



# DELHI TECHNOLOGICAL UNIVERSITY

Established under Govt. of Delhi Act 6 of 2009

(Formerly Delhi College of Engineering)

BAWANA ROAD, SHAHBAD DAULATPUR, DELHI-42

F.DTU/Council/BOM-AC/Notification/31/2018

29/3

Dated : 11/3/21

## NOTIFICATION

In exercise of the powers conferred under section 23 sub-section (1) of the Delhi Technological University Act, 2009 (Delhi Act 6 of 2009), the Board of Management of the Delhi Technological University in its 41<sup>st</sup> meeting held on 1<sup>st</sup> March, 2021 vide agenda number 41.8 has approved the guidelines for Appointment of Head of Department in the University with certain modifications as below:

### **Guidelines for Appointment of Head of Department in Delhi Technological University**

The university appoints Heads in various academic departments. The Head of Department is a significant and essential member of the university leadership who serves as an academic leader and administrative head of a department. The prime responsibility of a Head of Department is to provide strong academic leadership to the teachers and students of the department. The Head of Department is required to have a vision and strategic plan for the growth and development of the department in the pursuit of academic excellence. He/she should be a role model for the students, faculty and staff.

#### **1. Definitions:**

- i. "Department" means a department of studies of the university including training and placement.
- ii. "Head" means Head of Department.
- iii. "University Teacher" means Professor, Associate Professor, and Assistant Professor working in the university.
- iv. "Student" means an individual who is registered for any degree in the university.
- v. "Regular Teacher" shall mean the teacher recruited on regular basis through prescribed procedure of the University against sanctioned post.

#### **2. Roles and Responsibilities of a Head of Department**

The Head of Department shall be responsible for the management, growth and quality of the department's teaching, research and student support services.



#### **a) Vision and Leadership**

- i. To develop and implement a strategic plan in line with the strategic plan of the university.
- ii. To take responsibility and accountability for setting and advancing the strategic plan of the department.
- iii. To be actively involved and contribute as a member of the academic council.
- iv. To develop an appropriate structure for management, decision-making, and communication with students, faculty and staff.
- v. To support and develop interdisciplinary activities and research.
- vi. To support and assist the Vice Chancellor in various activities for the growth and development of the university.
- vii. To administer day-to-day activities of the department, organize and conduct department meetings, and constitute committees for smooth functioning of the department.
- viii. To organize and conduct meetings of Board of Studies of the department.
- ix. To carry out his/her responsibility in a timely manner.
- x. To promote and represent the university internally and globally.

#### **b) Program and Students**

- i. To provide students with the best possible learning experience in the department.
- ii. To develop new programs and courses in emerging and important areas.
- iii. To ensure the students' participation at various levels of decision making in the department.
- iv. To revise the curriculum from time-to-time.
- v. To address student concerns by appointing mentors, providing guidance and resolving problems.

#### **c) Research and Innovation**

- i. To promote research and create a research environment in the department for both teachers & students and to ensure the highest levels of quality and ethics in research.
- ii. To collaborate with industries and explore opportunities for getting projects in the new areas of teaching and research.
- iii. To provide opportunity and engage students in innovative projects.



#### **d) Human Resource Management**

- i. To ensure the performance of the teachers and staff in the department and fair distribution of workload.
- ii. To create a culture of cooperation, respect, and excellence in academics within and outside the department.

#### **e) Finance and Infrastructure Management**

- i. To take responsibility for departmental budget including infrastructure and equipment purchase plans and manage them effectively, complying with the university finance rules.
- ii. To develop facilities such as classrooms, laboratories, equipment in the department.
- iii. To facilitate knowledge and information network for the advantage of teachers, staff and students of the department.
- iv. To monitor the condition of the infrastructure of the department and informing the administration whenever necessary.

#### **f) Quality Assurance**

- i. To ensure that all activities are carried out in the highest possible standards and ensure that there is an improvement in the teaching and learning processes.
- ii. To comply with quality audits and standard operating procedures of the university.
- iii. To ensure the health and safety of students, teachers, and staff.
- iv. To adhere to the rules and regulations of the university.

In addition to the above roles and responsibilities, the Head of Department shall perform such functions or activities as assigned by the Vice Chancellor from time-to-time.

### **3. Appointment of Head of Department**

- 1) Every academic department of the university will have one Head.
- 2) Every Head shall be appointed by the Vice Chancellor from the Professors/Associate Professors for a period of three years and shall be eligible for reappointment.
- 3) The Head shall be the academic leader of the department and shall be responsible for administrating and managing the department.



- 4) The Head of Department may be identified by criteria of a proven track record of leadership, high integrity and not necessarily only by seniority.
- 5) Terms and Conditions for Appointment of Head

*A. Eligibility*

The administrative appointment shall be made from the regular university teachers currently working within academic department as Professor/Associate Professor (applicable only when the number of professors is less than or equal to three in such a department).

*B. Procedure of Appointment*

a. Call for Nominations

- i. Applications/nominations will be invited by the university administration.
- ii. Interested Professors/Associate Professors (applicable only when the number of professors is less than or equal to three in such a department) working within the department will apply with the justification of his/her candidature on the below points along with his/her vision for the department.

a. Institutional commitment

b. Seniority in the department

c. Mentoring of student activities

d. Assessment of capabilities for doing the administrative work.

e. Demonstrated evidence on innovations in teaching, pedagogy, and research.

f. Active involvement in the activities of the department

g. Capacity and capability to lead the department with trust, respect, and cooperation.

- iii. ***Vice Chancellor, if feel necessary, may decide to interact with the shortlisted eligible candidates. He may decide shortlisting criteria depending on number of applications/nominations.***

The Vice Chancellor will constitute a committee for interaction, if necessary, of the following members.

1. Vice Chancellor, Chairperson
2. Two Board of Management members who are not the employees of the University.



- b. If deemed necessary, the Vice Chancellor may appoint any eligible university teacher as per clause 3 sub-clause 5(A) as the Head of the Department, without following the procedure specified in clause 3 sub-clause 5 B(a).

*C. Term of Appointment*

The Head of Department shall hold the office for three years. The term can be extended for another three years, based on the exemplary performance during his/her tenure, as decided by the Vice Chancellor.

**4. Head of Department on Leave**


When the Head of Department is on leave by reason of illness or any other cause, unable to perform the duties of the office, the duties of the office shall be performed by the Senior Professor/Associate Head (if Professor) as decided by the Head of Department. However, the charge may be given to Associate Professor provided there is no Professor in the department. If the Head of Department is on leave for more than 7 days, then Vice Chancellor shall appoint an officiating Head of the Department.

**5. Expiry of Term of Head of Department**

The term is of three years. However, the term may be shortened by the Vice Chancellor.

**6. Power to Remove Difficulties**

If any difficulty arises in giving effect to the provisions of these guidelines, the Vice Chancellor may make such provisions, not inconsistent with the provisions in these guidelines, as appear to be necessary or expedient for removing the difficulty.


  
(Prof. Samsher)  
Registrar

F.DTU/Council/BOM-AC/Notification/31/2018 | 2990

Dated : 11/31/21

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2. Registrar
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4. Controller of Examinations
5. All DRs & ARs
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7. Guard file

  
(Prof. Samsher)  
Registrar

