers of the University;
- b. Deputy Registrars and Assistant Registrars;
- c. Employees of the University;

2. The power to take disciplinary action under clause (1) shall include the power to order dismissal, removal, reduction in rank or reversion of an employee referred to in said clause and shall also include the power to suspend such employee during the pendency or in contemplation of an inquiry.

3. The Registrar shall be responsible for the due custody of the record documents and the common seal of the University.

4. He shall be Ex-officio Secretary of the Governing Body, the Board of Management, and of every Selection Committee for the appointment of employees of the University without having any voting right.

5. He shall be bound to place before the authorities all such information and documents as may be necessary for the transaction of their business.

6. The Registrar shall also perform such other duties as required from time to time by the authorities but he shall not, by virtue of this subsection, be entitled to vote.

7. The Registrar shall also

- be responsible for the proper custody of the Common Seal of the University;
- be the custodian of the property of the University as entrusted;
- conduct the official correspondence on behalf of the authorities of the University;
- issue notice for convening meetings of the Authorities of the University and all Committees and Subcommittees appointed by them;

8. The Registrar shall adhere to the following principles to maintain standards in Public Life.

- Selflessness
- Objectivity
- Accountability
- Openness
- Leadership

9. The Registrar shall uphold values accepted by the University as listed below

- Integrity
- Honesty
- Respect
- Innovation
- Excellence
- Service
- Hospitality
- Freedom of Thought and Expression