

Duties & Functions: DOR Office

The duties and the functions of the Director of Research and Dean Post Graduate Studies shall be as under:

- (1) Be responsible for the due observance of the Statutes and Regulations.
- (2) Be responsible for the conduct of Post Graduate teaching as well as research activities and preparing the academic programme as regard to the academic calendar, courses offered and curricula of the students as per the existing policies of the University and for that purpose shall pass such orders as may be necessary in consultation with Deans of Faculties and concurrence of the Vice-Chancellor.
- (3) Be responsible for initiation, organization, co-ordination and conduct of research programmes inclusive of post-graduate research in the University, in consultation with the Deans, other Directors and the Heads of the Department concerned.
- (4) Exercise broad administrative control over funds allotted for research, research staff and all properties, facilities, physical verification of properties and materials assigned by the University for the pursuit of research programmes.
- (5) Prepare the budget estimates for all activities connected with research, research institutions, programmes, publications etc., in consultation with the Deans, Heads of Department and Research Scientists.
- (6) Act as a liaison officer for research activities of the University under the guidance of the Vice-Chancellor for dealing with all aid-granting agencies, such as the Indian Council of Agricultural Research, Department of Science and Technology and other Central and State Governments or private, national, international, autonomous institutions or trusts or Co-operative institutions and any other cooperating institutions and agencies.
- (7) Formulate research policies and programmes of the University in consultation with the concerned Boards of Studies, Faculties, Academic Council and the Research and Extension Council and after obtaining the approval of the Vice-Chancellor, present the same to the Board of Management for its perusal.
- (8) Ensure timely publication of research bulletins, circulars, articles in Scientific Journals and popular magazines, issue press releases summarizing practical research findings on important problems.
- (9) Prepare the development plans of research of the University in consultation with the concerned officers of the University under the guidance of the Vice-Chancellor.
- (10) Supervise and ensure efficient working of the Research Stations of the University.
- (11) Sign Memorandum of Understanding in connection with the Research Projects to be undertaken in the University as approved by the Board of Management.

- (12) Be responsible for annual physical verification of stocks and stores of Research Stations / Schemes under his control.
- (13) Make arrangements with the approval of the Vice-Chancellor for holding Conferences, Symposia, Seminars and such other meetings or lectures as may be deemed essential and / or desirable for.
- (14) Prepare annual programmes of (a) research and (b) production of breeder and foundation seeds as may be directed by the State Government and the Council of State Agricultural Universities. He shall place such programmes before the University authorities for their approval and onward submission to the state Government through the Vice-Chancellor.
- (15) Exercise such other powers and perform such other duties as may be required in order to further the objectives of the University or as per the directions of the State Government or the Council of State Agricultural Universities, as may be conferred or imposed on him by the Statutes, Regulations or by the Vice- Chancellor from time to time.