

Annexure

The duties of the Director/SDC are as follows:

The primary duty of the Director of SDC is to manage the centre under the direction and guidance given by the Management Committee (MC). The specific duties are,

- i. To function as the Secretary to the Management Committee of SDC.
- ii. To manage the SDC along with the Programme Manager and 2 Coordinators according to the guidelines, norms and procedure established by the University and those specified by the MC.
- iii. To function as the administrative and accounting officer responsible of the SDC for the Vice-Chancellor. He / She should instruct and advice the programme Manager (Office in Assistant/Senior Assistant/Deputy Registrar level) and other subordinate staff to maintain regular records and provide secretarial assistance to the Director/SDC and staff training activities and maintain the accounts of the centre in such form and manner as may be prescribed by the University.
- iv. He / She is authorized to receive all earnings paid into the fund and to credit such earnings to the proper heads of accounts, to make authorized payments, and to prepare for the MC and University Council such triennial estimates as are required and annual financial appropriations for the ensuing year.