

Maharshi Panini Sanskrit Evam Vedic Vishwavidyalaya, Ujjain

STATUTE NO. 16

POWERS, FUNCTIONS, APPOINTMENTS AND CONDITIONS OF SERVICE OF HEADS OF THE UNIVERSITY TEACHING DEPARTMENTS/INSTITUTES/ACADEMIC UNITS.

(Refer Section 30 (2) of the Act.)

(For the purpose of this Statute, the Act means Maharshi Panini Sanskrit Evam Vedic Vishwavidyalaya Adhiniyam 2006 (15 of 2008))

1. (a) In the University Teaching Departments, the Head of the department shall be appointed by the Kulpati from amongst the Professors of the department for a period not exceeding three years. The appointment shall be made by rotation according to the date of joining as Professor in the department. If the date of joining of two or more Professors is same, then the Kulpati shall appoint any one of them in the first instant.
 - (b) If there is no Professor in the department, then the appointment of Head shall be made from amongst the Readers by rotation according to the date of joining. If the date of joining of two or more Readers is same, then the Kulpati shall appoint any one of them in the first instant.
 - (c) After the expiry of the period for which appointment was made or a period of three years, whichever is earlier, new appointment of the Head shall be made following the procedure mentioned in para (a) and (b).
 - (d) A person shall not be Head of the department for more than three years at a time if other Professors/Readers are available in the department. If other Professors/Readers are not available in the department, then the present Head shall be again appointed as per para 1 (a) above.
 - (e) A lecturer shall not be appointed as Head even if Professor/Reader are not available in the department. In such a case, the Kulpati may appoint Professor/Reader of other department as Head of the department.
 - (f) In Institutes/Academic Units of the University, other than University Teaching Department, the Head/Director/Centre Director shall be appointed in the same manner as outlined for the appointment of Head of the University Teaching Department in the para (a) to (e) above.
2. (a) If at any time, the Kulpati is of the opinion that the performance of the Head is not satisfactory and he should not continue to hold the office in the interest of the department and the University, he may pass an order for discontinuing the present incumbent after giving him sufficient opportunity for being heard and simultaneously he shall appoint a new Head according to the provisions of para 1 above.
 - (b) If there is a single Professor/Reader in the department and in the opinion of the Kulpati his work as Head of the department has not been satisfactory and he should not be appointed again as Head, then in such a case, the Kulpati may appoint Professor/Reader of other department as Head of the department.

3. The Head shall be a non-vacation officer and shall be entitled to leave and leave salary as per rules of the state government which are admissible to other non-vacation officers of corresponding category. He shall attend the department office regularly during vacations.
4. The powers, functions and duties of the Head of the department will be as follows:-
 - (i) To be the custodian of the records, equipments and such other properties of the University as the Executive Council/Kulpati shall commit to his charge.
 - (ii) To organize the teaching, research and other academic activities of the department in accordance with the approved programme and guidelines, including the following :-
 - (a) To arrange for admission of students according the rules of the University.
 - (b) To prepare the time-table of the department.
 - (c) To arrange for internal assessment, practical examination viva-voce examination, University examination etc.
 - (iii) To promote and to undertake interdisciplinary academic activities and research programmes in collaboration with other departments and agencies;
 - (iv) To arrange for periodic assessment of the department.
 - (v) To ensure the compliance of the guidelines issued by the University Grants Commission, state government and the University from time to time regarding work-load of teachers and code of conduct for teachers etc., including writing of confidential reports of teachers, other than Professors. The confidential reports of Professors shall be written by the Kulpati.
 - (vi) To collect the income, disburse the payments and maintain the accounts of the department, if any.
 - (vii) To exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Kulpati. or various authorities of the University.
 - (viii) To discharge such other functions as may be assigned to him from time to time by the Kulpati, to whom he shall be responsible for the same.
 - (ix) To perform such other duties as may, from time to time, be assigned to him through the Statutes/Ordinances of the University.
 - (x) To render such assistance as may be desired by the Kulpati in the performance of his official duties.
 - (xi) The Head of department will be supported by a departmental committee consisting of all Professors, seniormost Reader and seniormost Lecturer, which will help in taking decisions on all important matters.

(xii) The Head would ensure the participation of his colleagues in remunerative and non-remunerative work of the University, including that related to the examination work.

5. In case of any dispute regarding the interpretation of the Statute and any matter or situation not covered by the provisions of this Statute, the decision of the Kulpati shall be final.

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