



## GOVERNMENT OF KERALA

### Abstract

Higher Education Department - Collegiate Education -Appointment, Duties and Responsibilities of Head of Department in various Departments of Colleges -Guidelines fixed- Orders issued.

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### HIGHER EDUCATION (F) DEPARTMENT

G.O. (Ms.) No: 150/2014/H.Edn

Dated, Thiruvananthapuram, 27.03.2014

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*Read:-*Letter No. G 4/10110/14/Coll.Edn, dated 11.03.2014 from the Director of Collegiate Education, Thiruvananthapuram

### ORDER

As per the recommendation of Director of Collegiate Education in the letter read above, Government are pleased to fix the following guidelines for appointment , duties and responsibilities of Head of Department in various Departments of colleges.

#### **Norms for appointment**

1. Senior most Professor / Associate Professor.
2. If the Senior most Professor / Associate Professor relinquish the posting on genuine grounds, the next senior most Professor / Associate Professor shall be appointed as the HOD.
3. In the Absence of Professor / Associate Professor, the senior most Assistant Professor shall act as *Assistant Professor - in - charge of HOD*.
4. If the teachers are not willing to take the headship, the Principal shall nominate a Professor / Associate Professor as the head of the Department which shall be accepted by that person, failing which, the matter may be reported to the Directorate of Collegiate Education for appropriate Orders. Willingness / relinquishment of the teachers must be obtained in writing. **In no case, the Principal should hold the charge of HoD.**

#### **Duties**

1. To assist the Principal in maintaining proper academic atmosphere and discipline in the College.
2. To design the Vision and Mission of the Department in consultation with the faculty in the Department.
3. To lead and manage the Department.
4. To be in charge of the functioning of the Department in academic and administrative matters.
5. To propose the annual plans/master plan of the concerned department for the next academic year in consultation with the teachers in the department and submit proposals to the Principal for submission to RUSA, DCE and other funding agencies.
6. Preparation of Department Time Table and allocation of topics as per syllabus. HoD should

also ensure that classes are engaged as per the time table.

7. Publish monthly attendance of the students in all the classes and forward name(s) of students having shortage of attendance to the Principal before 5th of every month to confirm continuity of e-grantz.

8. Submission of study tour proposal ( if it is included in the University syllabus ) through Principal one month in advance, for onward submission to Director of Collegiate Education.

9. Identifying the eligible students for various 'New Initiative' programmes with the assistance of the Co-ordinator of the Programmes.

10. Depute Teaching Staff / Non Teaching Staff (if permissible) for accompanying the study tour. One teacher must be a lady, if girl students are there.

11. Assessment of the Confidential Reports of the subordinate teaching staff.

12. Ensure that sufficient explanatory notes have been given in the confidential report, if the 'A grade' exceeds 4. Reason for assigning 'C Grade and D Grade' must also be mentioned in the confidential report.

13. Observe other CAS norms for finalizing the API scores of the teachers in the Department.

14. Hold departmental meeting at least once in a month and record the same in the minutes.

15. Conduct Department / class-wise PTA meetings.

16. Maintain leave register for all the staff in the Department. Make proper entries in the leave register while forwarding the leave application to the Principal. Mark the leave in the attendance book soon after it is granted by the Principal.

17. The Head of the Department will be custodian of all registers and maintain Department Stock Register for various stores in the Department unless it is not delegated to the subordinates. (Viz Books, Computer & IT equipments, chemical, furniture, alcohol etc.)

18. Maintain proper account for assistance received from College PTA.

19. Submit proposals for newly started courses (if any) in the Department for procuring books, e-journals, other equipments etc.

20. Periodical report/s of the HoD and Co-ordinator for Honors programme ( if such course is sanctioned in the college ) must be submitted to the Principal for onward submission to DCE.

21. Identify internal and external mentors wherever necessary.

22. Soft copy of all the documents submitted to the Principal may be kept in HoD's custody for future reference.

23. HoD must ensure that the subordinate staff submits their leave application in advance and 'On Duty Certificate' etc. soon after rejoining the duty.

24. Communicate all the information received from the Principal and decisions of the College Council to the staff and if required to the students.

25. Attendance and CE marks of the students are to be published in the Department notice board and the complaints, if any, are to be resolved in time and then.

26. when on leave / transfer / retirement, the HoD shall hand over the charge to the next senior

most faculties in the department and the matter shall be intimated to the Principal well in advance.

27. Teachers, NTS, HoD's and Principal must send letters and other representations only through proper channel to the higher authorities. Submission without observing the above will be considered as insubordination which will lead to disciplinary action against the employee. All submission to the principal must be routed through the HoD concerned. Hod shall submit important documents (like internal assessment marks to be sent to University, study tour proforma, list of books to be purchased in the Department, proposal for acquiring various items in connection with starting of new courses etc) to the Principal in a submission register, which will be recorded in the inward register maintained in the College Office.

28. Subordinate staff should submit their leave applications, Duty Certificate, other applications, Proposals, Internal assessment marks, and request for purchase of books and articles, specimens etc ONLY to the HoD. HoD has to submit the same to the Principal.

The concerned principal shall strictly adhere to the above guidelines.

(By order of the Governor )

Dr.K.M Abraham

Additional Chief Secretary to Govt.

To

The Director of Collegiate Education, Thiruvananthapuram.

The Deputy Director of Collegiate Education, Thiruvananthapuram / Kollam / Kottayam /  
Ernakulam / Kozhikode

The Principal Accountant General (Audit) Kerala, Thiruvananthapuram.

The Accountant General (Audit) Kerala, Thiruvananthapuram.

SF / OC

Copy to:

PA to Additional Chief Secretary

PA to Deputy Secretary

Forwarded / By Order

Section Officer


മേലഴുത്ത് നമ്പർ. ജി 4/10110/2014/കോ.വി.വ തിയതി. 16/04/2014

സർക്കാർ ഉത്തരവ് ഈ വകുപ്പിന് കീഴിലുള്ള എല്ലാ സ്ഥാപന മേധാവികളുടെയും അറിവിലേയ്ക്കും അനന്തര നടപടികളിലേയ്ക്കുമായി പ്രസിദ്ധീകരിക്കുന്നു.

വിശ്വസ്തതയോടെ,

ഒപ്പ്/-  
പി.കെ.ഗിരിജാ ദേവി  
ഡെപ്യൂട്ടി ഡയറക്ടർ  
കോളേജ് വിദ്യാഭ്യാസ അഡീഷണൽ ഡയറക്ടർ (ഇൻ ചാർജ്)

//അംഗീകാരത്തോടെ//

  
സുപ്രണ്ട്  
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