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UNIVERSITY OF AGRICULTURAL SCIENCES, DHARWAD

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No.R/Rectt/HOD/2008

Date: August 8, 2008

CIRCULAR

Sub: Guidelines for designation of Heads of the Departments at Colleges and University level.

- Ref : 1. Decision in the 125th meeting of the Board of Regents, UAS, Dharwad, held on 26.7.2008.
2. Proceedings of the 77th meeting of the Academic Council held on 19.5.2008.
3. Approval of the Vice-Chancellor, UAS, Dharwad.

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The Association of Teachers Welfare of UAS, Dharwad, has been requesting the University for nomination of Heads of the Departments on rotation basis. Further, the Academic Council in its 77th meeting held on 19.5.2008 resolved to follow a pattern of rotation in nominating the teachers as Heads of the Departments.

Accordingly, the following guidelines are proposed to designate the Head of the Department of Colleges on rotation basis and to designate as University Head of the disciplines at University:

A. Designation of University Head of the Department:

1. There shall be designated one senior most teacher in the cadre of Professor in the entire University who will be designated as University Head of the Department. This nomination will be done irrespective of the place of working of the teacher.
2. A nominated teacher will be University Head of the Department of the Faculty for a period of three years, provided that, if the teacher has one year service or less for retirement at the time of expiry of three year term, such teacher would continue to be the University Head of the Department beyond three years until retirement.
3. At the end of the expiry of three years of the incumbent Head of the Department, the next senior most Professor will be designated as University Head of the Department of the faculty for a period of three years.
4. If all the Professors in the faculty have served as University Head of the Department for three years, the rotation will commence once again from the senior most teacher in the faculty.
5. In case of a faculty does not have teachers in the Professor cadre, such faculty will not have the designated University Head of the Department. However, in such cases a senior most Associate Professor in the Faculty may be invited for the purpose of meetings etc., as Special Invitee.

6. The University Head of the Department shall be responsible for conducting the Annual Technical Meeting of the Department, sending Teaching/Research/Extension reports periodically to the concerned Directors.
7. The University Head of the Department would be working under the overall supervision and guidance of the Director to whom he/she reports.
8. In case a teacher refuses to accept the responsibility of being the University Head of the Department, the next senior most teacher in the Faculty will be designated as the University Head of the Department.

B. College Heads of Departments

1. The Head of the Department for each faculty in each college will be made among the teachers in the cadre of Professors in that faculty. Provided that, if there are no Professors in the faculty, the college Head of the Department for that faculty will be nominated from among the Associate Professors.
2. The tenure of the college Head of the Department will be for a period of three years. Provided that, in case the teacher whose retirement is within one year from the date of expiry of term of three years, the teacher will continue as Head of the Department until retirement.
3. A Senior Professor who is transferred/ promoted from one college to another in which a teacher is already serving as Head of the Department will have to wait until the term of incumbent expires to be nominated as Head of the Department.
4. A teacher who is designated a Head of the Department is transferred to another college in which a teacher is already serving as Head of the Department, even though he/she is senior most, will have to wait for designation as Head of the Department until the term of incumbent is over and the nomination of such teacher as Head of the Department will be for the remaining period of tenure.
5. A teacher whose evaluation report is Unsatisfactory (Grade C, D and below average) shall not be entitled to be designated as Head of the Department.
6. If during the tenure of the Head of the Department, performance of the incumbent becomes unsatisfactory or is imposed punishment after statutory enquiry, the teacher shall cease to function as Head of the Department.

Research Schemes/Research Stations

General

The policy of nominating the Heads of the above Departments shall be similar to guidelines mentioned for nomination of Heads of the Departments of College/University. However, the following additional guidelines may be adopted for nominating the Heads in the University.

1. If only one teacher is working in the cadre of Professor in the Department, only such a teacher will be designated as the Head.
2. In case there are two or more teachers working in the cadre of Professor in the Department, the nomination of the Head shall be made on rotation once in three years as explained for a College/University.
3. In case teachers only in the cadre of Associate Professors are working, then the rotation shall be only among Associate Professors.

4. All other conditions remain the same as for the nomination of Head of the Department in the college.

Note

This scheme of nominating Heads by rotation once in three years is uniformly applicable to all Research Stations/Research Schemes, irrespective of whether the Department is an organ of the University or is sponsored by other agency such as ICAR. In the case of Farm Superintendents, the only exception shall be that the Farm Superintendent shall continue to function as Drawing Officer but the designated Head will have all other responsibilities like liaison with outside, calling meetings allotment of work etc.

Further, a teacher who is holding more than one post on in-charge arrangement, such a teacher shall immediately exercise his option to hold only one post and would opt to vacate the other post to the next senior most teacher.

Sd/-

REGISTRAR

To: All Officers of the University

- : All Heads of Research Stations/Schemes
- : All Heads of Departments of the University.
- : The President/Secretary, Association for Teachers' Welfare, UAS, Dharwad.
- : The Special Officer, SC/ST Cell
- : The President/Secretary, SC/ST Employees' Association.

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