

Duties and responsibilities of the Assistant Registrar (Legal Cell) shall be as under:

- To execute administrative and financial duties delegated to the post of Assistant Registrar and be responsible for taking decision to that extent.

- To coordinate with the University's Legal Advisor(s) and the concerned Schools/Departments/Centres on all court cases.

- To advise the University on all the legal matters wherever necessary.

- To assist the University in drafting MoUs, Agreement's, Contracts to be extended by the University.

- To provide legal assistance in drafting Tender Documents of the University.

- To provide Legal opinion on the disciplinary cases against faculty members, non-teaching staff and students.

- Any other duty that may be assigned by the Competent Authority from time to time.

This issues with the approval of the Competent Authority.