



योजना एवं वास्तुकला विद्यालय, भोपाल

(राष्ट्रीय महत्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार)

School of Planning and Architecture, Bhopal

(An Institution of National Importance, Ministry of Education, Govt. of INDIA)

क्रमांक : SPAB/Admin./2026/234

दिनांक: 01 October, 2026

कार्यालय आदेश / OFFICE ORDER

विषय : Duties and responsibilities (job description) of sanctioned posts of non-teaching staff including required outsourced staff posts currently in the Institute.

Upon the approval of the Competent Authority, a Committee is hereby constituted to undertake the preparation of duties and responsibilities (job description) of sanctioned posts of non-teaching staff (including outsourced staff) and required outsourced staff posts currently in the Institute. The Committee shall comprise the following.

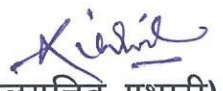
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|---------------------------|---|----------------|
| 1. Dr. Mayank Dubey | - | Coordinator |
| 2. Dr. Sanmarga Mitra | - | Co-Coordinator |
| 3. Shri. Dharendra Padhan | - | Member |
| 4. Shri. Amit Khare | - | Member |
| 5. Ms. Deepali Bagchi | - | Member |
| 6. Dr. BSPC Kishore | - | Member |
| 7. Shri Dhan B. Poon | - | Member |

Terms of References (ToR) of the Committee:

- To ensure proper accountability through clearly defined duties and responsibilities assigned to each employee.
- To enable employees to have clarity regarding the tasks / activities for which they are responsible.
- To avoid duplication of work.
- To facilitate assignment of duties commensurate with the skills, qualifications and competencies of the employees.
- To provide an objective basis for monitoring, reviewing and evaluating the performance of employees.
- To assess, on the basis of the actual workload and defined duties, the requirement of additional posts/positions, wherever necessary.
- To assess the number of positions required for effective functioning of each section/department.
- To assess the requirement and justification for engagement of outsourced personnel in various sections/departments of the Institute.
- To assess the requirement of male and female caretakers for the Hostels based on the actual duties, workload and operational requirements.

The Committee is requested to submit its report / recommendations to the Competent Authority within 45 days from the date of issue of this Order.

[निदेशक अनुमोदन दिनांक: 29.09.2026]


(कुलसचिव, प्रभारी)
Registrar, In-charge

प्रतिलिपि (ई-मेल) के माध्यम से निम्नलिखित को सूचनार्थ प्रेषित:

- Director / Director office
- All Deans/HoDs/ Registrar Office
- Concerned person(s)
- Faculty and staff (including outsourced)
- Compute Centre: with a request to upload the same on Institute website
- Nodal Officer, ERP: for necessary action