JOB DESCRIPTIONS (JDs) FOR ALL STAFF

THE UNIVERSITY OF AGRICULTURE, PESHAWAR

Dean of Faculty

1. Academic head of the faculty, responsible to manage all academic/research activities in the semesters and semester break
2. Supervise degree programs: admission, teaching & research, examination, seminars and timely result submission
3. Scheduling/convening meetings of Board of Faculty, its decision implementation, coordination with statuary offices & bodies
4. Exercise financial powers for faculty bills, projects and other related financial affairs
5. Encourage and motivate faculty staff for hunting project grants
6. Supervise teaching & research activities in consultation with Chairmen/Directors for academic improvement
7. Ensure peace, conduct and discipline in the faculty
8. Countersign the performance of teaching faculty
9. Developing additional KPIs for subordinate officers on need basis to be vetted from the Syndicate
10. Any other duty assigned by the Vice Chancellor

Chairman/Director

1. Overall management of faculty & support staff, assigning duties/tasks within a section
2. Ensure timely preparation of timetables, courses allotment, students distribution, academic calendars, scheduling and conduction of BOS
3. Maintaining functional lab(s) for academic and projects research, availability of required consumable and in time repair of equipment
4. Proper training, monitoring, and evaluation of all staff (teaching and support) working under the administrative control of the Chairman/Director.
5. Consistent evaluation, improvement of approved and development of new courses/programs
6. Establishment of linkages with associate departments, industry, farming community and other national/international organizations for academic- and research development
7. Management for counseling, guidance, and career development of enrolled students
8. Maintain semester wise course-folders, monitor students attendance, conduct, performance and thesis research
9. Maintaining updated record of research publications, research projects, and conferences/ workshops/seminars/symposium on annual basis of the faculty
10. Adoption of biosafety and bio-security measures in labs/classrooms
11. Evaluate performance of teaching faculty and support staff
12. Developing additional KPIs for subordinate officers on need basis to be vetted from the Syndicate
13. Any other duty/task assigned by the University Authority

Professor (BPS-21)

1. Deliver quality lectures with research and other assignments to complete 15 credit hours workload in a semester (For detail see Table 1).
2. Publish at least one article per year in HEC approved journal as corresponding author
3. Lead a specialized research group addressing national issues, envisage research road map, and prepare research proposal/s in collaboration with associated agencies
4. Secure at least one out-source funded project as PI making consumables/inputs available for the student research once in 3 years
5. Managing outsource funding for organizing a national/international conference/seminar/ workshop/training/symposium once in 3-year.
6. Actively participate in teaching, research, examination and capacity building of junior faculty of the department/institute
7. Disseminate research findings through personal participation in national/international conferences/ seminars/symposium outside of the university once a year
8. To shoulder responsibility for senior leadership position with managerial skills in a department/institute, Faculty, or as committee convener and to respond wholeheartedly within due time
9. Any other duty/task assigned by the University Authority

Associate Professor (BPS-20)

1. Deliver quality lectures with research and other assignments to complete 15 credit hours workload in a semester (For detail see Table 1).
2. Publish at least 2 articles per year in HEC approved journal at least one as corresponding author
3. Co-ordinate with a specialized research group addressing national issues, strengthen skills based on research road map, and prepare research proposal/s in collaboration with associated agencies
4. Secure one out-source funded project as PI/Co-PI making consumables/inputs available for the student research once in 3-year
5. Coordinate with Professor to organize a national/international conference/seminar /workshop/ training/symposium once in 3-year
6. Present research findings through participation in national/international conferences/ seminars/symposium once a year
7. Contribute as a responsible faculty in minimum 2 committees in a year as a member/convener
8. Practically contribute in arranging short-courses/seminars/lectures at the department/faculty/ university level once in a year
9. Guide young faculty/researchers in training/skills development/writing research proposals & manuscript/career development and other professional tasks
10. Any other duty/task assigned by the University Authority

Assistant Professor (BPS-19)

1. Deliver quality lectures with research and other assignments to complete 15 credit hours workload in a semester (For detail see Table 1).
2. Publish at least 2 articles per year in HEC approved journal
3. Contribute/participate in professional societies/short courses/seminars/conferences/ trainings at least twice in a year
4. Submit at least one project proposal as PI/Co-PI in a year till to secure a grant

5. Co-ordinate in a specialized research group addressing national issues for strengthening skills and participate in preparing research proposal
6. Serve curriculum coordinator for QEC, courses related files, ensure the updated lists of enrolled students in semester, and other tasks assigned
7. Maintain record of publications/projects, academic events of department, Faculty updated CV, department alumni contacts and list of theses
8. Act as course coordinator in the specialized area/discipline and to compile student's feedback for further improvement of curriculum and teaching
9. Serve as invigilator in departmental/University exams
10. Assist and participate in tutorials/workshops/practical/field-excursion/clinical & industrial-sessions/learning-activities as per curriculum
11. Contribute in departmental meetings and serve as a committee member
12. Any other duty/task assigned by the University Authority

Lecturer (BPS-18)

1. Deliver quality lectures with research and other assignments to complete 15 credit hours workload in a semester (For detail see Table 1).
2. Publish at least 1 article per year in HEC approved journal
3. Contribute/participate in professional societies/short courses/seminars/training conferences at least once in a year
4. Submit at least one project proposal as PI/Co-PI in a year till to secure a grant
5. Participate as a member of a specialized research group for strengthening lab and research skills
6. Serve as invigilator in departmental/University exams
7. Assist Professor/research team leader in all academic and research activities
8. Assist and participate in tutorials/workshops/practical/field-excursion/clinical & industrial-sessions/learning-activities as per curriculum
9. Any other duty/task assigned by the concerned HOD

