

ORDINANCE NO - 25

(UNDER SUB-SECTION (5) OF SECTION 29 OF VISHWAVIDYALAYA ACT TERMS, DUTIES AND FUNCTIONS OF THE HEADS OF DEPARTMENTS)

1. Unless decided otherwise by the Vice-Chancellor in any case, the term of appointment of the Head of the Department of Studies shall be 3 years.
2. The following shall be the functions of the Head of the Department of Studies:-
 - a. to preside at meetings of the Department of Studies;
 - b. to advise the Vishwavidyalaya in formulating schemes of teaching and research and to assist in executing such schemes as may be adopted by the Vishwavidyalaya;
 - c. to advise research students in the preparation of their programmes of research in the Vishwavidyalaya;
 - d. to submit to the Faculty and the Shiksha Samiti an annual report on the progress of teaching and research in his Department.
 - e. to arrange extension lectures in the subjects comprised in his Department.
 - f. to give the Kulapati such help and advise as may be required by him for work relating to the subject in his Department.