

University of Mumbai



No.AAQA/ICD/VCD/2022-23/430

CIRCULAR:

Sub : Assignment of charge as Head/Director of the University Department/ Centre/ School and Institute and their duties and responsibilities

WHEREAS the University Grants Commission, New Delhi vide letter No.F.15-19/83 (CP) dated 10th November, 1982 had conveyed the decision taken by the Commission at its meeting held on 23rd July, 1983, in the matter of appointment of Heads of University Departments by rotation for guidance and necessary action.

AND WHEREAS the University of Mumbai vide No.TAU/VCD/207 of 2001 dated 16th June, 2001 issued VCD in the matter of appointment of Heads of University Departments

AND WHEREAS in exercise of the power conferred by sub-section (10) of Section 72 read with sub-section 71 and section 122 of the Maharashtra Public Universities Act, 2016 the draft Statutes pertaining to assignment of charge as Head/Director of University Departments/Centres/Schools and Institutions were prepared by the Statutes Committee constituted by the University as per the provisions of section 72(2) of the Maharashtra Public Universities Act, 2016.

AND WHEREAS the said draft Statutes prepared by the Committee was placed before the Management Council of the University at its meeting held on 27th September, 2021 vide item No.15, when the Management Council resolved as under :

“It was resolved that the Statutes for assignment of charge as Head/Director of University Departments, Centres, Schools and Institutions be accepted and the same be recommended to the Senate”

AND WHEREAS the recommendations made by the Management Council was placed before the Senate at its meeting held on 15th and 16th March, 2022 vide item No.6 as per the provisions of Section 72(9) of the Maharashtra Public Universities Act, 2016 and the same was accepted by the Senate.

NOW THEREFORE, I, Prof. Suhas Pednekar, Vice-Chancellor of the University of Mumbai in exercise of the power conferred upon me under Section 12 (8) of the Maharashtra Public Universities Act, 2016 hereby direct-

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1. (a) For administrative and academic convenience each University Department/ Centre/ School/ Institute shall have Head/Director of the Department/Institute. The Vice-Chancellor shall assign the charge to one of the regular faculty members of the Department/Institute as the Head/Director of the University Department/Institute in the following manner by rotation preferably following the seniority of teachers.
- (b) The tenure of Headship of a University Department shall be for a period of 3 (three) years. No further extension shall be given to the concerned Head.

However, the Vice-Chancellor shall be empowered to relieve a person from the Headship of a University Department if it is found that he/she has willfully omitted or refused to carry out the directions of the Vice-Chancellor or has committed breach of any of the terms and conditions of the service contract or any other conditions prescribed by the University or has abused the powers vested in him/her or if the continuance of the Head of the Department in the office is detrimental to the interests of the Department and inform the Management Council about such action. The Decision of the Vice-Chancellor shall be final and binding on all the parties.

2. The criteria for appointment of head of the University Department shall be as under:

- a) If there are more than one Professor in the University Schools, University Departments, Conducted Colleges and University Institutions, Vice-Chancellor shall assign the charge to one of them as the Head of the Department.

Provided that, if in the Department, there is only one Professor, Vice-Chancellor shall assign the charge to him/her as the Head of the University School, University Departments, Conducted Colleges and University Institutions.

- b) If there is no Professor in the University Schools, University Departments, Conducted Colleges and University Institutions, but there are more than one Associate Professor, the Vice-Chancellor shall assign the charge to one of them as the Head of the University Schools, University Departments, Conducted Colleges and University Institutions.

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Provided that, if there is only one Associate Professor in the, University Schools, University Departments, Conducted Colleges and University Institutions, the Vice-Chancellor shall assign the charge to him/her as the Head of the University Schools, University Departments, Conducted Colleges and University Institutions.

- c) If there is no Professor or Associate Professor in the Department, but there are more than one Assistant Professor, the Vice-Chancellor shall assign the charge to the senior-most Assistant Professor as the In-charge of the University Schools, University Departments, Conducted Colleges and University Institutions
- d) If the department has only a single faculty member, then the question of rotation of headship will not arise.
- e) The decision of the Vice-Chancellor regarding appointment and removal of the head of the University Schools, University Departments, Conducted Colleges and University Institutions shall be final and binding.

3. That for the assignment of charge as Head, no distinction shall be made between:

- a) those faculty appointed under direct selection and those promoted under the Career Advancement Scheme (CAS). Only the date of appointment / promotion to the cadre will be taken into consideration for deciding seniority;
- b) those faculty appointed on a permanent / regular basis and those recruited on a temporary basis, provided that those holding temporary position have a lien on a substantive post in the University in both cases, the rotation of Headship shall be governed by the provisions of clauses 2(a) to 2(e) as specified above.