Director Advanced Studies & Research (DASR)

1. Regulate admission, registration, semester renewal, academic & research record of postgraduate (MSc. (Hons), M Phil and PhD) degree programs
2. Implementation of prescribed postgraduate rules & regulations of degree programs
3. Coordinate and manage substantial thesis research studies through endowment and outsource funding opportunities
4. Regulate supervisory committee, Board of Studies, examinations, seminars and ASR meeting
5. Arrange visits of subject Experts of national and international repute to deliver workshops/seminars/lectures in the field of expertise
6. Strengthen and encourage collaborative research studies in allied disciplines at University and national level share/publish research findings through web portal and print media
7. Assist department/institute to initiate a Post-graduate Program
8. Promote Research publications of faculty in research Journals and magazines
9. Re-structuring departments to undertake demand driven postgraduate degree programs
10. Developing additional KPIs for subordinate officers on need basis to be vetted from the Syndicate
11. Any other duty assigned by the University Authority

Deputy DASR

1. Assist DASR for any assigned duty
2. Submit written report on assigned duty for record and further action
3. Overall maintaining up to date record of students of the concerned faculty
4. Any other duty assigned by the University Authority

Assistant DASR

1. Overall office administration, staff attendance, filing, dealing of day to day affairs
2. Assist in regulating examination, evaluation of students eligibility for examination, duration and subject relevancy for the award of degree
3. Ensure and maintain record of documents verification from the relevant board/university, etc.
4. Maintain accessible archives of the record pertaining to post graduate students in hard and soft
5. Clearance of students for academic, research, conduct and financial affairs for the award of degree
6. Any other duty assigned by the concerned director

Director Teaching (DT)

1. Preparation, announcement and wide circulations of all types of undergraduate programs for public information through print & electronic media including university website
2. Dealing undergraduate students' admission from application up-till the award of the Bachelor degree
3. Documents verification of undergraduate enrolled students within first semester
4. Maintain updated record of enrolled undergraduate students as per allocated seats, fee deposit details, semester wise student promotion/admission cancellation
5. Preparation/approval/distribution/implementation of academic calendar
6. Undergraduate Prospectus preparation/editing/distribution and implementation
7. Maintain latest teaching aids, learning environment and discipline in classrooms
8. Maintaining cleanliness and hygienic conditions of classrooms, corridors and washrooms in academic blocks
9. In coordination with Registrar, holding academic councils meeting, convocation and framing relevant rules/regulations through statutory/university bodies for implementation of effective academic programs
10. Planning and monitoring of on-going activities as per notified academic calendar
11. Ensuring presence of teachers in general classes of all offered courses
12. Developing additional KPIs for subordinate officers on need basis to be vetted from the Syndicate
13. Any other duty/task assigned by the university authority

Associate Director Teaching (Asso DT)

1. Assist DT for any assigned duty
2. Submit written report on assigned duty for record and further action
3. Overall maintaining up to date record of students
4. Information about quota seats to the quarter concerned and adjustment of students on reserved seat/s as per rules

Assistant Director Teaching (ADT)

1. Look after staff attendance, filing, dealing of day to day affairs
2. Assist in registration, regulating admission, promotion in the semester, requirement for stay in the semester, propose action as per rules
3. Evaluation of student eligibility for examination, duration and option for specialization
4. Process documents verification from the relevant board, etc.
5. Maintain accessible archives of the record pertaining to students in hard and soft
6. Clearance of students for award of degree
7. Any other duty assigned by the concerned Director

Registrar

1. Performing duties as per university act 2012 and amended with time to time and explained in University statutes
2. Registrar is the administrative head of the University to sustain secrecy of all affairs under his administration
3. Act as Secretary of Senate, Syndicate, Academic Council, Selection Board and other authorities, bodies and committees as prescribed by act
4. Has power to enter into agreements, sign documents and authenticate records on behalf of the university
5. Custodian of records, common seal and such other property of the University as the Syndicate may commit to his charge
6. To maintain ACRs record of University employees
7. Prepare and update Handbook of Statutes, Regulations and Rules approved by authorities, bodies or committees from time to time; make them available to public
8. Exercise powers and perform other duties as prescribed under the Act or assigned to him from time to time, by the Vice Chancellor
9. Preparation of Quarter-wise expenditure statements of the University
10. Developing additional KPIs for subordinate officers on need basis to be vetted from the Syndicate
11. Any other duty assigned by the University Authority

Additional Registrar

1. Coordinate and assist Registrar in routine business of the University
2. Prepare agenda of the academic bodies (Senate, Syndicate, Academic Council, Selection Board, etc.) as prescribed by the university Act
3. Serve as second line custodian of records, common seal and such other property of the University as Syndicate may commit to his charge
4. Assist to update Handbook of Statutes, Regulations and Rules approved by the authorities, bodies or committees from time to time; make them publicly available
5. Facilitate the Registrar in exercising powers and perform duties as prescribed in the Act or assigned to him from time to time, by the Vice Chancellor
6. Handle all type of service matters of the university employees
7. Preparation of Quarterly expenditure statements about the University
8. Any other duty assigned by the University Authority

