

### Primary Affairs

1. Administration on general affairs of set-up and management of University Research Center.
2. Administration on general affairs for the Evaluations of University.
3. Propose the five-year development plan of the university.
4. Administration on revision of organization regulations and report to Ministry of Education.
5. Allocate the utility expenditure quota for all teaching units.
6. Allocate the personnel quota for all teaching units.
7. Assist on establish the regulation for the space configuration of all teaching units.
8. Regulatory guidelines for academic resources distribution in university departments and institutes.
9. Integrate the resources of the university and announce special-task projects.
10. Manage grant of the projects for Administrative Affairs Research and Development.(Download ODT 、DOC)
11. Organize the meeting for final report evaluation of projects sponsored by Council of Agriculture.(Download ODT 、DOC)
12. Other assigned tasks.