



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO: 956

No. 20, Ward Place,
Colombo 07.

03rd May, 2011

Vice-Chancellors of Universities,
Rectors of Campuses,
Directors of Institutes.

**CLARIFICATION REGARDING THE POSITION OF THE HEAD OF THE
DEPARTMENT OF STUDY IN UNIVERSITIES, CAMPUSES AND THE HEAD OF
THE DEPARTMENT IN HIGHER EDUCATIONAL INSTITUTES**

I wish to point out that Section 51 of the Universities Act No. 16 of 1978 as amended, has specific provisions regarding the Heads of Departments of Study of Universities.

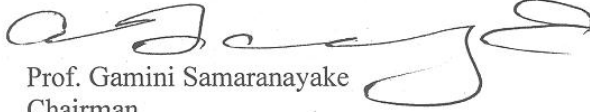
As you are aware, the Head of the Department of Study is the administrative head of the particular Department of study and as such he/she has key functions to perform, which if not performed, will bring the Department to a standstill. It is for this reason that in Section 51(3) of the Act, provision is made to cover even temporary situations when a Head of the Department fails to perform his/her duties.

In the light of the above, we wish to draw your attention to the following requirements to be followed by the Heads of the Departments of Study of the Universities/Campuses and Heads of the Departments of the Higher Educational Institutes;

1. Where a Head of a Department of Study wishes to resign, he/she shall give 3 Calendar months notice to the Vice-Chancellor through the respective Dean of the Faculty. In the case of Head of Department of a Higher Educational Institute, notice should be given to the Director of the Institute.
2. The Vice-Chancellor/Rector/Director shall immediately on receipt of the letter of resignation forward same to the Council/ Campus Board/Board of Management as the case may be.
3. Until such time the Council/ Campus Board/Board of Study has formally accepted his/her resignation, the resignation shall not be operative.
4. If any Head of Department of Study fails or refuses to carry out his/her functions to the satisfaction of the Council/Campus Board/Board of Study, that authority is empowered to remove him/her from the said post.

Contd./

5. If a Head of a Department of Study has been removed from his post or has resigned in terms of 3 above, he/she shall not be eligible for re appointment by the Council/Campus Board/Board of Study except in exceptional situations such as ill health or any justifiable reasons beyond the control of the particular Head.



Prof. Gamini Samaranayake
Chairman

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