

### **Appointment, Terms & Conditions of Service and Powers and Functions of the Director, Planning & Development**

In pursuance of the provisions of subsection (vi) of Section 6 of the Act, Director, Planning & Development may be appointed by the Vice-Chancellor, from amongst teachers of the University or who has been teacher of any other University who shall not be below the rank of Professor or with the equivalent research and industrial experience, on the recommendations of the Selection Committee chaired by the Vice-Chancellor and confirmed by the Chancellor.

The Director, Planning & Development is expected to plan, guide and monitor the administrative research and academic activities of the University. The Director, Planning & Development is responsible for development of quality system for consistent and catalytic programmed action to improve the academic and administrative performance of the University. When the office of the Director, Planning & Development is vacant or when he/she is by reason of illness or absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

### **Powers and Functions of Dean, Planning & Development**

The Director, Planning & Development is primarily responsible for planning for the growth and development of the university. He/she shall report directly to the Vice-Chancellor and shall exercise the authority commensurate with the following responsibilities:

- a) To coordinate for broad policy issues pertaining to the university functioning and to have a better interaction amongst the offices of Deans, Registrar and other sections of administration for smooth functioning;
- b) To coordinate matters pertaining to administration, establishment and budgetary management by interacting with various sections;
- c) Planning and coordination to prepare long term perspective plan; suggest policy development and program evaluation for growth and development of the University;

- d) Follow up and coordinate of the activities relating to the Ranking, Accreditation, Outreach, etc. and establish connect with government agencies at both State and Central level;
- e) Director, Planning and Development formulates short-term and long-term plans, policies, procedures to operationalize various programmes and activities of the University.
- f) To apprise and get approval from the Vice-Chancellor about the short/ long term planning in terms of academic programmes, development and financial projections.
- g) To assist the Vice-Chancellor in dealing with different funding agencies organizations like MHRD, UGC and others.
- h) To assist the Vice-Chancellor in matters pertaining to financial, academic and other kinds of allocations to be made to different components of the University.
- i) To perform such other duties/tasks that may be assigned to him by the Vice-Chancellor/Chancellor from time to time.