Updated Vide E.C. Resolution No. 2008 (V):9, dated: 25.11.2008;
Notification No. JMI/R.O./L&Ord./09, dated : 8.4.2009

Ordinance 4 (IV)

HEADS OF DEPARTMENTS OF STUDIES -POWERS & FUNCTIONS

1. Appointment of the Head of the Department of Studies: (E.C. Res. No. 10, Dated 12.09.2006)

1. Each department of studies shall have a Head who shall be a Professor, provided that if there is more than one Professor, the Head of the Department shall be appointed by the Vice-Chancellor by observing the principle of rotation from amongst the Professors according to seniority for a period of three years.

2. Notwithstanding anything contained in Clause 1, if for any reason it has not been possible to appoint a person as Head of the Department who is senior to the person(s) who has already served or is serving as Head of the Department, it shall be open to the Vice-Chancellor to appoint that person as Head of the Department whenever a vacancy next occurs if he can otherwise be so appointed.

3. However, if there is no Professor in a 'Department', a Reader may be appointed as Head of the Department, and if there are more than one Reader, the Head of the Department will be appointed by rotation according to seniority from amongst the Readers for a period of three years.

   Provided that in the absence of Professor(s) or Reader(s) in a Department, the concerned Dean of the Faculty shall discharge the duties of the Head of the Department.

4. The Head of the Department shall hold the office for a period of three years or till attaining the age of 65 years, whichever is earlier.

5. Where the Head of the Department is unable to perform his/her duties owing to illness, absence or any other reason/cause, the next Professor/Reader (as the case may be) in the rotational cycle shall officiate as Head of the Department.

   Provided that officiating discharge of duties as Head of the Department shall not prejudice his/her tenure of Headship in a rotational cycle in any manner whatsoever.

2. Powers and Functions of the Head of the Department :

The Head of the Department shall:

(1) be the academic head of the Department and shall convene and preside over the meetings of the Department and the Board of Studies;

(2) maintain discipline in the Classroom and Laboratories through teachers of the Department;

(3) assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;

(4) be responsible for the coordination and supervision of teaching and research *in the Department;*

(5) recommend leave application of the members and other staff of the Department to the Dean of the Faculty according to the rules framed for the purpose;

(6) be responsible for the records, equipment and furniture of the Department and the books of the Departmental Library;

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(7) operate the Budget of the Department; and

(8) have such other powers and perform such other functions, as may be assigned to him by the Majlis-i-Ta1imi (Academic Council) the Faculty Committee or the Dean of the Faculty concerned.

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