



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A+' Grade University Accredited by NAAC

NOTIFICATION

It has been observed that some Head/Director of the Department/Institute is handing over the charge to the ineligible teacher in the department during his/her leave period or he/she is out of station despite of the instructions issued by the University vide letter No. ET-2/18/M-34/272-320 dated 16.01.2018 (overleaf). The matter has been considered again by the University Administration and it has been ordered/decided that wherever a Head/Director of the Department/Institute is on leave or out of station, he/she will hand over the charge to next senior eligible teacher in rotation in the Department.

REGISTRAR

E-mail

Endst. No.: ET-2/21/M-34/6842-90

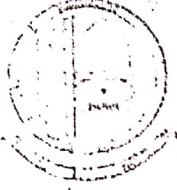
Dated : 22/9/2021

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

1. All Deans of Faculties, M. D. University, Rohtak
2. All Heads / Directors of the University Teaching Departments / Institutions, M. D. University, Rohtak
3. Director, MDU-CPAS, Gurugram
4. Director, Computer Centre, M.D. University, Rohtak. He is requested to upload this notification on the University website.
5. Presidents, Teachers' Association M. D. University, Rohtak
6. OSD to Vice-Chancellor / Registrar (for kind information of the Vice-Chancellor / Registrar), M. D. University, Rohtak
7. PA to DAA (For kind information of the DAA, M. D. University, Rohtak)
8. All Set Incharges (Estt T), M. D. University, Rohtak

CJH
22.9.21

Deputy Registrar (Estt T)
for REGISTRAR



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
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No. ET-2/18/M-34 272-320
Dated: 16/01/2018

To

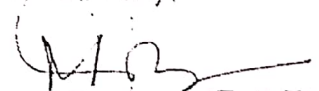
✓ All Heads/Directors of University Teaching Departments/Institutes
M.D. University,
Rohtak.

Sub: Handing over of the charge by Heads of the Departments.

Sir/Madam,

It has been noted by the authorities that as and when a Head of the Teaching Department proceeds on any kind of leave or is out of station at times, he/she does not necessarily hand over the charge to the next senior most colleague. It is not a healthy practice. It has been desired by the Vice-Chancellor that wherever a Head of the Department is on leave or out of station, he/she will hand over the charge to the senior most eligible teacher in the Department. In case of non availability of the senior teacher in the Department, the Dean of the concerned faculty be requested to take care of the Department.

Yours faithfully,


Deputy Registrar (Estt-T)
For Registrar

Endst. No. ET-2/2018/M-34/_____ Dated: _____

Copy of above is forwarded to all the Set Incharges (Estt-T) for information and further necessary action.

Scl/-
Deputy Registrar (Estt-T)
For Registrar