



Ref. No. U-505/SVSU/2024/ 1188

Date: 03 .04.2024

NOTIFICATION

Sub: Amendments to Ordinances

The following Amendment to Ordinances and Appendices to the Ordinances of the University is approved by Hon'ble Vice Chancellor in anticipation of approval by Executive Council under the provisions given in Section 29 of Modified First Statutes 2020 of the Swami Vivekanand Subharti University,

1. Amendment to Ordinance No. III (3) of the Ordinances of the University regarding "Selection / Appointment of Head of the Department" notified vide SVSU/2008/802 dated 08.12.2008
2. Replace the existing Ordinance III (3) with enclosed Amended Ordinance.

The amended Ordinance No. III (3) is hereby notified for information of all concerned.

This issues with approval of Hon'ble Vice-Chancellor

Yakoob
03.04
2024
Gp Capt M Yakoob
Registrar

To;
All Deans/HOIs/Principal/Directors/HODs

Ref. No. U-505/SVSU/2024/ 1188
Copy forwarded to information of:-

1. Hon'ble Vice-Chancellor
2. CEO
3. Registrar (o/o)
4. Additional Registrar-Academics
5. Guard File

Date: 03 .04.2024

Yakoob
03.04
2024
Registrar

Approved in EC in the Meeting held on 22.07.2024!

Manish

ORDINANCE NO. III (3)

SELECTION / APPOINTMENT OF HEAD OF THE DEPARTMENT

1. **This Ordinance may be called the "Ordinance relating to the Selection / Appointment of Head of the Department"**
2. **This will supersede the existing ordinance notified vide SVSU/2008/802 dated 08.12.2008.**
 1. **This ordinance shall be applicable from immediate effect.**
3. Each Teaching Department shall have a Head of Department who shall be appointed by the Dean, of Concerned Faculty for a period of three years by rotation; provided that Headship of the Department shall rotate between Professors and Associate Professors on seniority basis. Provided further that if a Professor/Associate Professor, who has availed one full term of Headship, then he/she will be eligible for appointment of Head of Department on rotation only after completion of full chain of cycle in order of seniority.
4. In the case of a Department where no teacher is eligible for appointment as Head of Department, the Dean of the concerned faculty shall be the Head of Department.
5. In case a senior person is on long leave, the next eligible person will be appointed as Head of the Department and he will continue as such till the completion of his/her term, even if the senior person returns from leave during that period. However, the senior person will be eligible for appointment as Head of Department after the expiry of the term of the present incumbent.
6. In case the Head of Department, by reason of illness, absence or any other cause, is unable to perform the duties of his/her office, the duties of the office shall be performed by the next eligible person, unless, the Dean of Faculty orders otherwise.
7. In case a person refuses to accept the offer of appointment as Head of Department or resigns on his/her own, he/she will not be eligible for appointment as Head of Department till his/her turn comes again after the completion of the rotation circle among the eligible teachers.
8. If the Vice-Chancellor deems it necessary, he/she may appoint next eligible person as Head of Department irrespective of the fact that the term of the present Head of Department has not yet expired.
9. The Head of the Department shall be the academic head of the Department and shall convene and preside over the meetings of the Department and the Board of Studies.

03.04
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10. The Head of the Department shall under the general supervision of the Dean, of Concerned Faculty perform following functions:

- i. Organize the teaching and research work in the Department through Board of Studies /DRC
- ii. Frame the time table in conformity with allocation of the teaching work made by the Department.
- iii. Maintain discipline in the class rooms and laboratories through the teachers.
- iv. Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department.
- v. Assign work to and exercise control over the non-teaching staff in the Department. And
- vi. Be responsible for the coordination and supervision of teaching and research in the Department and promote Interdisciplinary Courses in the Department.
- vii. Be responsible for the records, equipment and furniture of the Department and the books of the Departmental Library.
- viii. Operate the Budget of the Department.
- ix. Perform such other functions as may be assigned by the Dean, the Board of the Studies concerned, the Academic Council and the Vice-Chancellor

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03.04
2024
Registrar
