**Dean of Infrastructure and Planning**

1. The office of the Dean of Infrastructure and Planning shall be at the University level.
2. The Vice Chancellor may appoint Associate Dean to assist the Dean of Infrastructure and Planning. The Associate Dean (if appointed) shall perform their duties in addition to their normal duties of teaching. In absence of Dean of Infrastructure and Planning, the Associate Dean will look after the duties of the Dean.

**Powers and duties**

1. Be the overall coordinator for the infrastructure planning and construction and maintenance related activities including Civil, Electrical, Mechanical and Digital amenities of the University;
2. Be the administrative controlling officer of the engineering and maintenance section of the university; prepare the budget requirements related to construction and maintenance activities and provide the same to be included in the annual budget of the University;
3. Carry out planning of various activities / services / human resource / infrastructure for strengthening the University and its future expansion;
4. Liaison with State Government or Central Government for generating the infrastructures, and will prepare the necessary proposals and will carry out the required follow ups;
5. Liaison with various external agencies and donors for generating the infrastructural resources, and will prepare the necessary proposals and will carry out the required follow ups; monitor the memoranda of understanding signed in this regard and will monitor their progress and report to appropriate bodies of the University;
(f) be responsible for Maintenance of Academic Records, Archiving of Academic Records, digital depository on NAD, updating and up-keeping of the University website and coordinating officer for NAAC Accreditation.

(g) be coordinating officer for Space Utilization and establishments related to Environments, allocation and monitoring of commercial establishments in the University.

(h) prepare and submit the utilization report of resources generated to the various central and state government and other funding agencies and donors; prepare the plans for utilization of all designated and non-designated donations and shall monitor the progress;

(i) Be responsible for planning, procurement, maintenance and smooth functioning of physical and virtual digital infrastructures of the University;

(j) perform all such other duties as may be determined by the Board of Management or the Vice Chancellor in this regard.

श्री राम दुलार से अपेक्षा की जाती है कि वे विश्वविद्यालय एवं चार्ट हित में विश्वविद्यालय परिनियमालो के अधीन सौंपी जा रही उपरोक्त व्यवस्था के अन्तर्गत प्रमाणी अधिष्ठाता, अवस्थापना एवं नियोजन (Dean of Infrastructure and Planning) के दायित्वों का निर्वाह करने का कष्ट करें।

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कुलसचिव

पूर्ण0/ माधुरी0/कुमार0/ 09 /2023
दिनांक: 0/ दिसंबर 2023

01. श्री राम दुलार, सह-आचार्य, जनपदीय अभियुक्त विभाग।
02. समस्त अधिष्ठाता/ समस्त विभागाध्यक्ष/ परीक्षा नियंत्रक/ छात्रावास अधीक्षक।
03. वेबमास्टर को वेबसाइट पर उपरोक्तानुसार अपलोड एवं सूचनाएं अद्यतन किये जाने हेतु।
04. वै0 कुलपति की माननीय कुलपति महोदय के सादर अवलोकनार्थ।
05. गार्ड फाइल।

कुलसचिव 2023