



**GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR**  
**(Established by State Legislature Act 17 of 1995)**  
**'A' Grade, NAAC Accredited State Govt. University**

**NOTIFICATION**

The Executive Council vide resolution no. 48 in its 90<sup>th</sup> meeting held on 16.01.2021, on the recommendations of the Academic Council in its 56<sup>th</sup> meeting held on 14.10.2020, has approved Guidelines for the Democratic Functioning of the Department(s) (Annexure-I Pages 1 to 4).

DA/As above

**REGISTRAR**

Endst. Acad./AC-I/ 2021/ 735-805

Dated: 9/2/2021

Copy of the above is forwarded to the following for information and necessary action:-

1. Dean Academic Affairs, Guru Jambheshwar University of science & Technology, Hisar.
2. All Deans of Faculties, Guru Jambheshwar University of Science & Technology, Hisar.
3. Dean of Colleges, Guru Jambheshwar University of science & Technology, Hisar.
4. Director, IQAC, Guru Jambheshwar University of science & Technology, Hisar.
5. All Chairpersons, University Teaching Departments/ Director, HSB, Guru Jambheshwar University of Science & Technology, Hisar.
6. Controller of Examinations, GJUS&T, Hisar:
7. Director, PDUCIC, Guru Jambheshwar University of science & Technology, Hisar with the request to arrange to upload the same on the University website.
8. All Branch Officers, Guru Jambheshwar University of Science & Technology, Hisar.
9. Secretary to Vice-Chancellor (for kind information of the Vice-Chancellor), Guru Jambheshwar University of Science & Technology, Hisar.
10. Superintendent O/o the Registrar (for kind information of the Registrar), Guru Jambheshwar University of Science & Technology, Hisar.
11. AC-II set (Internal) Academic Branch, Guru Jambheshwar University of Science & Technology, Hisar.

  
Assistant Registrar (Academic)  
For Registrar



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**GUIDELINES FOR THE DEMOCRATIC FUNCTIONING OF THE DEPARTMENT(S)**

The Chairman/ Head may exercise such other powers and functions as may be prescribed by the Rules.

1. Each University Teaching Department/ Institution shall have the following Committees, namely:
  - (i) Academic Committee;
  - (ii) Administrative Committee; and
  - (iii) Technical Committee

**The term of all the Committee(s) will be for a period of one year (i.e. 1<sup>st</sup> January to 31<sup>st</sup> December) to be approved by Dean Academic Affairs.**

**Furthermore, the recommendations of the above Committees will be placed before the Staff Council as per decisions of Staff Council.**

2. Each Committee specified in Rules-1 shall consist of the following persons, namely;
  - (i) Chairman/ Head of the Department- (Ex-Officio Chairman)
  - (ii) All Professors in the Department would be regular members of the Academic, Administrative and Technical Committees. If the number of the Professors is more than three, each of these three Committees shall have **all Professors in the Department. Further, where number of Professors in a department are not more than three, all Professors will be members of all three Committees.**
  - (iii) One Associate Professor by rotation;
  - (iv) One third of the total number of Assistant Professor but not exceeding two by rotation. Rotation will be as per the seniority as per UGC.
3. The members under categories (ii) to (iv) specified in Rule 2 shall be appointed by the Chairman/ Head according to rules, for a period of one year in such a way that all major specialties are represented, as far as possible, at all levels.
4. In case a Department where the number of teachers does not exceed six, all the teachers shall be members of each of the three Committees.
5. The Academic Committee, may, if need be, invite teachers of the Department who are not members of the Committee, to attend any meeting of the Committee.
6. Each Committee shall choose a Secretary amongst the members who in consultation with the Chairman shall convene meetings of the Committee at least once in two months. He shall be responsible for preparing the minutes of the meetings which after having been confirmed by the Chairman, will be circulated amongst the members of the Faculty.
7. No decision of a Committee shall be valid unless at least 50% of the members are present in the meeting in which the decision is taken.
8. The procedure for the conduct of the meetings of the Committee shall be prescribed by Rules.

## ACADEMIC COMMITTEE

9. The Academic Committee shall exercise the following functions, namely:
- (i) To suggest outlines of tests, syllabi and courses of Reading for consideration of the concerned Board of Studies.
  - (ii) To recommend a panel of names to the C.O.E. for appointment of examiners for M.Tech. course, in accordance with the relevant regulations.
  - (iii) To frame the time table and rationalize the distribution of teaching work amongst the members of the Departments.
  - (iv) To lay down the procedures for the purchase of books, journals, etc., for the Departmental Library.
  - (v) To consider the results of the M.Tech. examinations according to the University Rules/ Regulations before the same are forwarded by the Chairman/Head to the Controller of Examinations for publication.
  - (vi) To ensure freedom for each faculty member to **pursue** his research work independently.
  - (vii) To consider cases of condonation of lectures of the students for admission to examination according to University Rules/ Regulations.
  - (viii) To suggest names for appointment as members of the Board of Editors for the Journals of the Department, if any, for consideration of the Vice-Chancellor.
  - (ix) To suggest guidelines for the consideration of the Vice-Chancellor for consultancy service provided by the Department, if any.
  - (x) To organize conferences, seminars, symposia etc. in the Department.
  - (xi) To recommend general policy for providing equitable opportunity to members of the Department for deputation to conferences, seminars, symposia, etc., both in India and abroad (except in case of personal invitation to a member), for consideration of the Vice-Chancellor.

### ADMINISTRATIVE COMMITTEE

10. The Administrative Committee shall exercise the following functions, namely:

- (i) To recommend admission of students for all classes in accordance with the Rules/ Regulations of the University.
- (ii) To consider the matters relating to subject of research by Ph.D. candidates and assignment of supervisors.

Note: The choice of the students regarding the guide and subject will be kept in view. The specialization of the proposed guide and the number of students he is guiding will also be kept in view.

- (iii) To make recommendation for selection of candidates for the award of scholarships and fellowship as per rules.

Note: The Chairman/ Head of the Department shall be assisted by a Departmental Committee of 3 senior faculty members in scrutinizing applications received in response to the advertisement before these are forwarded to the Dean Academic Affairs.

- (iv) To advise the Chairman / Head on all administrative matters of general interest and to see that the departmental duties and privileges are equitably allowed to all the members of the Department.
- (v) To act as student counselors and to help in maintaining discipline in the Department.
- (vi) To advise the Chairman/ Head on matters of allocation of funds provided by the University to the Department for research Development and various extra-curricular activities of the Department.
- (vii) To lay down norms for recommending applications for study leave, within the frame work of the Regulations on the subject.
- (viii) To consider the requirements of the Department for meeting emergent temporary appointments.
- (ix) To prepare proposals for the new and additional demands for the annual and supplementary budget.
- (x) To devise ways for proper utilization of services, of the non- teaching staff in the department.

**TECHNICAL COMMITTEE**

11. The Technical Committee shall exercise the following functions, namely:-
- (i) To prepare lists of equipment, chemicals accessories, furniture, stationery, etc. to be purchased, consistent with the requirements and available resources of the department.
  - (ii) To maintain up to date lists of firms to be addressed to for inviting quotations for purchase of various articles.
  - (iii) To arrange for the proper checking of articles on receipt and their proper storage.
  - (iv) To provide a periodic check on the maintenance of equipment and other items and to, arrange for their repair or disposal, whenever needed.
  - (v) To advise on the proper maintenance and display, of items in the Department.
  - (vi) Technical Committee with Registrar nominee will act as SPC-II.

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