

1. Registrar

Qualification: At least an M.Th II Class with experience in Office Management and correspondence.

The duties of the Registrar shall include:

- (a) Carrying out the relevant decisions of the Divisions.
- (b) Acting as Secretary of the Divisional Committees, keeping accurate minutes of the meetings.
- (c) Attending to all correspondence leading to the process of admissions and to assist the Principal wherever necessary.
- (d) Arranging all examinations, including entrance examinations, as determined by the Faculty and to arrange for course evaluation.
- (e) Arranging the maintenance of full and accurate records of the academic work of all students.
- (f) Assisting the Principal in correspondence with the Registrar of the Senate of Serampore College on matters relating to the academic programmes of the candidates registered for Senate examinations.
- (g) Arranging for the publication of the College Year Book and the Prospectus.
- (h) Arranging of time-table for classes and examinations.
- (i) Making arrangements for the award of prizes, diplomas and certificates.
- (j) The Registrar shall attend all the Faculty meetings as an invitee.
- (k) The Registrar shall discharge his/her duties under the direction and general supervision of the Principal.