

**STATUTE GOVERNING THE PLANNING, MONITORING AND EVALUATION BOARD AND TERMS AND CONDITIONS OF SERVICE, POWERS, DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF THE BOARD**

(Framed under Section 40 (1) (o) and (p) read with Section 24, 35 of the KSU Act 2000)

**1. TITLE AND COMMENCEMENT**

- i) This statute shall be called “the statute governing the Planning, Monitoring and Evaluation Board and terms and conditions of service, powers duties and responsibilities of the Director of the Board”
- ii) This statute shall come into force from the date of assent of the Chancellor.

**2. PLANNING, MONITORING AND EVALUATION BOARD**

There shall be a Planning, Monitoring and Evaluation Board to plan the academic courses, research programmes, interdisciplinary activities, interaction with outside agencies for training, extension and research, and to monitor from time to time the implementation of the programmes and activities formulated by it.

**2.1** Seven members shall form the quorum for a meeting of the Board. No quorum shall be necessary for the adjourned meeting.

**2.2** The Planning, monitoring and Evaluation Board shall consist of the following members, namely:

- a) the Vice-Chancellor, who shall be the chairman;
- b) the Registrar;
- c) the Registrar (Evaluation)
- d) two senior most Deans of the Faculties by rotation for a period of one year as recommended by the Vice-Chancellor;
- e) two senior most Professors of whom one shall be from Science and Technology and the other from Humanities and Social Sciences nominated by the Vice-Chancellor, for a term of two years;
- f) one expert who is an educationist with rich experience of teaching and Research and educational administration nominated by the State Government for a term of two years.
- g) one officer of the State Government in the Planning Department not below the rank of a Deputy Secretary or a Joint Director of Planning, nominated by the State Government.
- h) two representatives from industry and trade ordinarily residing within the University area nominated by the State Government for a term of two years;
- i) the Director of Planning, Monitoring and Evaluation Board shall be the Member Secretary.

**2.3** The Planning, Monitoring and Evaluation Board shall meet at least once in three months. Every resolution of the Planning, Monitoring and Evaluation Board shall be placed before the Academic Council and Syndicate for consideration and taking action thereon.

### **3. APPOINTMENT OF THE DIRECTOR**

- 3.1 There shall be a Director of Planning, Monitoring and Evaluation Board, who shall be a whole time officer. The Syndicate shall appoint the Director from a panel of three University Professors who have in-depth experience, expertise and wide knowledge in University Administration, Planning and Preparation of Proposals. If need be, the Syndicate may call for the second panel of names from the University. He/She shall have at least 20 years of service in the University.
- 3.2 When the post of the Director falls vacant or when the Director is, by reason of illness or of absence or any other cause, unable to perform the duties of his office, such duties shall be performed for the time being, for the period of not exceeding six months or until a Director is appointed, whichever is earlier, by the one appointed for the purpose by the Vice-Chancellor.

### **4. TERM AND EMOLUMENTS:**

The term of the Director shall be normally three years, extendable by another term. The Director will work on his own pay and scale of the Professor.

### **5. DUTIES AND RESPONSIBILITIES:**

The duties and responsibilities of the Director include:

- 5.1 Establishment and maintenance of a sound database of the University system since its inception, pertaining to administrative, academic, developmental, financial and examination branches of the University.
- 5.2 Collection and establishment of details of courses, curriculum, schedule of establishment, CV of all the teachers, growth and strength of PG Departments and Units.
- 5.3 Acquiring continuous information and feedback regarding funding from various funding agencies, institutions within and outside the country.
- 5.4 Disseminating the information regarding funds available from different agencies, guide and assist faculty members in preparing project proposals to be submitted to various funding agencies.
- 5.5 Co-ordinate with the principal investigators of UGC, DST, DOD, DAE and other sponsored research projects in the smooth conduct and completion of the projects.
- 5.6 Organising appropriate training modules to the existing staff to record and maintain the database of the University for their routine work.
- 5.7 Creation of a directory of scientists / noted educationalists and scientific institutions for interaction of the faculty members and scholars.
- 5.8 Liaisoning with funding agencies/departments/teachers/scholars to promote collaborative and interdisciplinary academic endeavours.
- 5.9 Planning and organising meetings of the Planning, Monitoring and Evaluation Board from time to time in consultation with the Vice-Chancellor.

- 5.10 Organising/Co-coordinating exhibitions, demonstrations, conferences, seminars, special lectures etc. to promote research culture among the faculty members and research scholars.
- 5.11 Assisting the Vice-Chancellor and the administration in planning, programming and implementation of various developmental activities with adequate facts and figures.
- 5.12 Any other planning activity of the University which is not mentioned in this statutes may also be attended to by the Director as directed by the Vice-Chancellor.

(Received the assent of the Chancellor on 20-6-2004 vide Govt. letter No. ED19 UDS 2003 dt.6-7-2004 and notified under Notification No.MU/12/EST(2)/2004-05, dated 28.07.2004).

Sd/-  
REGISTRAR