



*And*

*Whereas*, as per "said Act" elections of Board of Studies needs to be conducted, where the Head of the Department of College as per clause (c) of sub-section (2) of Section 40, "three heads of departments from affiliated colleges and recognized institutions are to be elected from amongst the collegiums of heads of departments of affiliated colleges and recognized institutions"

*And*

*Whereas*, in absence of the clarifications in the Ordinance 173 in regards to above changes and having regard to the need and urgency to designate the Head of the Departments in the various Affiliated Colleges and Recognized Institutes, there is a need to issue the Direction in this regards.

Now, therefore, I **Prof. Pradip Premchand Patil, Vice-Chancellor**, North Maharashtra University, Jalgaon being satisfied about the exigency to issue the direction, in exercise of powers vested in me under sub-section 8 of Section 12 of the "said Act"; do hereby issue the direction to regulate the matter as to **designate Head of Department in Affiliated Colleges and Recognized Institutes as appended in Annexure.**


  
(Prof. P. P. Patil)  
Vice-Chancellor

Ref. No. : NMU/2/Election/16/2017

Date : 15/06/2017

**Copy forwarded with compliments to :**

1. Principals of All Affiliated Colleges/Directors of recognised Institutes, N.M.U., Jalgaon.
2. HoDs/Controlling Officers of all Administrative Departments, N.M.U., Jalgaon.

  
(Prof. A. B. Chaudhari)  
Offg. Registrar

॥ अंतरी पेटवू ज्ञानज्योत ॥



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## NORTH MAHARASHTRA UNIVERSITY, JALGAON

### Annexure to the Direction No.06/2017

#### Designating Head of Department in Affiliated Colleges and Recognized Institutes

1. A person to be designated as Head of the Department should necessarily have University's approval to his appointment as Lecturer/Assistant Professor/ Reader/Associate Professor / Professor on the substantive post in the said College/ Recognized Institute.
2. A person to be designated as Head of the Department by the College/ Recognized Institute should be one who possesses minimum 5 years of teaching experience at special and / or Principal level.

Provided further that, where, there is no special / principal subject (say in case Commerce, Engineering, etc.), a person to be designated as Head of Department should be one who has taught the said subject of the said degree course for a minimum period of five years as an approved teacher.

3. The Principal in consultation with College Development Committee shall designate one of the approved teachers **by rotation** as head of the Department for the period of five years in the following manner;
  - A. i) If the Professor is working in the department, Principal shall designate **by seniority**, one of the Professors in the department as Head of Department.
  - ii) If there is no Professor in the department, the Principal shall designate **by seniority**, one of the Associate Professors in the department as Head of the Department.
  - iii) If there is no Associate Professor / Professor in the department, the Principal shall designate **by seniority**, one of the Assistant Professors in the department as Head of the Department.

OR

- B. Senior most teacher amongst teachers having at least 10 years teaching experience with Ph.D. and three years experience as head of the department shall be designated as head of the department.
4. In an eventuality of any dispute arising in the matter of designating the Head of the Department, it shall be referred to the Management / Governing Body of the concerned college/institute by the aggrieved person and the decision of the Management / Governing Body in the matter shall be final and mandatory on the concerned parties.

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*M. P. Pahl*  
*5/6/17*