Deputy Registrar

1. Database for agenda with minutes record of AC, Syndicate and Senate
2. Make efforts to arrange frequency of Academic Council meetings
3. Ensure provision of information under RTI Act, 2013 as PIO in minimum possible time; also work on mechanism for provision of online information under RTI Act
4. Ensure & maintain record of services matters of faculty/officers; minimize to avoid wastage of resources, plan to present agenda in soft to database
5. Keep updated record of leaves, NOC, transferring/posting orders and other files of the university employees
6. Any other duty assigned to him

Assistant Registrar

1. Help to prepare service matters of the University employees
2. Preparation of monthly salary bill for consideration by the Registrar
3. Maintain service book of the university employees
4. Process cases of all kind of leave of the university employees
5. Coordinate with law officer regarding court cases for extending cooperation of relevant record
6. Any other duty assigned by the Registrar

Law Officer

1. Prepare comments/facts on court cases
2. Attend courts on behalf of the University & staff
3. Maintain close liaison with legal counsel of the University in the court matters
4. Any other duty assigned by the Authority

Director Finance/ Treasurer

1. Perform all duties as assigned in clause 14 of the Khyber Pakhtunkhwa Universities Act, 2012; revised 2016 with time to time amendments
2. Maintain the relevant record of finance affairs of the University accounts, projects, development funds, aids & grant received along with internal income as ready reference when requested by the authority
3. Update all financial rules & regulations with budgetary status on monthly basis at website of the university
4. Overall administration of the Support staff working under his control
5. Developing additional KPIs for subordinate officers on need basis to be vetted from the Syndicate
6. Any other duty assigned by the University

Additional Director Finance/ (I)

1. Maintain record of payment, receipts, budgets (Recurring, non-recurring & Self Support Education Program SSEP),
2. Responsible as signatory in various designated accounts of the University financial affairs
3. Bill processing authority as per assigned powers for submission to internal Audit and Resident Audit Authorities for Pre-Auditing

4. Responsible to check books of accounts, actual receipts and expenditure, utilization and Bank reconciliation reports of all bank accounts on monthly basis and submit report to DF
5. Responsible to maintain record of payment, receipts, budgets (Recurring & SSEP),
6. Any other duty/task assigned to him

Additional Director Finance (II)

1. Facilitate the Additional Director Finance -1
2. Check & Sign bills of Section for further action; provide information to Addl. DF & DF
3. Authenticate all books of accounts, actual receipt & expenditure, utilization and Bank reconciliation reports on regular basis
4. Any other duty/task assigned

Deputy Director Finance

1. Responsible to assist Additional & Director Finance
2. Check & sign bills with writing note as per law for further action
3. Provide information of section relevant record to Addl. Director Finance& Director Finance
4. Check books of accounts, actual receipt & expenditure, utilization with bank statements
5. Any other duty/task assigned

Assistant Director Finance

1. Responsible to concerned Deputy Director Finance; Additional Director Finance and & Director Finance
2. Check & carefully sign all bills for further action as proposed to be taken
3. Responsible to provide information to concerned DDF on demand
4. Check & authenticate books of accounts, actual receipt & expenditure, utilization with Bank reconciliation reports on monthly basis
5. Any other duty assigned by DDF

Budget & Account Officer (B&AO)

1. Responsible to DDF for the assigned duties
2. Check & sign bills for financial affairs with record
3. Responsible to assist DDF
4. Compile utilization, receipts and expenditure reports when required
5. Check & authenticate books of accounts, receipt & expenditure, utilization with Bank reconciliation
6. Any other duty assigned

Store Officer

1. Supervise Store affairs; responsible to process purchase/auction as per University/Government rules
2. Responsible to process all purchase/auction cases; ensure Stock Register; authenticate books of store
3. Perform physical verification of all University assets on annual basis
4. Any other duty/task assigned

Director Planning &Development

1. Supervision development policy, program and project under the University support with functions & efforts of imparting quality education
2. Present new concepts, projects, proposals for approval and securing funding from donors & government (PC-I, PC-ll, PC-Ill, PC-IV and PC-V)
3. Supervise preparation of annual work plan, cash plan, as per University requirement and projects for the sponsoring bodies (ADP, PSDP and other donors)
4. Facilitate Monitoring & Evaluation of projects with facilitations of external monitoring teams from Planning Commission, HEC, GIT, Government and other forums
5. Promote & facilitate all kind of MoU with different organizations/Universities, etc.
6. Update University Statutory bodies (F&PC, Syndicate and Senate) on developmental issues including technical committees
7. Facilitate all kind of technical committees constituted by the competent forums
8. Bridging coordination pertaining to Developmental Projects within the University and Funding agencies
9. Coordinate and extend cooperation with Project Directors, PIs, and HoD, etc.
10. Preparation, processing, authentication and record keeping of MoUs signed by the university
11. Any other task assigned by the University Authority

Additional Director P&D

1. Facilitate Director P&D in developing policies, programs and projects
2. Draft and formulate annual work plan and cash plan in consultation with DD & AD as per requirement of University/concerned projects' sponsoring body
3. Introduction of new themes for promotion and strengthening of R&D, facilitation in Internal/external M&E of projects & teams
4. Any other task assigned by the Director

Deputy Director P&D

1. Refine concept papers and PC-I, PC-II, PC-III, & PC-IV in line with national and international data
2. Draft and present new concepts & projects for approval and funds hunting from forums
3. Develop annual work plan and cash plan, as per requirement of the University/concerned projects
4. Assist in M&E process of sponsoring bodies, update PMES software of PC regarding PSDP funded projects
5. Introduce ideas for promotion & strengthening R&D, prepare new concepts/projects for approval to concerned forums
6. Any task / duty assigned by the Director P&D