4. Duties and Responsibilities of the Head of the University Schools, University Departments, Conducted Colleges and University Institutions –

The Head of the University Schools, University Departments, Conducted Colleges and University Institutions shall be the principal academic and administrative Head, of the University Schools, University Departments, Conducted Colleges and University Institutions. In addition to his duties and responsibilities as a teacher, he shall perform following additional duties and responsibilities:

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- (a) The Head shall be appointed by the Vice-Chancellor in the manner as prescribed in this directions and shall be working directly under superintendence, direction and the control of the Vice-Chancellor / ProVice-Chancellor.
- (b) He/she shall be ex-officio Chairman of the Departmental Committee.
- (c) He/she shall supervise and control the working of the teachers and the employees working in the Department. He/She can take action with the permission of the Vice-Chancellor / Pro Vice-Chancellor.
- (d) He/she shall review the Self-Assessment Reports of the teachers and employees working in the Department and submit Confidential Reports to the Vice-Chancellor / ProVice-Chancellor.
- (e) He/she shall, in consultation with the Departmental Committee, prepare the annual financial estimates of the Department for presentation before Board of University Departments and Interdisciplinary Studies, time table of theory and practical teaching and seminars/assignments and examination and/or test to be conducted during the academic year.
- (f) He/she shall prepare developmental plan with regard to infrastructure development, linkages, new courses and research plans of the Department in continuation of earlier plans in consultation with Departmental Committee.
- (g) He/she shall plan co-curricular and extra-curricular activities of the department in consultation with Departmental Committee.
- (h) He/she shall be the ex-officio Chairman of admission committee for various programs of the Department as per the procedure laid down by the University, from time to time.
- (i) He/she shall, in consultation with the Departmental Committee, recommend the disciplinary action against erring students, and such recommendation shall be sent to the University authorities for consideration.
- (j) He/she shall monitor the purchase of equipment, chemicals, books etc. which are required to be purchased for his Department as per the procedure laid down by the University.
- (k) He/she shall be responsible for the smooth conduct of the examinations/tests conducted by the Department.

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- (l) He/she shall assist the University in the smooth conduct of the University Examinations.
- (m) He/she shall perform such other duties and responsibilities as may be assigned to him/her by the Vice-Chancellor and ProVice-Chancellor, from time to time.

Points (a) to (m) above shall be applicable mutatis-mutandis for Director of the School/Head in Departments of conducted colleges and Heads of Departments in University Institutions, wherever applicable.

5. An Advisory Committee consisting of senior members of the faculty shall be formed by the Head of the department to

- i. Advise the Head on important matters,
 - ii. make recommendations to the Head on certain issues, and
 - iii. assist the Head in carrying out routine day-to-day administrative work. The criteria for the formation and the composition of such advisory Committees shall be as under:
 - a) In the large sized department, i.e., those whose total sanctioned faculty strength is ten or more, the Head shall constitute a five person advisory Committee (comprising the Head, the next senior most faculty member, and any three other members of the faculty, one each from the cadres of Professor, Associate Professor and Assistant Professor)
 - b) in medium-sized departments, i.e., those whose total sanctioned faculty strength is more than five but less than ten, the Head shall form a three-person Advisory Committee (comprising the Head, the next senior-most faculty member and any one other member of the faculty);
 - c) in small-sized departments, i.e. those whose total sanctioned faculty strength is five or less, the Head shall form a two-person Advisory Committee (comprising the head and the next senior-most faculty member).
6. that the term of a Head will expire on the completion of a period of three years from the initial date of appointment as Head, irrespective of the actual period of Headship completed at the end of three years. This implies that all leave availed of by the Head during the period of Headship (including sabbatical) shall be treated as part of the three-year Headship period; and no extension of Headship shall be granted to compensate for the leave period. This Statute shall have prospective effect.

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The person who assigned the charge as the Head of the Department may be replaced during his / her tenure by the Vice-Chancellor by giving appropriate opportunity of hearing to the aggrieved person.

7. In case the Head of Department, by reason of illness, absence or any other cause, is unable to perform the duties of his/her office, the duties of the office shall be performed by the next eligible person as per orders of the Vice Chancellor.
8. that in all cases of an impending changes in the Headship, appropriate information shall be communicated, both, to the present Head as well as the future Head (By Clause 1, the next senior-most faculty member of the department is automatically the "Head Designate") at Least one month in advance to ensure a smooth transfer of Headship of a Department.

The decision of the Vice-Chancellor regarding appointment and removal of the Head shall be final and binding.

The above directions shall come into force with immediate effect i.e., the date on which the directions are issued and shall remain operative till such time as Statutes are made in this respect.

(Prof. Suhas Pednekar)
Vice-Chancellor

Mumbai – 400 032
24th June, 2022

To

The Heads/Directors of the University Departments/Institutions

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A] Copy forwarded with compliments for information to:

1. The Principal Secretary, Government of Maharashtra, Higher & Technical Education, Mantralaya, Mumbai – 400 032
2. The Director, Higher Education, Maharashtra State, Central Building, Pune – 411001.
3. The Presiding Officer, College Tribunal for Mumbai University, University Building, Second Floor, Fort, Mumbai – 400 032
4. The Joint Director, Higher Education, Mumbai Region, Mumbai – 400 001

[B] Copy forwarded for information and necessary action to:

1. The Director, Board of Examinations & Evaluation
2. The Finance & Accounts Officer
3. The Deputy Registrars/Assistant Registrars and Incharge of various administrative Sections of the University
4. The Deputy Registrar, Executive Authorities Unit
5. The Deputy Registrar, Election Section