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**MANIPUR UNIVERSITY OF CULTURE  
PALACE COMPOUND, IMPHAL EAST**

**NOTIFICATION**

Imphal, the 17<sup>th</sup> March, 2023

No. 23/1/22 – MUC (Regulations): The following Regulation of the Manipur University of Culture which received the approval of the Academic Council of Manipur University of Culture in its 9<sup>th</sup> Meeting held on 28<sup>th</sup> February, 2023 as per the decisions taken on agenda no. 3 under Statute No. 13 of the Statutes of the university appended to The Manipur University of Culture Act, 2015 is hereby published in the official Gazette as required under Section 42(1) of the Act.

L. RADHAKANTA,  
Registrar, Manipur University of Culture.

**REGULATION FOR APPOINTMENT OF HEAD OF DEPARTMENT  
(Approved by the 9<sup>th</sup> Academic Council held on 28<sup>th</sup> February, 2023)**

1. (i) Each Teaching Department shall have a Head of Department who shall be appointed by the Vice-Chancellor for a period of three years by rotation; provided that Headship of the Department shall rotate between Professors and Associate Professors on seniority basis. Provided further that if a Professor/Associate Professor, who has availed one full term of Headship, then he/she will be eligible for appointment of Head of Department on rotation only after completion of full chain of cycle in order of seniority.
- (ii) In the case of a Department where no teacher is eligible for appointment as Head of Department, the Dean of the concerned School Board shall be the Head of Department and in his absence or non-availability, Vice-Chancellor shall appoint any teaching faculty as Headship of the Department for a period of three years.
- (iii) In case of non-availability of Professor(s) and Associate Professor(s) in a Department for Headship, the Assistant Professors appointed before the implementation of this regulation shall hold the Headship for a period of three years by rotation on the basis of academic age where senior in academic age will be given priority. However, those Assistant Professors who have already been appointed as Head of Department before the implementation of this regulation will be considered for headship only after the completion of the rotation of the eligible Assistant Professors.

- (iv) In case a senior person is on long leave, the next eligible person will be appointed as Head of the Department and he will continue as such till the completion of his/her term, even if the senior person returns from leave during that period. However, the senior person will be eligible for appointment as Head of Department after the expiry of the term of the present incumbent.
  - (v) In case the Head of Department, by reason of illness, absence or any other cause, is unable to perform the duties of his/her office, the duties of the office shall be performed by the next eligible person, unless, the Vice Chancellor orders otherwise.
  - (vi) In case a person refuses to accept the offer of appointment as Head of Department or resigns on his/her own, he/she will not be eligible for appointment as Head of Department till his/her turn comes again after the completion of the rotation circle among the eligible teachers.
  - (vii) If the Vice-Chancellor deems it necessary for reasons to be given in writing, he/she may appoint next eligible person as Head of Department irrespective of the fact that the term of the present Head of Department has not yet expired.
2. The Head of the Department shall be the academic head of the Department and shall convene and preside over the meetings of the Department and the Board of Studies.
3. The Head of the Department shall under the general supervision of the Vice- Chancellor:
- (i) Organize the teaching and research work in the Department.
  - (ii) Frame the time table in conformity with allocation of the teaching work made by the Department.
  - (iii) Maintain discipline in the class rooms and laboratories through the teachers.
  - (iv) Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department.
  - (v) Assign work to and exercise control over the non-teaching staff in the Department,
  - (vi) Be responsible for the coordination and supervision of teaching and research in the Department.
  - (vii) Be responsible for the records, equipments and furniture of the Department and the books of the Departmental Library.
  - (viii) Operate the Budget of the Department.
  - (ix) Perform such other functions as may be assigned by the Dean, the Board of the School concerned, the Academic Council and the Vice-Chancellor.
  - (x) Recommend leave application of the members and other staff of the Department to the Dean of the Faculty according to the rules and framed for the purpose.

L. RADHAKANTA,  
Registrar, Manipur University of Culture.