Assistant Director P&D

1. Prepare concept notes/ papers and PC-I, PC-II, PC-III, & PC-IV
2. Documentations required for approval of projects and securing funding from forums also assisting in implementation of developmental projects
3. Help in preparation of annual work plan and cash plan of developmental projects and university for approval in Syndicate

4. Collection, package & synthesis of all kind of data required for University Annual Reports with preparation, drafting and make ready to present to various forums
5. Assist in M&E, MoU, reports for project donors
6. Any other task / duty assigned by the seniors

Controller of Examination

1. Maintain office with integrity, honesty and professionalism as per prescribed rules & regulations
2. Conduct and regulate undergraduate and postgraduate examinations in transparent and fair manner; maintain secrecy of exam related records and declare results accordingly
3. Active member/secretary of the Board of examinations/committees appointed for paper-setters, examiners and moderators
4. Ensure fulfillment of prescribed necessities and formalities for conducting undergraduate and postgraduate examinations
5. Arrangement for printing question papers, examiners, exam environment and scheduling
6. Initiate appropriate disciplinary action against a person or group of persons or affiliated institution alleged to have committed malpractices where necessary
7. Verification and attestation of awarded degrees with maintained record archives
8. Review results of university examinations from time to time and forward reports thereon to Academic Council
9. Complete process of appointment of external examiner for thesis evaluation, viva-voce, and reports of examiners with their comments for incorporation through concerned committee and HoDs
10. Ensure presence, working environment with secrecy in all sections in accordance with prescribed regulation
11. Timely approval of earned degrees from relevant statutory bodies/offices for the award
12. Developing additional KPIs for subordinate officers on need basis to be vetted from the Syndicate
13. Perform any other duty assigned by the Authorities

Additional Controller of Examination

1. Assist the Controller of Examination in conducting and regulating examinations
2. Assist Control of Examination in ensuring, eligibility and other prescribed requirements to evaluate candidates for examination, awarding list and other relevant record of candidate for the exams
3. Assist COE in reviewing results of university examinations from time to time and forward reports thereon to COE for further actions
4. Maintaining up to date record of the awarded degree to the university students on- and off-campuses
5. Verification of the documents of the students for the COE
6. Any other duty assigned by the COE

Deputy Controller of Exams

1. Assist Controller and additional COE for any assigned duty
2. Submit written report on assigned duty for record and further action
3. Overall maintaining up to date record of students of the concerned faculty
4. Any other duty assigned by the administration

Assistant Controller of Exams

1. Overall office administration, staff attendance, filing, dealing of day to day affairs
2. Assist in regulating examination, evaluation of students' eligibility for examination, duration and award of degree/transcripts
3. Coordinate with DASR/DT regarding documents verification from the relevant board/university for issuing of degree
4. Maintain accessible archives of the record pertaining to students in hard and soft
5. Clearance of students for issuance of University registration number
6. Any other duty assigned by the concerned COE

Director Administration

1. Overseeing day-to-day operations in the University and its related buildings (i.e. Academic blocks, Hostel, colonies, offices, farms, lawn, etc.)
2. Ensure peace and security at campus and surroundings for healthy working environment
3. Assure protection and security of the University assets and other belongings with making necessary arrangements
4. Enforcing law & order at the campus in coordination with associated agencies (Chief proctor, Police, Provost, DT/DASR, etc.) and liaison with attorney/litigation for legal aspects
5. Making security plan and implementations for peaceful environment at campus
6. Training of the security staff, negotiate contracts/agreements with security agencies, maintaining corporate relationships with stack holders
7. Ensuring cleanliness and hygiene in offices, labs, corridors, roads, grounds & gardens, including washrooms
8. Restrict entry/gathering in front of dignified offices during any unpleasant situation (students and staff strikes, mobs, agitations and processions) to maintain law & order
9. Furnish fortnight report regarding security status based on evidences obtained through surveillance camera and personal deployed
10. Arrangements for special security to delegates, visitors, foreigner, convocation, conference, etc. at the University
11. Developing additional KPIs for subordinate officers as needed to be vetted from the Syndicate
12. Any other duty assigned by the Authority

Assistant Director Administration

1. Assist Director Administration ensuring peace & security at campus and hostels for healthy working environment
2. Assist Director Administration in assuring protection and security of the University assets and other belongings by making proper arrangements
3. Assist Director Administration in making security plan and its implementations for peaceful environment at the campus
4. Assist Director Administration in training of security staff, negotiate contracts/ agreements with security agencies, maintain/corporate relationships with other stack holders
5. Administer control on vehicles security, repair, and POL records, etc.
6. Ensuring cleanliness and hygiene in offices, labs, corridors, roads, grounds & gardens, including washrooms
7. Ensure sustainable beautification at the campus involving G&G
8. Any other duty assigned by the administration

