

Office of the Registrar

Overview

The Office of the Registrar comprises a team who provide end-to-end support to the Registrar in implementing the policies of the University and upholding its integrity among the internal and external stakeholders.

Roles and Responsibilities:

- To act as the administrative head of the University
- To act as a member secretary to the Governing Body, Board of Management and Academic Council
- To act as custodian of the University records
- To issue degree certificates, transcripts, bonafide certificates, migration certificates, and other documents
- To draft University policies and to implement them to ensure smooth functioning of the University. Ensure the policies are compliant with the UGC, Higher Education Department, Govt. of Gujarat, and other statutory bodies and their guidelines
- To direct preparation of information from the University database and collaterals on activities that need to be communicated to the internal and external stakeholders

Services

Examination Department

The department resolves examination-related queries such as eligibility criteria defining who can appear for examinations/juries. Additionally, the department support students with information about the conduct of the examination, evaluation mechanism and components, assessment

process, grading criteria, computation of SGPA and CGPA, attendance records and requirement, and other processes. The following are some of the functions of the department:

- Shares details of the evaluation processes adopted by each Programme Head at the University, including the approved programme structure, course outline, course-wise evaluation scheme as announced by the course faculty whenever the course is offered
- Shares details of the courses offered by the respective programmes in each semester and the students who have opted for the respective courses
- Maintains all records of students' performance in each component of evaluation
- Maintains reports of the examination audit carried out by the respective programme offices/University

Issuing Certificates

The Office of the Registrar is the custodian of all the official records of the students. Students who wish to receive official certificates such as transcript, degree certificate, provisional certificate, migration certificate, bonafide certificate can send an email to registrar@anu.edu.in to initiate the process.

Student Financial Responsibility and Consequences of Non-Payment of Fees

The policy serves as a guide to the financial responsibility of students, admitted and registered for courses at Anant National University. The policy details the fee structure to be followed by the students and the consequences if the payment requirements are not met. Students must complete the payment comprising tuition fees, hostel fees (if applicable), and miscellaneous charges as decided by the University (wherever applicable) according to the timelines published on the University website. Failure to comply will attract a late fee and may affect the admission status of the student.

Withdrawal of Admissions Policy

Students who wish to withdraw their admission from the University should refer to this policy. It contains guidelines and application forms that students should fill and submit to the concerned departments, to complete the withdrawal process. The policy contains information on dues to be cleared by the students and the percentage of the fees refundable based on the University norms.

Process and fees for the verification of the certificates

Students who wish to get their certificates verified by Anant National University should refer to this document. It elaborates the process to be followed for the verification process along with the required fees. It also provides a timeline for the verification process which is undertaken by the Office of the Registrar.