

Appointment, Terms & Conditions of Service and Powers and Functions of the Head of the Department

1. Each department of the University 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 preferably according to seniority for a period of two years.
2. However, if there is no Professor in a 'Department', an Associate Professor may be appointed as Head of the Department, and if there are more than one Associate Professors, the Head of the Department will be appointed by rotation preferably according to seniority for a period of two years.
3. Provided that in the absence of Professor(s) or Associate Professor (s) in a Department, an Assistant Professor shall be appointed as Coordinator of the department and shall discharge the duties of the Head of the Department.
4. Whenever the Head of the Department/Coordinator is unable to perform his/her duties due to leave, absence or any other reason/cause, he/she must give his charge to the next Professor/Associate Professor (as the case may be), designated as Co-Coordinator to officiate in his place and look after the routine work of the department..

Powers and Functions of the Head of the Department

- a) The Head of the Department shall be answerable to the Vice-Chancellor through Dean Academics and Dean Faculty for the administration of the Resident Teaching Programmes and for implementation of all the decisions, administrative and academic, of the authorities of the University pertaining to his/her department.
- b) The Head of the Department shall be the academic head of the Department and shall convene and **Chair** the meetings of the Department and the Board of Studies;
- c) Supervise and delegate the work of all faculty and staff within the department. Provide mentoring to faculty to offer support and guidance towards excellence in **teaching**, service and scholarly activities and arrange to make teaching-learning outcome based and student-centric
- d) Provide leadership for the faculty in ensuring the development of strong, attractive and pedagogically sound **Curriculum** to keep up to date with relevant changes in technology and scientific world.

- e) Continuously collect, monitor and track program performance data, ensure **assessment** of programs and student learning outcomes. Maintain an efficient system of records and reporting for the department and its programs.
- f) Ensure programs meet all professional accreditation standards or otherwise strive to follow **best practices** for the academic discipline.
- g) Facilitate pursuit of professional development and **research** activities for faculty. Organize Seminars / Conferences /Workshop/training programmes in topics of relevance and importance to the department.
- h) Ensure proper **discipline** and congenial atmosphere in the department for all matters related to various activities of the students and the faculty.
- i) Organize variety of extra-and co-curricular **activities** to augment the personality, team work, organizing ability and practical skills of the students of the department.
- j) Shall encourage **industry-academia interaction** to augment the practical skills and knowledge of rapidly developing technological advancements in industry.
- k) To encourage faculty to adopt joint projects / research proposals and assignments with other reputed academic universities and colleges.
- l) To ensure efficient **purchase, maintenance** and utilization of all laboratory equipment and other resources available in the department.
- m) Arrange training programmes for soft skills and interview facing skills for effective **placement** of the students of the department using institutional and external expertise in close liaison with industry and placement section of the University
- n) To plan, implement, manage, monitor, and upgrade the content and information pertaining to the department and its activities on the university **website**.
- o) To promote **community linkage** activates to ensure that education is reformed or transformed in order to meet emerging changes in the neighborhood and the society in general.
- p) The Head of the Department shall exercise such other powers and perform such other duties, as may be prescribed/ assigned to him/her by the authorities of the university.