Provost

1. Administer hostels affairs, boarding & lodging with legal registration of the boarders in hostels
2. Coordinate with University Authorities by drafting proper minutes of meeting held with Deputy Provost, Wardens/Assistant Wardens and other stack holders for smooth functioning of hostels affair and ensure its recommendation for implantation
3. Convene an emergency meeting of Wardens/Assistant wardens if a request is made by a Warden to discuss urgent/pressing issue
4. Keep informed the Vice Chancellor in respect of all matters of importance relating to affairs of hostels, resident-student activities, etc.
5. Keep liaison with relevant directorates and Vice Chancellor for any action desired for which he/she proposes to sustain law and order in hostels
6. Ensure availability of wardens and assistant wardens in hostels, arrange an alternate on their unavailability in hostel
7. Ensure cleanliness, repair, recreation facilities, timings, entries of guest, security and study hours for healthy environment of the residents
8. Ensure the hygienic food availability in hostel mess, surroundings shops at campus and price control as per notification at University campus
9. Ensure clean drinking water supply, first aid facilities and healthy atmosphere in the surrounding of all hostels and campus
10. Ensure maintaining up to date record of all hostel dues, accounts and financial affairs, etc.
11. Developing additional KPIs for subordinate officers on need basis to be vetted from the Syndicate
12. Any other duty assigned by the University Authority

Deputy Provost

1. Assist Provost in administering hostels affairs, boarding & lodging with legal registration of the boarders in the university hostels
2. Convene meetings with Wardens/Assistant Wardens to discuss affairs of hostels and its recommendations for implementation with provost
3. Keep inform the Provost for all matters related to hostel affairs, resident-student activities, record and guest, etc.
4. Assist the provost in ensuring availability of wardens and assistant wardens in hostels
5. Assist provost in ensuring cleanliness, repair, recreation facilities, timings of guest, security measures and mess related affairs
6. Assist provost in hygienic food availability in hostel mess, surroundings shops at campus and price control as per university notification
7. Assist provost in ensuring maintaining up to date record of all hostel dues, accounts and financial matters, etc.
8. Any other duty assigned by the University

Assistant Provost

1. Assist Deputy Provost and Provost in administering hostels affairs, boarding & lodging record with legal registration of boarders in hostels
2. Assist deputy provost in convening meetings with hostel administration for discussing affairs of the students related to hostels

3. Keep informed the deputy provost in respect of all kind of activities related to affairs of hostels, resident-student, etc.
4. Ensure cleanliness, repair, recreation facilities, timings, entries of guest, security and study hours for healthy environment of hostel residents
5. Maintain an up to date record of all hostel dues, accounts and financial affairs, etc.
6. Any other duty assigned by the University authority

Warden

1. Inform assistant- & deputy provost in respect of hostels matters, activities on daily basis, etc.
2. Member of student accommodation allotment committee of the respective hostel
3. Ensure and maintenance discipline and decorum in hostels for all affairs relating to health, hygiene, sickness, food, sanitation, peace and cleanliness
4. Overall supervision of hostel mess and food quality & supporting staff
5. Responsible to ensure stock entry record of inventory, mess, store, crockery, sports, etc.
6. Responsible to maintain up to date record of stock register and financial bills
7. Responsible to manage overall security of hostels residents in coordination with the University
8. Any other duty assigned by the University

Librarian

1. Regular procurement of relevant and latest books, magazines, journals, newspapers and other publications
2. Ensure maintaining record of books and publications in Accession Register, classify & arrange books according to the prescribed system
3. Ensure maintaining computerized catalogue of books and establish E-library
4. Ensure to sustain record of important news clipping on agriculture/environment, contemporary affairs, economy and other social issues related to the University
5. Act as focal person for publication of press releases, Screening/Written tests, schedule of Interviews, etc.
6. Borrow books from other libraries, if required by the University officers, dealing with budget and audit matters of the library
7. Ensure the conservation (fumigation etc.) of books, publications and other records when required
8. Collection of recent publications of Bureau of Statistics, Economic Survey, and soil survey etc.
9. Ensure maintaining peace and silence in the library premises with proper watch & ward and surveillance camera
10. Developing additional KPIs for subordinate officers on need basis to be vetted from the Syndicate
11. Any other duty assigned by the University Authority

Deputy Librarian

1. Assist librarian in regular procurement of relevant and latest books, magazines, journals, news-paper and other publications
2. Report to librarian on update record of books and publications in Accession Register, classify & arrange books according to the prescribed system on yearly basis
3. Assist librarian in maintain computerized catalogue of books and establish E-library

4. Assist librarian to sustain record of important news clips on agriculture/environment, contemporary affairs, economy and other social issues related to the University
5. Assist librarian in conservation (fumigation etc.) of books, publications and other records when required
6. Assist librarian in maintaining peace and silence in library premises with proper watch & ward through surveillance camera
7. Any other duty assigned by the HoD

Assistant Librarian

1. Assist deputy librarian in maintaining record of books and publications in Accession Register, classify & arrange books according to the prescribed system
2. Maintain computerized catalogue of books and establish E-library
3. Sustain record of important news clipping on agriculture/environment, contemporary affairs, economy and other social issues related to the University
4. Conservation (fumigation etc.) of books, publications and other records when required
5. Any other duty assigned by the concerned officer

Director ORIC

1. Manage, enhance and commercialize research activities of university
2. Develop research policies and priorities; fund raising, linkage development between academic and industries, mobilization of faculty, community and allied industries for research commercialization
3. Provide updated information about the recent calls for projects (national/ international) to the faculty and other related staff of the university
4. Effective advocacy for university research, community and stakeholders
5. Bridging linkages with local government, business/industry, entrepreneur, university and society for research promotion
6. Implement strategies for future business development plan required to execute research program initiatives
7. Liaison with the ASRB and Researcher for sponsorship of research program
8. Help in filing patents, establishment of intellectual property right (IPR) and proper record maintenance of IPR
9. Developing additional KPIs for subordinate officers on need basis to be vetted from the Syndicate
10. Any other task assigned by the University Authority

