

**1. Title and commencement**

(i) These Regulations shall be called the 'Dibrugarh University Regulations on Duties and Functions of Heads of the Teaching Departments'.

(ii) These Regulations shall come into force with effect from the date of acceptance by the Executive Council, Dibrugarh University.

**2. 'Head of Department'** means Teacher-in-charge of a teaching department and designated as such by the University and includes any other person designated as such by the University.

**3. 'University'** means Dibrugarh University unless otherwise quoted.

**4. 'Departmental Management Committee'** means the Committee of all full time teachers of the Department as specified in the Regulations for Departmental Management Committee, 2008 as approved by the Executive Council, D.U., in its 288<sup>th</sup> Meeting, held on 25<sup>th</sup> February, 2008.

**5. Appointment:**

(i) In every teaching department of the University, there shall be a Head of the Department who shall be appointed by the Registrar with prior approval of the Vice-Chancellor, by rotation in order of seniority from amongst the whole time permanent University teachers not below the rank of Associate Professor.

Provided that an Associate Professor to be eligible for appointed as Head of any department he / she shall have to complete 01 (one) year as an Associate Professor.

Provided further that in a teaching department where there is no Professor or Associate Professor, the Head In-charge of Department shall be appointed by the Registrar from amongst the Assistant Professor by rotation according to seniority.

(ii) In a University teaching department where there are both Professor and Associate Professor, all Professors shall be deemed to be senior in rank to Associate Professor.

(iii) The appointment of Head of Department by the Registrar shall be reported to the Executive Council.

(iv) A Head of Department shall hold office for a term of 03 (three) years from the date of his/her appointment.

(v) A Head of Department may resign his / her office, for a valid cause, by writing under his/her hand to the Registrar.

Provided that the acceptance of the resignation and determining the valid cause of such resignation shall be the prerogative of the Vice-Chancellor.

(vi) The principle of rotation as embodied in Para (i) above, shall apply equally in the case of a vacancy in the office of the Head of Department caused by the resignation

or release of an incumbent from the service of the University or by grant of long term leave in his / her favour.

- (vii) If there is temporary vacancy on account of any kind of leave as envisaged in Dibrugarh University Leave Rules in the office of the Head of Department, the next senior most teachers in the department shall be appointed to act as the Head In-charge of Department for the period of such vacancy.

Provided that for temporary vacancy in an unusual circumstances of all the teachers on leave, the Dean of the concerned Department shall be in-charge.

#### 4. Duties and functions of the Head of Department:

- (i) The Head of every Department shall act under the general supervision and control of the Dean of Schools. The duties and functions of the Head of Department shall be to manage the academic and administrative affairs of the Department concerned in accordance with the provisions of the Act, Statutes, the Ordinance and Regulations of the University so that the decision which may be relevant to his / her Department are promptly complied with.
- (ii) The Head of Department shall also perform such other duties as may be assigned to him / her by the Vice-Chancellor or by any other competent authorities of the University.
- (iii) The Head of Department shall act as link between the University and the Department so far as management of academic and administrative affairs of the Department is concerned in consultation with the Departmental Management Committee (DMC).
- (iv) The Head of Department shall convene and preside over the meetings of the Departmental Choice Based Credit System (CBCS) Board, Departmental Research Committee (DRC), Board of Studies (BoS), Faculty & Staff Meeting, etc. ***However, for acting as the Chairperson of the BOS, the Head of Department shall have to be a recognised PhD supervisor of Dibrugarh University.***
- (v) The Head of Department shall implement the decision of the Departmental Choice Based Credit System (CBCS) Board, Departmental Research Committee (DRC), Board of Studies (BoS), Faculty & Staff Meeting, etc and shall also forward the decision to the concerned authority for its implementation.
- (vi) The Head of Department shall be the Departmental custodian of all the assets and properties of the Department.
- (vii) The Head of Department shall organize teaching and research works in the Department.
- (viii) The Head of Department shall supervise and conduct all examinations of the Department as officer in-charge.

- (ix) The Head of Department shall notify the time table in conformity with the allocation of the teaching work made by the Departmental Management Committee.
- (x) The Head of Department shall maintain discipline in the class rooms and laboratories through the teachers and non-teaching staff of the concerned Department.
- (xi) The Head of Department shall assign to the teachers in the Department such duties as may be necessary for proper functioning of the Department.
- (xii) The Head of Department shall exercise control over the non-teaching staffs in the Department.
- (xiii) The Head of Department shall keep records of continuous internal evaluation of class examinations, attendance etc. of the students as prescribed and forward the records of such evaluation on time to the Controller of Examinations for necessary action.
- (xiv) The Head of Department shall assume responsibility for the quality, effectiveness and progress of the Department.
- (xv) The Head of Department shall provide leadership and motivation and management towards the achievement of excellence in teaching, research, continuing education and general activities of the Department.
- (xvi) The Head of Department shall prepare and submit to the Dean, the information of the Department such as name of student, student enrolment details, placement records, public examination records, alumni records, Details of the teacher/faculty etc as and when necessary.
- (xvii) The Head of Department shall provide for the control, maintenance and general supervision of movable and fixed property (assets) and all official records assigned or delegated to the Department.
- (xviii) The Head of Department shall coordinate the requirement of new faculty members and shall recommend for advertisement of vacancies appropriately consistent with the policies of the University adhering to the notifications / orders of the Government.
- (xix) The Head of Department shall annually update and submit to the Dean, the Departmental plan for the department's missions of teaching, research, service and extension.
- (xx) The Head of Department shall implement policies for the safety and protection of employees, faculties and students in the Department.
- (xxi) The Head of Department shall serve as the corresponding authority on behalf of the Department with the Dean of School and the University authorities.
- (xxii) The Head of Department shall promote the public image of the Department and the University.

- (xxiii) The Head of Department shall promptly forward any leave application of teachers, non-teaching staffs and others submitted for any leave as listed in the Ordinance.

## **5. Termination of Head of Department:**

- (a) The appointment of Head of Department shall be terminated on the following grounds:
- (i) The term of office comes to an end.
  - (ii) The Head request to do so subject to Clause 3(v) of this Regulation.
  - (iii) Fails to perform to the satisfaction of the University authorities.
  - (iv) Committed an act which is unbecoming of the official position of Head of Department.
  - (v) The application of any other grounds provided for by the Statutes or Ordinance of the University.
- (b) Should any grounds for terminations apply, the Vice-Chancellor or any senior teacher as deputed by the Vice-Chancellor shall continue to perform their duties until regular Head of Department is formally appointed by the Registrar.
- (c) New appointment will be made by the Registrar as soon as the office of Head becomes vacant by reasons listed above.

## **6. Interpretation**

- (i) In matters relating to the interpretation of these Rules and in the process of its execution, the decision of the Executive Council shall be final unless otherwise, specifically included in these rules.
- (ii) Notwithstanding anything contained in these rules, the Executive Council shall have the power to alter or modify and interpret any of the provisions of these rules.

## **7. Removal of Difficulty**

If any difficulty arises in the implementation or operation of any of the provision of these Rules, the Vice Chancellor may, from time to time, issue with the approval of the Executive Council, such general or special directions but not inconsistent with the provisions of these Rules, which appeared to be necessary for the purpose of removing such difficulty for furtherance of the objectives of maintaining students' discipline in the University for to secure the advancement, diffusion and extension of knowledge in all spheres of learning.

## **8. Amendment**

The provisions of the Rules are amenable to any modifications on recommendation of the Vice-Chancellor and approval of the Executive Council, Dibrugarh University.

