

## STATUTE – 39

### Departmental Council, Composition, Functions and Actions

Each Department shall have a Departmental Council. The Departmental Council shall be a statutory authority.

(a) Composition

The Departmental Council shall comprise of all Professors, Associate Professors and Assistant Professors of the Department.

(b) Meetings

The Head of the Department shall preside over the meetings of the Departmental Council and in his absence the senior most member of the Department shall preside over the meetings.

The Departmental Council shall meet at least twice in a year and one-third of the total members of the council shall constitute the quorum.

(c) Duties and Functions

The Departmental Council without prejudice to the powers conferred on other authorities shall consider the matters concerning to teaching and research work in the Department. The function and duties of the council shall be as follows:

- (i) Shall constitute an equivalence committee in the beginning of the academic year, to consider the admission of the students of other Institutions / Universities, who wish to take the admission in the second or higher years of the study of courses offered by the Departments. The members of the committee shall be as follows:
  - i. The Head of the Department – Chairperson;
  - ii. Two senior most teachers of the Department;
  - iii. One nominee of the Dean of the Faculty.
- (ii) The recommendations of the equivalence committee shall be placed for the approval of the Dean and the Vice - Chancellor before such admissions.
- (iii) Shall recommend to the Board of Studies the courses and curriculum for its consideration.
- (iv) Shall prepare and submit the recommendations to the Examination Committee, a panel of examiners for appointment as examiners by the University.

- (v) Shall recommend the purchase of books and journals for the Central and Departmental Library.
- (vi) Shall submit a list of names of experts for consideration of the Academic Council to prepare a panel of experts as provided in the Statutes.
- (vii) Shall submit such proposal as it may deem fit for the development of teaching, opening of special papers, starting / strengthening the Research Laboratories and for creation of new teaching positions in the Department to the Academic Council.
- (viii) The Departmental Council shall assign and arrange the resources and Faculty to execute as per UGC / NBA / NAAC following guidelines:
  - i. Defining the Departmental Program Educational Objectives (PEOs), their monitoring and redefining after every 4 years.
  - ii. Defining the Departmental Program Outcomes (POs) and their monitoring and redefining at regular intervals.
  - iii. Defining the Course Objectives at the beginning of a course, and their monitoring and redefining after every 4 years Monitoring Committees.
  - iv. Arranging Students Counselling regularly and allotment of Faculty counselors.
  - v. Arranging departmental level Invocation and Induction Courses for Students.
  - vi. Arranging departmental level Induction Programs for New Faculty and Employees.
  - vii. Arranging yearly academic and administrative reports.
- (ix) Undertake necessary steps on recommendations of Departmental Research Committee set up as per UGC regulations related to Ph.D; other PG courses after B.Tech. / B.E. / and after M.Sc. / M.A.,
- (x) Prepare syllabi for Ph.D. course work as per the guidelines provided by the regulations
- (xi) Shall consider and recommend the posting of teachers in other Departments for teaching, to the Head of the Department.
- (xii) Shall give its opinion / frame guidelines on ensuring quality education and all other academic and administrative matters not already covered above and other matters referred to it by the Vice-Chancellor / the Dean of the Faculty concerned.
- (xiii) Shall appoint Departmental Internal Quality Audit Committee, and other Committees, and also the in-charges / coordinators to help the

Head of the Department in implementing the decisions on all policy matters as provided above.

The decision of the Council will be by majority. In case of tie, the presiding officer shall have the casting vote.

Where the Head of the Department finds difficulty in implementing the decisions of the Departmental Council, he shall refer the matter to the Vice - Chancellor with reasons, and the decision of the Vice - Chancellor shall be final.