

Write-up on the Registrar's Office for the Annual Report 2020-2021

The Registrar's Office serves as the hub of all academic activities of the university and promotes integrity through service. It is the first contact point for the enrolled students with all their queries and issues. Their problems are resolved either directly by this office or by forwarding to the concerned offices after consultation with the students. All student-records are regularly maintained, updated and verified at this office. Scheduling classes and updating academic calendar fall under the purview of this office. The Registrar's Office is actively involved in organizing orientation and convocation programs of the university. It provides support in organizing other programs of interest as required. It arranges various important meetings of the university such as syndicate meeting and academic council meeting and keeps records of those meetings. The office is responsible for channeling major university notifications to the students and faculty members. It works as the first contact point for the external stakeholders (such as MOE, UGC, BANBEIS, local and foreign universities etc.) and does everything necessary to fulfill their requirements. The office is run by a team headed by the Registrar and supported by an Assistant Registrar, 3 Officers, 13 Assistant Officers, 2 Record Assistants and 3 Office Support Staff.

Dr. Ahmed Tazmeen of Department of Economics has been appointed the Registrar from January 2021. At his initiative, the Registrar's Office has recently been placed on NSU website under the 'Offices' tab. All necessary service-forms are available through this webpage. Students can fill up and submit these forms without visiting the campus, and their requests are responded and processed in due time. This system has radically improved student experience during the pandemic closure. Academic calendar, academic policies and guidelines, orientation package, facts and figures etc. are available on this web page. A dedicated email account registrarsoffice@northsouth.edu has also been created to better streamline student requests.

The Registrar's Office continues to provide the following student related services:

1. Course waiver
2. Credit transfer
3. Course exclusion
4. Student information update (Removing 6 from ID#, name correction, date of birth correction, parents name include/correction, mobile no. change, email id change/correction, address change)
5. ID unblock (Payment due, degree analysis, semester drop, readmission, probation, time extension)
6. Semester drop
7. Readmission
8. Department change
9. Time extension
10. Credit to non-credit courses

11. New RFID card issue
12. RFID card change/ replace
13. Absent student related work
14. Payment related application
15. Thesis to non-thesis
16. Grade missing issues
17. Student's curriculum information update
18. Photo change for convocation purpose
19. Admission cancellation
20. Graduated student information update
21. Document checking
22. Scholarship information update

The Registrar's Office is currently working with the IT Office to automate various services provided to students. Such automation will enhance quality and transparency of the services soon.

The Registrar's Office regularly submits a report as a part of the UGC's Annual Report by collating reports from various relevant departments and offices of NSU. It is a huge task requiring the staff members to work even on holidays to meet the deadline. This year was no exception, and we submitted the report in due time. Based on such reports submitted by all the universities of the country, the UGC prepares various analytical reports highlighting events, achievements, and areas of improvement.

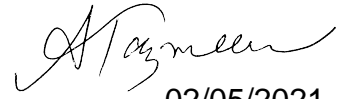
Between **July 2020 and May 2021**, the Registrar's Office organized the following meetings:

Meeting	Number	Date
Syndicate	80 th , 79 th , 78 th , 77 th , 76 th , 75 th	05/05/2021, 28/01/2021, 22/11/2020, 10/09/2020, 22/06/2020, 17/05/2020
Academic Council	86 th , 85 th , 84 th	22/03/2021, 16/11/2020, 14/05/2020
Academic Review Committee	21 st	09/02/2021
Leave Committee	73 rd	03/03/2021
Faculty Search	95 th	12/02/2021
Admission Committee	89 th , 88 th , 87 th , 86 th , 85 th , 84 th , 83 rd , 82 nd , 81 st ,	04/05/2021, 06/02/2021, 26/01/2021, 14/01/2021, 19/11/2020, 01/10/202, 01/09/2020, 27/08/2020, 16/08/2020
Degree Review Committee	67 th	02/11/2020


 02/05/2021

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The Registrar's Office has recently adopted a *work-ethic* that is comprised of these core values: Accountability, Accuracy, Appreciation, Cooperation, Dedication, Efficiency, Honesty, Integrity, Patience, Punctuality, Respect, Sincerity, and Transparency. Through our service we want to uphold these values.



02/05/2021