

Registrar's Office

Office of the Registrar is a constitutional office which looks after the working of the institution as per enacted responsibilities and monitors overall functioning of the institution as per rules, regulations and policies prescribed by the Board of Governors or by the Government regulatory authorities. The Office of the Registrar performs all duties assigned, in the Charter of the University, by the Rector or by the Board of Governors.

The Registrar office plays a part as a regulator within the University, assisting in the interpretation and application of Regulations and other rules and guidelines. It also helps to enforce and implement academic and administrative policies; as well as provides assistance in the development of, and modifications to, such policies and procedures that will best serve the University community.

The Registrar's Office support the following functions of the University:

- Quality Enhancement Cell (QEC) currently the Registrar is the Acting Head of QEC
- HR Department in its recruitment process

We strive for smooth running of the University in compliance with the ACT of the University and all regulations pertaining to it.

We focus to be an efficient and effective facilitator in the compliance of all regulations pertaining to the FCCU.

Core Functions of the Department:

- Correspondence with all Government departments and agencies.
- Deal with academic legal matters of the University
- To hold the Annual Commencement of the University
- To hold the Annual Valedictory Function of the College
- Verification and attestation of Degrees
- Registrar is the Secretary of the Academic Council
- Registrar is the Secretary of the Board of Advanced Studies.
- Registrar is the Head of Recruitment Committee of HR
- Secretary to the Selection Board
- Registrar is Convener of the Mosque Committee
- Registrar is the Secretary of the Staff Club
- Ensures the integrity, security and accuracy of all University student academic records pertaining to the student degrees.