

Duties and Responsibilities of Coordinator (E)

The Coordinator (Eval.) has wide range of responsibilities like admissions of students, evaluation of performance of students, planning and budgeting with special reference to the developmental activities, national and international collaboration, project management, resource mobilization, initiation of new academic activities, faculty recruitment, advising the Vice-Chancellor, Rector, on academic matters, coordination with defence and other recognized institutions etc.

Duties and Responsibilities of Hindi Officer/Sr. Hindi Officer

- (1) To coordinate and supervise the work of the Hindi Unit.
- (2) To ensure proper compliance of the Official Language Act and orders.
- (3) To acquaint the employees of the University with the government orders relating to Official Language Policy and to help them in implementing the same.
- (4) To convene the meetings of the Official Language Implementation Committee from time to time and to prepare agenda and minutes of the same and to coordinate the action on the decisions of these meetings.
- (5) To prepare quarterly reports.
- (6) Any other work which may be entrusted.