Manager ORIC

1. Develop, maintain, and communicate pre- and post-award administrative procedures for externally sponsored projects
2. Support faculty with grant proposal submissions in conjunction with sponsored Projects Administration (budget development; award documentation; administrative portions of proposals; internal approvals; monitor issues around effort, cost share, space needs, and tuition remission)
3. Support faculty regarding contracts, progress reports, NCEs and post-award grant management (projections, effort allocations and reporting, human resources, consultants, and close-outs)
4. Coordinate internal and external reporting needs, including maintenance of HEI's database

5. Develop and maintain the award process web pages
6. Work with the DASR to set goals and responsibilities within the research office and to monitor procedural efficiencies
7. Develop programs and activities to increase research funding from public and private sources
8. Establish and maintain excellent relationships with donors and stakeholders
9. Develop a pragmatic strategy for research that promotes multidisciplinary collaboration within the university
10. Develop and maintain research cores and infrastructure within the institute including web pages, internal grant review procedures, and statistical support.
11. Budgeting, auditing and accounting, human resources, management and maintenance of facilities and equipment, implementation of research contracts and human resources

Director Quality Assurance (QA)

1. Over-all In-charge of QA Directorate; administer all activities of the directorate
2. Policies and SOPs formulation for improvement of university education system
3. Assure teaching standards of all offered courses in each semester
4. Ensure quality and standard of theses, dissertations and publications of University
5. Compilation and maintain record of seminars, workshop, conferences, etc. on yearly basis
6. Participation in meeting of all statutory bodies of the University
7. Publish report on feedback received from students and faculty on offered courses for a degree program for academic performance evaluation
8. Ensure thesis and dissertation originality approved by statutory bodies and its final submission for the award of degree as joint signatory on plagiarism certificate
9. Publications verification of applicants for appointments/promotion in the university
10. Any other task assigned by the University Authority

Deputy Director QA

1. Assist director QA for the assigned duties with responsibilities
2. Plan and coordinate follow up self-Assessment activities related to QA
3. Serve as Focal Person for Anti plagiarism activities and Administrator Turnitin Software
4. Prepares all kinds of reports (progress, University Portfolio, Assessment, etc.)
5. Serve as facilitator in accreditation process of a department/degree program
6. Prepare Institutional Performance Evaluation Process (IPE)
7. Evaluation and Verification of the publication for authentication in approved journals
8. Serve as Secretary Plagiarism Standing Committee
9. Any other assignment assigned by the Director QA

Assistant Director QA

1. Prepare cases for approval with responsibility for further action
2. Draft program related to QA for approval and implementation
3. Assist in course evaluation surveys of the degree programs
4. Extend cooperation to students and faculty related to QA
5. Maintain updated record/information on QA for submission to HEC and other bodies
6. Any other duty assigned by the concerned Director

Director Farm

1. Prepare crops/season wise land use plan with justification and approval from the Authority at least 6-months in advance
2. Plan farm related affairs (land utilization, crop sowing & improvement, inputs & farm produce records, etc.)
3. Maintenance of farm equipment & machinery in working condition on seasonal basis
4. Submit season wise expenditure and income reports of the farm
5. Supervise record of farm affairs related to land disputes in liaison with Law Officer and Registrar
6. Manage proper watch and ward of crops, experiments, farm produce, and produce disposal following standard safety procedure
7. Liaison with Chairmen/Deans/Registrar for efficient running of each component of the farm
8. Strive for increase farm income with proper planning & management; consulting relevant stake holders for adoption of new farm technologies
9. Planning for converting research farm to model farm for students, farmers and visitors
10. Prepare and implement duty roster for Farm staff on weekly basis
11. Developing additional KPIs for subordinate officers on need basis to be vetted from the Syndicate
12. Any other duty assigned by the Authority

Executive Director (Endowment Funds)

1. Responsible for administration & operation of funds under the authority and powers assigned by executive committee; exercised powers as per rules
2. Refer proposals submitted for UAP-EF for review to relevant experts; based on recommendation present to TC
3. Prepare and approve annual research & development program, budget, long-term plans for endowment fund utilization
4. Compile annual report, organized monitoring, review and evolution of endowment fund program
5. Organize and facilitate activities falling under the Fund's objectives
6. Maintain appropriate system of internal control; books & record (Technical and Financial)
7. Developing additional KPIs for subordinate officers on need basis to be vetted from the Syndicate
8. Any other duty assigned by the authorities

Additional Director (EF)

1. Assist Director in day to day affairs
2. Arrange meeting as and when required to discuss policy related matters
3. Monitor by-laws, rules & procedures, for conducting approved activities
4. Carefully check & comments on projects approved for fund allocation and performance
5. Coordinate with technical experts for reviewing, evaluating, and processing proposals
6. Check contributions of property, funds and services with stakeholders
7. Monitor all other matters concerning EF related and non-related affairs
8. Record & maintain minutes of scrutiny, technical and executive committees
9. Refine annual reports of endowment fund secretariat
10. Any other duty assigned by the Director

Assistant Director (EF)

1. Draft for advertisement calling research projects in proper time
2. Arrange meetings of scrutiny, technical and executive committees
3. Maintenance of files related to project funded under EF
4. Communicate & coordinated with projects PIs frequently
5. Draft annual reports, letters to PIs, technical experts, etc.
6. Arrange internal and external meetings for the EF secretariat
7. Any other duty assigned

