



OFFICE OF THE REGISTRAR
MAJULI UNIVERSITY OF CULTURE
Majuli, Assam- 785104

MUC/RG-01/Pt.II/22-23/ 1784

Dated: 06/05/2025

NOTIFICATION

As approved by the Hon'ble Vice-Chancellor, Majuli University of Culture, Dr. Utpal Narayan Goswami, Assistant Professor, Department of Assamese is hereby appointed as the Head of the Department of the Department of Assamese w.e.f. 06/05/2025. The appointment of Dr. Goswami, as the Head of the Department of the Department of Assamese is for a period of 03(three) years or until further notification whichever is earlier.

Terms of References:

1. Dr. Goswami by virtue of the Head of the Department shall be Chairperson of the Departmental Management Committee (DMC) in Assamese, Majuli University of Culture, Majuli.
2. The HoD shall be responsible for overall management and internal administration of the Department concerned.
3. The HoD shall maintain all records of the activities and student performances of the Department concerned.
4. The HoD shall coordinate the faculty members in preparation of Course Plan, Teaching Plan, conduct and evaluation of Internal Assessment etc.
5. The HoD shall recommend and maintain the leave records of the faculty members of the Department concerned.
6. The HoD shall be responsible for preparation, modification and implementation of the syllabi of the subject(s) concerned.
7. The HoD shall take any other responsibilities assigned by the University as and when necessary.
8. The HoD shall coordinate with the Academic Registrar, Majuli University of Culture for all academic affairs.

Issued with due approval.

(Dr. B.C. Borah)

Registrar

Majuli University of Culture
Majuli, Assam

Copy for kind information:

1. Hon'ble Vice-Chancellor, MUC, Majuli.
2. The Academic Registrar, MUC, Majuli.
3. All the Officers, MUC, Majuli.
4. Head of the Departments, MUC, Majuli.
5. Dr. Utpal Narayan Goswami, Assistant Professor, MUC, Majuli.
6. Dr. Subhajyoti Borgohain, Assistant Professor, MUC, Majuli.
7. Office File

(Dr. B.C. Borah)

Registrar

Majuli University of Culture
Majuli, Assam