



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान  
(शिक्षा मंत्रालय, भारत सरकार के अधीन सम विश्वविद्यालय)  
लौंगोवाल, जिला संगरूर, पंजाब - 148106  
**Sant Longowal Institute of Engineering & Technology**  
(Deemed-to-be-University under Ministry of Education, Government of India)  
**Longowal, District Sangur, Punjab-148106**

संदर्भ सं/ Ref. No. SLIET/ **REG/382**

दिनांक / Date: **29/04/2021**

**OFFICE ORDER**

**Subject : Rules for Appointment of Heads of Departments**

In compliance of the decision taken by the Board of Management of the Institute in its 39<sup>th</sup> meeting held on 10.11.2020 vide Agenda Item No. 39.18, the BoM Resolved that **Heads of the Departments (HoDs)** shall be appointed by rotation from amongst the Professors as per MoA considering the criteria proposed in the agenda, as under:-

1. Heads of the departments shall be appointed by **rotation from amongst the Professors**.
2. The Headship will rotate amongst the Professor where there are posts of Professor in the Department.
  - a) And where there is no Professor and there are Associate Professor(s) the Headship shall rotate amongst the Associate Professors on the basis of their seniority.
  - b) Further, if there is only one Professor in the Department the rotation shall take place amongst the Professor/Associate Professors in the Department.
3. The appointment of Heads of the Departments will be made by the Director of the Institute in accordance with the seniority. In case any exception is to be made, the matter may be brought to the notice of the BoM.
4. The appointment shall be made for a term of **three years** which may be extended by another term of three years and thus the total period of headship should not exceed six years.
5. In case of Professor or Associate Professor is working as Head of the Department and another Professor/Associate Professor is appointed, the present Head would continue to work as Head of the Department till his term expires.
6. If the Head of any Department resigns from headship on his own, he would not be eligible for appointment as Head of the Department till his next turn comes again after the completion of rotation among the eligible faculty members.
7. A Professor/Associate professor will be eligible to be appointed as HOD only if he/she is having not less than 2 years to his/her superannuation on the day of appointment.
8. The Head of the Department shall provide academic leadership to the Department and will supervise/guide the functioning of the Department.

  
Registrar (Officiating)

Copy to following for information please :-

- 01 Director
- 02 All Deans/HoDs/Section In-charges/ Faculty In-charges.
- 03 Faculty In-charge (ACSS) - with a request to upload on the Institute website.

**"Proud to be Part of Team SLIET"**