Director (FAD)

1. Responsible for administration and operational activities of the Directorate
2. Develop & implement program in consultation with AD for scholarships, internship, career counseling, capacity building, university advancement through Alumni Association for fund raising
3. Design & present reports on goal set, benchmarks, metrics for future progress & achievement
4. Preparation and approval of policies/procedure/criteria for awarding financial assistance
5. Develop annual work plans, budgets and performance with targets achieved
6. Develop MIS systems supporting effective management of program resources
7. Design M&E programs and accountability reports
8. Establish congenial and constructive partnerships, working relationships with internal/ external stakeholders
9. Design strategic communication plans supporting assigned programs, student financial assistance, university advancement
10. Design relevant capacity development programs & activities for staff & students
11. Assure smooth functioning of student financial assistance & development, university advancement, active commitment to student service and public outreach
12. Developing additional KPIs for subordinate officers on need basis to be vetted from the Syndicate
13. Any duty assigned to him

Assistant Directors (FAD)

1. Manage day to day function and operation of student financial assistance, development, university advancement, and staff supervising
2. Recommend policies, procedures, regulations and criteria for the award of student financial assistance with implementation on approval
3. Devolve & implement communication and marketing strategies to inform students and families for available opportunities regarding financial assistance, procedures to apply and award criteria
4. Oversee implementation of online information and application systems, help students and families to submit applications for financial assistance
5. Administer financial assistance programs, consult donors & stakeholders with suggestion for improvement
6. Design and evaluate impact studies as requested by the Director; ensure implementation of appropriate MIS systems for financial assistance
7. Advise and counsel students on availability of financial assistance program
8. Assist Director in designing appropriate capacity development programs for staff and students

Chairman\Director Sports Board

1. Overall In-charge of Directorate of Sports
2. Formulation of sports policies & SOPs at University level
3. Convener Sports Quota Selection Committee
4. Explore funding opportunities for sports promotion in the University.
5. Coordination with HEC for sports activities
6. Programming and management of sports activities within and among University on regular basis not affecting academic semester
7. Evaluate performance of sports officers
8. Ensure procurement of quality sport items
9. Developing additional KPIs for subordinate officers on need basis to be vetted from the Syndicate
10. Any other task assigned by the University Authority

Assistant Director Sports

1. Coaching and provision of healthy atmosphere/environment for sports activities in the University
2. Strengthen University sports teams (Cricket, Volley Ball, Table Tennis, Lawn Tennis, Badminton, Archery & Athletics)
3. Maintain sports complex, grounds and other necessities for indoor/outdoor sports activities
4. Maintain discipline and sportsman spirit for building teams
5. Assist in organizing Sports Gala & other sport events
6. Maintain sports records and accounts
7. Any other duty assigned by the concerned HOD

Director (I.T)

1. Computerization of University affairs (registration, enrolment, admission, finance, examination, etc.) and supervise the I.T. section
2. Ensure administration of Functional e-system for staff attendance, recruitment, merit, financial affairs, etc.
3. Keep functional all data bases, hardware and software
4. Supervise updating of the University Website on quarterly basis, development of Software and assigning tasks.
5. Evaluate standards of software, its performance and troubleshooting
6. Reporting monthly progress for ongoing development activities, progress and performance of team members, etc.
7. Keep liaison with system personnel, operations personnel and representatives of user sections.
8. Supervise relevant staff (Web/Network) in Software development & maintenance and impart training
9. Ensure measure to protect & secure the University website and relevant information
10. Provide access to the stakeholder regarding relevant information
11. Developing additional KPIs for subordinate officers on need basis to be vetted from the Syndicate
12. Any other task assigned to him

Deputy Director (IT)

1. Responsible for maintenance and smooth functioning of University computer network
2. Management and troubleshooting of network applications installed at user computers; define, deploy and implement network security, system administration- and network management policies
3. Interact with end-users, operational and development teams to provide technical support in network related issues
4. Impart training to employees of the University, configure, manage and maintain servers, routers, switches, DSL Modems, Firewall, IDS, IPS, Load Balances and UPS, etc.
5. Keep liaison with ISP for reliable and smooth internet connectivity; guide and direct Assistant Network Administrator in managing networking of the University
6. Working on internet management system using firewall to make internet secure and efficient; configure network services, servers and protocols i.e. DNS, DHCP, NAT, IPv4/6, load balances, IDS and IPS
7. Accessibility and connectivity of database server, litigation system, biometric system, data entry system etc. and to ensure connectivity of online website of university
8. Managing network resources (file sharing, print sharing and other applications), services and task accomplished to the network, and creating reports on critical hardware issues
9. Management and installation of network applications and software on users computer
10. Perform any other assigned duty

Assistant Director (IT)

1. Keep updated website of the university on regular basis, upload details of information
2. Ensure compliance of parameters related to IT, software availability and update
3. Provide information related to IT on demand, coordinate with provincial/national IT, PTA and FIA departments
4. Deploy/implement necessary software for e-mail, internet filtering and maintain record of e-mails on main server
5. Installation of windows and software for University staff and students
6. Configuration, installation and keep functional the university network operating system
7. Any other assigned duty

Assistant Director (Web)

1. Software development for running University affairs
2. Develop and update University website on regular basis
3. Develop new web pages as and when required, download information and data required by the University, to address related problems.
4. Assist in preparing presentations for University staff & students as and when required
5. Any assigned duty

