

Hemwati Nandan Bahuguna Garhwal University, Srinagar Garhwal Uttarakhand

ORDINANCES

For terms, conditions and appointment of

HEAD OF THE DEPARTMENT (Under clause (2) of Statute 18)

In exercise of the powers vested in Section 28(2) of the Central Universities Act 2009 and for the purpose of implementing Section 18(2) of the Statutes the Executive Council on the proposal made by the Academic Council hereby makes the following Ordinance for appointment and other terms and conditions of Head of the Department in Hemwati Nandan Bahuguna Garhwal University (A Central University)

S. No.	Existing	NEW	Remarks for modification(s)
	The Head of the Department is appointed as per the State University Act and Statutes which are no more applicable after upgradation of the university as Central University and promulgation of the Central Universities Act 2009.	<p>1. For the purpose of this Ordinance, except where the context otherwise requires the department shall consist of the following members namely;</p> <ul style="list-style-type: none">i) teachers of the Department;ii) persons conducting research in the Department;iii) Dean of the School;iv) Honorary Professors, if any, attached to the Department; and <p>2. (a) The senior most teacher of the Department shall be the Head of the Department who shall be appointed by the Vice-Chancellor from amongst the Professors by rotation in the order of seniority, for a term of three years:</p> <p>Provided that in case –</p> <ul style="list-style-type: none">i) there is no Professor in the Department, the Head of the Department shall be appointed from amongst the Associate Professors of the Department, by rotation in the order of seniority, for a term of three years or till a Professor joins the Department, whichever is earlier; orii) there is no Professor or Associate Professor in the Department, the Head of the Department shall be appointed from amongst the Assistant Professors, having at least five years teaching experience of Post Graduate classes.	The ordinances are being made for the first time for the Central University

		<p>(b) In Case the Head of a department is absent on leave or duty, or is unable to perform his/her duties for any other cause, the senior-most teacher of the Department shall officiate as Head of the Department, or in case there is no Professor and no Associate Professor in the Department, or the post of the Head cannot be filled under the provisions of sub-clause (a) a(i) and a(ii) or of this sub-clause, the Dean of the School shall perform the duty of the Head of the department.</p> <p>(c) A teacher officiating as the Head under this clause shall not be entitled to represent the Head in any meeting of the Selection committee for the appointment as Head of the Department but may participate in such meeting as member under any other provision of the Statutes or the Ordinances.</p> <p>(d) Notwithstanding anything contained in clause (a), every teacher serving as Head of a Department, immediately before the commencement of this Ordinance, shall be deemed to have been appointed under this Ordinance from January 15, 2009, and shall continue as such in case he/she has not already completed a term of three years.</p> <p>2. The Head of the Department shall convene and preside over all meeting of the department, other than meetings of any Committee constituted by the Departmental committee of which he/she is not the Chairperson:</p> <p>Provided that the Head of the department shall have the right to be present and to speak at any meeting of any Committee appointed by the Departmental Committee, or by himself/herself, of which he/she is not a member.</p> <p>3. The Head of the Department shall:</p> <p>(a) be responsible to the Dean of the School for the organization and conduct of the teaching and research work in the Department;</p> <p>(b) shall manage the academic, administrative and financial affairs of the Department and, subject to the provisions of the Ordinances, have the power to delegate or assign teaching duties and academic and administrative functions to the teachers of the department;</p> <p>(c) shall have due regard to the recommendations of the Departmental Committee constituted under the provisions of sub clause (1) of Section 28 and</p>	
--	--	---	--

		<p>Statute 15 (5-b) on matters under its jurisdiction;</p> <ul style="list-style-type: none"> (d) be responsible for the due observance of the Statutes, Ordinances and Regulations relating to the department; (e) be responsible for the faithful observance of the decisions, taken by the higher bodies like School Board, Academic Council, Executive Council, Finance Committee relating to the Department and all courses of study offered by the department. (f) be responsible for bringing the financial and other needs of the Department to the notice of the Vice-Chancellor and other decision making bodies of the University: <p>Provided that, in all matters concerning the Department as a whole, the Head alone shall represent the Department in communications to the Dean of the School, the Vice-Chancellor and other officers or authorities of the University;</p> <ul style="list-style-type: none"> (g) be responsible for the proper custody, maintenance and utilization of the Libraries, Laboratories and other assets of the Department, subject to such provisions as may be laid down by the Dean of the school in this regard; (h) co-ordinate the work of the committees, appointed on standing basis or for special purposes, by the Departmental Committees; (i) exercise administrative supervision over the academic staff (other than teachers) and the non-teaching staff posted in the Department, without prejudice to the disciplinary control over them assigned to the Registrar or any other officer or authority under the provisions of the Statutes and the Ordinances; (j) perform such other duties as may be assigned to him/her by the Ordinance or by the School Board, the Academic Council, the Executive Council or the Vice-Chancellor. 	
--	--	---	--