

## 2. Vice President for Administration and Student Services

The VP for Administration and Student Services shall have duties and responsibilities to:

1. Plan, organize and coordinate all activities of finance, procurement, property administration, human resource, and student services of the University;
2. Play a leadership role in administrative and student services areas in particular and in the collective decision-making bodies of the University in general;
3. Take the lead to design and implement an automated system for all activities performed under his/her premises so as to ensure an effective and efficient service delivery in all areas of responsibility;
4. Approve the recruitment, transfer, promotion and separation of all support staff of the University based on the applicable rules and regulations of the University and laws of the land;
5. Decide on all budgetary/financial issues for the amount delegated to him by the President;
6. Decide on the purchase, utilization, transfer, and disposal of the properties of the University in consultation with the respected bodies;
7. Ensure the catering, dormitory, health and all other student services are provided properly;
8. Ensure active participation of students in both academic and administrative organs;
9. Prepare an exhaustive quarterly report on his/her areas of responsibility, evaluate the same with subordinates and submit the approved report to the President;
10. Decide on disciplinary issues of the support staff based on the proposal of the discipline committee;
11. Present nominees for director offices which are placed under the areas of his responsibilities based on the University selection criteria and propose the same to the President for approval;
12. Present nominees for managing directors of support services for each college in consultation with the collage director and propose the same to the President for approval;
13. Propose the release of Directors under his auspicious and college managing directors based on the approved University termination procedures;
14. Carry out any other activities given by the President.

