



# Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

**Kashmere Gate, Delhi - 110006**

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F. No (09) /IGDTUW/DAA/2017/1345

Date: 26.09.2017

## Charter of Duties for HODs, IGDTUW

1. To ensure that the classes are regularly held in respective departments as per University defined course curriculum and the academic calendar.
2. To ensure that practical classes are also held regularly as per course curriculum prescribed by the University and attendance register, lab manuals and lab equipment is properly maintained by the respective teachers and lab Incharges of the departments.
3. To ensure that mid-term practical examination is also held in addition to minor-I & minor-II (theory examination).
4. To ensure that students are warned before first minor and second minor about shortage of their attendance and given opportunity to make up for their attendance as per University guidelines.
5. To ensure that departmental labs are equipped with state-of the art apparatus, equipments, hardware and software as per course curriculum
6. To ensure that the lab equipment is maintained through AMC or through regular repairs from authorized service centers.
7. To ensure that students do not indulge in any kind of indiscipline or mass bunk which may disrupt academic activity. The HODs may take corrective action or punitive action for any such indiscipline in consultation with Dean (Academic Affairs), IGDTUW.
8. To maintain record of duly signed biometric attendance of the teaching and non-teaching staff in respective departments
9. To constantly engage in ensuring quality delivery of course contents and research and project guidance in their respective department.

10. To convene and conduct meetings of Board of Studies before start of each semester and forward the minutes / agenda items for reporting/ratification/approval of the Academic Council/Finance Committee/BOM as per requirement.
11. To ensure that all the faculty members maintain proper attendance records and evaluate minor answer sheets in a timely manner.
12. To organize seminars, workshops, and short-term courses in emerging technology areas with industry participation / collaboration for widening the perspective of students and faculty members of IGDTUW and other colleges.
13. To encourage students to participate in various in extracurricular activities under the clubs and societies of IGDTUW without disturbing the academic calendar.
14. To ensure availability of faculty members during office hours for carrying out teaching learning, project guidance, student interaction and research activities within the department.
15. To mobilize funds and establish specialized labs by getting research grants from various government and external agencies through research proposals and consultancy.
16. To encourage usage of Audio Visual Aids among faculty members for effective delivery of lectures.
17. To engage at least 12hours of direct teaching per week with minimum two theory subjects along with various administrative duties.
18. To ensure that all the faculty members abide by the leaves rules and avail vacations as per University rules after obtaining necessary approval of Competent Authority.
19. To collect and compile information related to research, innovation, academic development, administrative reforms, events etc. in respect of the department for the University Annual Report.
20. To send detailed information for website updation and newsletter regarding any achievement or event related to department.
21. To contribute toward corporate life of the University by being Chairperson and member of various committees.
22. Any other work assigned by the Competent Authority of IGDTUW.

The above-mentioned duties and responsibilities for HoDs have been approved by the competent authority for adoption and implementation with immediate effect.

**(Dr. S.K. Naqvi)**

**Registrar**

Copy to:

1. All HoDs
2. In-charge (Web server) for uploading on website
3. P.S. to VC

**Dean (Academic Affairs)**