**HEAD OF THE DEPARTMENT**

(a) The Vice-Chancellor shall appoint a teacher of the

department as its Head on the basis of seniority and rotation.

(b) In a Department, where there is more than one Professor, the Headship shall be rotated among them, each Professor serving as Head for a period of three years only. In a Department where there is only one Professor and one or more Associate Professors with five years experience as Associate Professor, the Headship shall be rotated among the Professors and Associate Professors, each one serving as Head for three years only. If there are only Associate Professors in the Department, the Headship shall be rotated among those having five years of experience in that post, each one serving as Head for three years only. If there is only one Professor in the department with no Associate Professor with five years experience, the Professor shall continue after completion of his term until such time another Professor is appointed or an Associate Professor becomes eligible as supra. If there is no Professor or an Associate Professor with five years experience , the Vice-Chancellor may make internal arrangements by appointing either senior professor of an allied department or the Dean of the Faculty/School as Head of the Department till a Professor is appointed or an Associate Professor acquires five years experience in that post in the Department.

(c) All other teachers in the Department shall work under the direction of the Head of the Department and shall assist him in the performance of his duties.

Functions, powers and duties

Subject to the overall supervision and control of the Principal of the College, the Head of the Department shall organize teaching and research in the department and strive for overall academic development of the Department;

He shall have the following powers and perform duties ,

(a) to allot classroom accommodation and other arrangements for proper functioning of the Department;

(b) to prepare in consultation with the Departmental Committee the time table and allot teaching work among teachers;

(c) (i) to assign to the teaching and non-teaching staff in the department such duties as may be necessary for proper functioning of the department; and

(ii) to control and supervise their work to ensure that all members discharge their duties properly and efficiently;

(d) to maintain records of attendance of the teaching and non-teaching staff in the department;

(e) to maintain records of attendance and progress of students in the department;

(f) to maintain discipline in the classes, seminars and laboratories in the department;

(g) on the recommendations of the Departmental Committee to order or submit proposals to the University for the purchase of Chemicals, Glassware, Equipment, Gas, Books and Journals, Stationery, etc., from out of the Recurring, Non-recurring, Plan or Self-generated funds in accordance with the guidelines laid down by the University in this behalf;

(h) to maintain accounts of income and expenditure relating to - (i) the recurring laboratory charges ;

(ii) the imprest and seminar grants;

(iii) the non-recurring grants for laboratories and books and

(iv) self-generated funds.

(i) to maintain stock registers of consumables and non-consumables and their annual verification;

(j) to convene and preside over the meetings of Departmental Committee ;

(k) to represent the department at the meetings of the Heads of the Departments and other Committees which the Dean or the Principal or the University may constitute;

(l) to forward representations of the teaching and non-teaching staff of the department to the University with his remarks and recommendations, wherever necessary;

(m) to forward the proposals of projects and schemes recommended by the Departmental Committee ;

(n) to report to the Dean/authorities concerned cases of ragging, misbehaviour or any act against disciplinary rules of the University brought to his notice by any student, teacher, or any other responsible person; and

(o) to perform such other functions assigned to him by the Dean/Principal/Vice-Chancellor and the Authorities of the University from time to time.

A Head of the Department may resign his Office at any time during the tenure of his Office. If satisfied with the reasons given by him, the Vice-Chancellor may accept his resignation and relieve him from the Office.

Resignation

The Vice-Chancellor may relieve any Head of the Department of his duties even before the expiry of his term of office after giving him an opportunity to explain the reasons or causes for the proposed action. The Head may prefer an appeal to the Executive Council against the decision of the Vice-Chancellor and the orders of the Executive Council thereon shall be final.

Relieve

Pending the appointment of a Head of the Department or when the Office of the Head of the Department is vacant, or when the Head of the Department is, by reason of illness or absence or any other cause, unable to perform the duties of his Office, the duties of the Office shall be performed by such person as the Vice-Chancellor may appoint.

Alternative arrangements

Departmental Committees

**35**.a)There shall be a Departmental Committee consisting of all the teachers of the department for advising and guiding the Head of the Department in discharging his duties and exercising his powers and for proper functioning of the Department;

b) The Departmental Committee shall meet at least four times in an academic year. It may also meet as often as required