



हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय
Hemvati Nandan Bahuguna Garhwal University
श्रीनगर गढ़वाल (उत्तराखण्ड)–246174
Srinagar Garhwal (Uttarakhand) - 246174
(केन्द्रीय विश्वविद्यालय)
(A Central University)

Ref.No.: HNBGU/ **RO** /2026/ **208**

Date: **22/07** /2026

To,

All Deans of Schools
Hemvati Nandan Bahuguna Garhwal University
Srinagar (Garhwal)

Sub: Ensuring Effective Academic Functioning and Smooth Conduct of Teaching and Academic Activities in the Departments under the respective Schools in accordance with the Statutes and Ordinances of the University.

Sir/Madam,

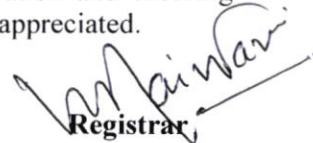
With the approval of the Competent Authority, kind attention is invited to the provisions of the **Statute 5 of the Statutes of Hemvati Nandan Bahuguna Garhwal University**, read with the **Ordinance relating to "The Officers of the University – The Deans of Schools"**, framed under **Sections 9, 13 and Section 28(2) of the Central Universities Act, 2009**. The aforesaid Ordinance entrusts the Dean with the responsibility of ensuring the effective academic functioning of the School, exercising academic leadership, supervising and coordinating the academic activities of all the Departments under the School, ensuring due observance of the Statutes, Ordinances and Regulations of the University, and securing the implementation of the decisions of the statutory authorities relating to the School. The Dean is also expected to represent the School in matters concerning its academic administration and to promote effective coordination among the Departments under his/her jurisdiction.

In view of the above statutory responsibilities, you are requested to personally oversee, monitor and ensure the smooth, regular and uninterrupted conduct of teaching and all other academic activities in every Department under your respective School. In particular, you are requested to:

1. **Ensure that regular classes are conducted strictly in accordance with the academic timetable and the Academic Calendar of the University.**
2. **Monitor the availability and attendance of faculty members and, wherever necessary, make appropriate academic arrangements to avoid any disruption in teaching.**
3. **Maintain close coordination with the Heads of the Teaching Departments to ensure timely completion of the prescribed syllabus, continuous academic engagement of students, and adherence to the University's academic schedule.**
4. **Continuously supervise and coordinate the academic activities of all Departments under the School so as to maintain a conducive environment for effective teaching, learning, and academic excellence.**
5. **Promptly address any academic or administrative issues affecting the teaching-learning process.**

The Deans are expected to maintain close coordination with the Heads of the Teaching Departments and take all necessary measures to ensure that no academic activity is adversely affected and that the interests of the students remain paramount. Any issue likely to impede the smooth conduct of teaching should be addressed proactively and resolved without delay.

Your cooperation in upholding the highest standards of academic administration and ensuring uninterrupted teaching and learning across all Departments of your School is sincerely appreciated.


Registrar

Copy to:

1. All Heads of Departments, for information and necessary cooperation with the respective Deans.
2. Campus Directors (Tehri/Pauri/Chauras)/Controller of Examination.
3. PS to VC, for kind information of the Hon'ble Vice Chancellor.
4. In-charge Web portal for uploading on the University Website.
5. Office File.