

## **Regulation – 4**

### **Duties of Heads of Department Regulations**

(Section 26 of the Statutes)

The Head/Coordinator of a Department shall convene and preside over meetings of the Department which shall be held at least twice in a semester.

He/she shall, under the general supervision of the Dean, be responsible for the following:-

1. To organize and supervise the teaching and research activities in the Department;
2. To frame the time table in conformity with the allocation of the teaching work made by the Department;
3. To maintain discipline in the class room and laboratories through teachers;
4. To assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
5. To assign work and exercise control over the non-teaching staff in the Department; and
6. To perform such other functions as may be assigned to him/her from time to time by the Dean, the Academic Council, the Board of Management and the Vice-Chancellor.

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**Note: Approved by AC vide Resolution No. 1.9 dated 07-09-2015 & BOM vide Resolution No.1.7 dated 14-09-2015.**