

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES****OB-4****ON THE FUNCTIONS OF THE HEADS OF THE DEPARTMENTS**

*Under Section 26(1) (q) of the NEHU Act, 1973  
read with Clause (5) of Statute 7*

1. The Head of the Department shall convene and preside over meetings of the Department.
2. The Head of the Department shall, under the general guidance of the Dean of the School:
  - i. organise the teaching and research work in the Department;
  - ii. allocate teaching work to the teachers in the Department and assign to them such other duties as may be necessary for the proper functioning of the Department;
  - iii. co-ordinate the work of Departmental Committees appointed for specific purposes; and
  - iv. perform such other duties as may be assigned to him by the Dean, the Board of the School, the Academic Council, the Executive Council and the Vice-Chancellor.