

Ordinance No. XIII

Ordinance relating to the appointment of Head of the Department (Approved by the 22nd meeting of the Executive Council held on 24/07/2015)

1. **(i)** Each Teaching Department shall have a Head of Department who shall be appointed by the Vice-Chancellor for a period of three years by rotation; provided that Headship of the Department shall rotate between Professors and Associate Professors on seniority basis. Provided further that if a Professor/Associate Professor, who has availed one full term of Headship, then he/she will be eligible for appointment of Head of Department on rotation only after completion of full chain of cycle in order of seniority.

(ii) In the case of a Department where no teacher is eligible for appointment as Head of Department, the Dean of the concerned School Board shall be the Head of Department.

(iii) In case a senior person is on long leave, the next eligible person will be appointed as Head of the Department and he will continue as such till the completion of his/her term, even if the senior person returns from leave during that period. However, the senior person will be eligible for appointment as Head of Department after the expiry of the term of the present incumbent.

(iv) In case the Head of Department, by reason of illness, absence or any other cause, is unable to perform the duties of his/her office, the duties of the office shall be performed by the next eligible person, unless, the Vice Chancellor orders otherwise.

(v) In case a person refuses to accept the offer of appointment as Head of Department or resigns on his/her own, he/she will not be eligible for appointment as Head of Department till his/her turn comes again after the completion of the rotation circle among the eligible teachers.

(vi) If the Vice-Chancellor deems it necessary, he/she may appoint next eligible person as Head of Department irrespective of the fact that the term of the present Head of Department has not yet expired.
2. The Head of the Department shall be the academic head of the Department and shall convene and preside over the meetings of the Department and the Board of Studies.
3. The Head of the Department shall under the general supervision of the Vice-Chancellor:
 - (i)** Organize the teaching and research work in the Department.
 - (ii)** Frame the time table in conformity with allocation of the teaching work made by the Department.
 - (iii)** Maintain discipline in the class rooms and laboratories through the teachers.

- (iv) Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department.
- (v) Assign work to and exercise control over the non-teaching staff in the Department. And
- (vi) Be responsible for the coordination and supervision of teaching and research in the Department.
- (vii) Be responsible for the records, equipment and furniture of the Department and the books of the Departmental Library.
- (viii) Operate the Budget of the Department.
- (ix) Perform such other functions as may be assigned by the Dean, the Board of the School concerned, the Academic Council and the Vice-Chancellor.