



Mawlana jalaluddin Mohammad Balkhi University

Job descriptions Duties of the Planning Committee

1. Organizing regular committee meetings in accordance with the division of satellite working hours.
2. Plan and prepare a strategic plan and an action plan for Rumi University
3. Prepare a bill of duties for the committees of the associations of Rumi University, if necessary.
4. Plan and prepare monthly, quarterly and annual work plans if needed for cultural, administrative and service branches.
5. Preparation and arrangement of effective solutions to improve the implementation of job descriptions and regulations of the Ministry of Higher Education, legislative documents of quality assurance and accreditation of the Ministry and Rumi University for the teaching and administrative branches of the university if necessary.
6. A quarterly study of how to implement the operational and strategic plan of the five-year plan of Rumi University in a timely manner.
7. Cooperation and guidance of the University Quality Assurance Committee, sub-committees of quality assurance faculties in making operational plans for the implementation of legislative correspondence, criteria and checklists of the Quality Assurance and Accreditation Committee of the Ministry.
8. Preparation of safety plans in agreement with the administrative deputy for the relevant units in order to rescue students and university staff in emergency situations caused by fire, earthquake, etc. Unexpected accidents.
9. Evaluate and develop the plans of Rumi University committees such as Quality Promotion Committee, Examination Committee, Quorum Committee, Gender Committee, Research Committee, Finance Committee.
10. Submitting a report to the scientific deputy.