Auditor (Director Audit)

1. Verification & authentication of all financial transaction within the University
2. Authentication matters pertaining to pay, pay fixation, pension, and other financial transactions within the University for payment
3. Pre-audit of all financial transactions within the university

4. Internal audit of all head of accounts of the University/Campuses/Schools & Colleges and furnish report to the competent authority
5. Provide expert opinion on financial and establishment matters as per University Act & Statutes as and when required
6. Approval of pension emoluments and commutations
7. Members GPC, auction and financial inquiry committees
8. Developing additional KPIs for subordinate officers on need basis to be vetted from the Syndicate
9. Any other assigned duty

Junior Auditor

1. Cross check pay fixation at the time of appointment, promotion and retirement of University employees
2. Cross check financial bills as per rules
3. Assist auditor in checking and verification of all financial bills/transaction for payment from the Govt. funds
4. Processing bills for expert opinion where rules are silent
5. Any other assigned duty

Superintendent (BPS 17)

1. Overall supervision of the section affairs, maintaining office attendance and writing notes for further necessary actions
2. Ensure proper record keeping of the section, and inter-/intra-university correspondence
3. Maintain undergraduate/postgraduate students record/lab equipment & glassware/consumable etc.
4. Maintain disciplines in office/labs for conducive working environment, managing Support staff for smooth functioning on daily basis
5. Circulation of the enrolled students lists, time-table and courses related information to the faculty and other relevant offices
6. Manage BOS schedule/agenda/minutes for distribution to members and other concerned offices of the university
7. Maintain stock register, consumable availability and status
8. Maintain functional labs through equipment maintenance, calibration and functioning
9. Account maintenance of section, ongoing projects, HEC awardees and other activities (trainings, conferences, workshops, scholarships etc.)
10. Train subordinates for succession
11. Any other duties assigned by HOD/Administration

Office Assistant (BPS-16)

1. Assist the concerned HOD/section superintendent in running clerical business
2. Maintain official records & files and perform other daily affairs of the section
3. Schedule and plan meetings and appointments for HOD and schedule/roster for staff in a section
4. Monitor levels of supplies and handle shortages
5. Resolve office related malfunctions and respond to request on all issues, coordinate with other departments to ensure compliance with established polices
6. Perform receptionist duties where needed, organize office and assist associates that optimize procedures

7. Maintain trusting relationship with student/faculty/support staff, cleanliness and hygiene in section, decency in dealing and observing office norms
8. Train subordinates for succession
9. Any other duties assigned by HOD/Administration

Senior/ Junior Clerk (BPS 11-14)

1. Assist superintendent and office assistant in routine office business
2. Maintaining proper record (soft & hard), diary & dispatch and other office affairs
3. Type, format, edit routine memos/office notes or other correspondence
4. Handle records of all concerned files including leave, trainings, courses, purchase/procurement, repair, enquiry, etc.
5. Provide relevant information on letters/applications/cases from record prior to further action
6. Ensure safety and security of office record
7. To use computer and accessories in accordance with the standing instructions
8. Any other duties assigned by HOD/Administration

Jr/Sr Lab Assistant

1. Responsible to ensure bio-safety & bio-security measure following SOP in work area
2. Clean & maintain laboratory for conducive research activities
3. Ensuring proper use of all equipment under his/her supervision
4. Document and operate designated equipment, its calibration & maintenance for sustainable use
5. Prepare lab equipment for upcoming research/practical experiments
6. Prepare samples/specimens for students' research/projects/practical/commercial purpose on need basis
7. Ensure equipment maintenance, operation, analysis/measurements, consumable/ glassware etc. and proper disposal of lab waste
8. Document all lab activities, usage/availability of research consumable for the research activities
9. Assist lab. Superintendent in daily lab activities
10. Any other duties assigned by the HOD

Peon/ Naib Qasid/ Lab Attendant

1. Ensure timely arrival at work place and to do general cleanliness and hygiene
2. Distribution of official documents and letters inter-/intra- university
3. Serve refreshments during official meeting and gathering
4. Arrange & clean seating in the class rooms/lab/examination halls/offices
5. Ensure watch and ward of offices/labs/section
6. Any other duties assigned by the HOD

Mali/Field Attendant

1. Properly look after plants and seasonal flowers in building and fields
2. Assist students in field research operations
3. Maintain the assigned gardens, lawns and fields
4. Any other duty assigned

Chowkidar

1. Perform watch & ward duties at assigned locations

2. Check vehicles, visitors, luggage etc. as per security SOPs
3. Check in- and out- of vehicles and to report any untoward incidents at duty place
4. Ensure safety and security of staff, students, building, office vehicles, and logistics
5. Any other duty assigned

Sweeper

1. Maintain cleanliness at intervals of the assigned washrooms, buildings, offices, roads, and pathways etc.
2. Follow standard hygienic principles for cleaning offices/labs and washrooms
3. Ensure presence during office hours where required
4. Any other duty assigned

Driver

1. Drive safe and cautious the allowed vehicle, check engine oil, radiator, battery, brake oil, others parts on regular basis and abide traffic rules
2. Keep vehicle clean and neat for usage with changing oil, tires, filters and battery etc. at appropriate time when needed
3. Maintain log book for office record etc.
4. Identify and timely report faults if any, supervise and repair vehicle with responsibility in workshop
5. Ensure safety and security of vehicle and machinery at his disposal
6. Efficiently perform any other duty assigned