HBTU Act

Engineering, Civil Engineering, Computer Science & Engineering, Department of Computer Applications, Information Technology and Central Workshop or any other department as the University may think fit.

(7) The Dean of School of Chemical Technology shall be responsible for the general administration and functioning of the University Technology departments including Plastic Technology, Paint Technology, Oil Technology, Bio-Chemical Engineering, Food Technology, Leather Technology, and Chemical Engineering or any other department as the University may think fit.

(8) The Dean of School of Basic & Applied Sciences shall be responsible for the general administration and functioning of the University Basic & Applied Sciences departments including Physics, Chemistry, Mathematics or any other department as the University may think fit.

(9) The Dean of School of Humanities and Social Sciences shall be responsible for the general administration and functioning of the University Humanities and Social Sciences departments and subjects including English, Economics, Management, and Languages etc. or any other department as the University may think fit.

24. (1) Each Department/Centre/Unit of the University shall be placed in charge of a Head who shall be nominated by the Vice-Chancellor from among the Professors and in absence of Professors from amongst the Associate Professors, as applicable of such university department/centre/unit.

Head of University Departments/ Centre/ Unit

(2) The Head of a Department/Centre/Unit shall be responsible for the proper functioning of the Department/Centre/Unit subject to the general control of the Vice-Chancellor through Dean of School concerned.

(3) It shall be the duty of the Head of a Department/Centre/Unit to ensure that the decisions of the authorities of the University and of Vice-Chancellor are faithfully carried out.

(4) Head of University Department/Centre/Unit shall be Chairperson of Board of Studies for that department, as applicable.

(5) The Head of a Department/Centre/Unit shall recommend to Controller of Examinations, names of persons suitable for appointment of paper setters, examiners for evaluation of theses and dissertations and for conducting viva-voce examinations, wherever prescribed for awarding graduate, post graduate, doctorate, other higher degrees etc.

(6) The Head of a Department/Centre/Unit shall suggest organization of orientation and refresher courses as well as courses for Continuing Education Programme.

25. (1) (a) Controller of Examinations shall be appointed by the State Government either on deputation as per UGC norms or from the teachers of University, not below the rank of the Professor;

Controller of Examinations

(b) The Controller of Examinations shall be the principal officer-in-charge of the conduct of examinations of the university and declaration of their results. He shall discharge his functions under the superintendence, direction and guidance of the Academic Council. He shall work directly under the directions and control of the Vice-Chancellor. He shall hold office for a term of three years.

(2) The Controller of Examinations shall be the Chairperson of the Board of Examinations and of the sub-committees appointed by the Board of Examinations.

(3) Without prejudice to the generality, the Controller of Examinations shall be responsible for making all arrangements necessary for holding examinations and declaration of results. It shall be his responsibility to—

(a) prepare and announce in advance the calendar of examinations;

(b) arrange for printing of question papers;

(c) arrange to get performance of the candidates at the examinations properly assessed, and process the results;

(d) arrange for the timely publication of results of examinations and other tests;

(e) postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and with the approval of Vice-Chancellor shall take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or an institution alleged to have committed malpractices. FIR(s) shall be made by Registrar after seeking the approval of the Vice-Chancellor in extreme cases of malpractices during examinations by the students as reported by Controller of Examinations;

(f) take disciplinary action wherever necessary against the candidates, paper-setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations;

(g) review from time to time, the results of university examinations and forward reports thereon to the Executive Council through Academic Council.

(4) The Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the Executive Council and the Vice Chancellor.

Other Officers & Authorities of the University

26. The powers, duties and functions of officers of the University other than the Chancellor, the Vice-Chancellor, the Finance Controller and the Registrar shall be such as may prescribed and laid down in the Ordinances.

All salaried officers, authorities, committees or bodies, teachers of the university and other staff/employees of the university, shall be deemed to be public servants within the meaning of the Indian Penal Code.

CHAPTER-V

AUTHORITIES OF THE UNIVERSITY

Authorities of the University

27. The following shall be the authorities of the University:

(1) the Executive Council

(2) the Academic Council

(3) the Finance Committee

(4) the Research & Development Council

(5) the Incubation Council

(6) the Schools/ Departments/ Centers/ Units

(7) the Admission Committee

(8) the Board of Studies

(9) the Board of Examinations

(10) the Academic Committee

(11) the Center for Continuing Education Programme

(12) such other authorities as may be declared by the Statutes to be authorities of the University.

The Executive Council

28. (1) The Executive Council shall consist of—

(a) the Vice-Chancellor,	*Chairperson*
(b) the Pro-Vice-Chancellor, if any;	*Member*

Table 2

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc,.)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	(a) Research guidance		

	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	**(a) Patents**		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	***Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)**		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

i)	Paper in refereed journals without impact factor	-	5 Points
ii)	Paper with impact factor less than 1	-	10 Points
iii)	Paper with impact factor between 1 and 2	-	15 Points
iv)	Paper with impact factor between 2 and 5	-	20 Points
v)	Paper with impact factor between 5 and 10	-	25 Points
vi)	Paper with impact factor >10	-	30 Points

(a)   Two authors: 70% of total value of publication for each author.

(b)   More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.

- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.

- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

- The research score shall be from the minimum of three categories out of six categories.

Table: 3 A

Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% =05
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D.	30			
5.	NET with JRF	07			
	NET	05			
	SLET/SET	03			
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	10			
7.	Teaching / Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

(A) (i) M.Phil + Ph.D   Maximum - 30 Marks

      (ii) JRF/NET/SET   Maximum - 07 Marks

      (iii) In awards category   Maximum - 03 Marks

(B) Number of candidates to be called for interview shall be decided by the concerned universities.