

SWAMI VIVEKANAND SUBHARTI UNIVERSITY

Subharti Puram, Delhi-Haridwar by Pass Road Meerut

Ph. 0121-2439089, 2439578 Fax: 0121-2439067

No. SVSU/2008/802

Date: 08-12-2008

Ratified by Executive Council
(30.03.2009)

Notification

The following ordinance, as approved by the Hon'ble Chancellor on 05-12-2008, is published herewith for information:

ORDINANCE No. III (3)

Selection of Heads of Departments

1. This Ordinance shall be called the Ordinance for selection of Heads of Departments.
2. The Ordinance shall come into force with immediate effect.
3. There shall be as many departments of study in a faculty as may be decided by the Vice-Chancellor in consultation with the Principal of the College and Dean of the Faculty.
4. The senior-most teacher of the department shall normally be designated as the Head of the Department by the Vice-Chancellor on the recommendation of the Principal of the College.

Provided that the Vice-Chancellor may in his discretion decide to designate a head of the Department by rotation for a specified term.

5. The following shall be the functions of the Head of the Department:
 - a) To be wholly and personally responsible for quality teaching, timely engagement, of classes as per time table, timely completion of syllabus, and quality research in the Department.
 - b) Distribution of teaching work among the teachers of the Department.
 - c) Co-ordination of research and other activities in the Department.

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contd.

- d) To make suitable recommendation for timely procurement of equipments for the development of laboratories.
- e) To be responsible for security, maintenance and storage of equipments, furniture and other assets of the Department.
- f) To ensure economy in use of electricity, water and other resources provided to the Department.
- g) To monitor and take appropriate action related with general activities and academics of the department.

By Order etc.

Garg
08.12.08

P.K. Garg
Registrar

Copy to:

1. P.S. to President S.K.K.B. Charitable Trust
2. P.S. to Vice-President S.K.K.B. Charitable Trust
3. P.S. to Chancellor
4. P.S. to Vice-Chancellor
5. P.S. to Pro Vice-Chancellor
6. Dean & Principal Dental College.
7. Dean & Principal Medical College.
8. Dean & Principal Law College
9. Dean & Principal Engg.College
10. Principal Arts, Science & Management
11. Principal Nursing College
12. Principal Physiotherapy College
13. Principal Journalism & Mass Communication.
14. Finance Officer
15. Personnel Officer
16. Guard File

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P.K. Garg
Registrar