



Government of West Bengal
Directorate of Technical Education
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NO: 16(T)/CS

Date:- 18.03.2026

**From:- Director of Technical Education
Govt. of West Bengal**

**To :- The Principal/O.I.C
of all Govt. Engg. & Tech. Colleges.**

**Subject:-Order regarding Assignment of Charge of Head of Department (HoD) to Regular
Faculty Members**

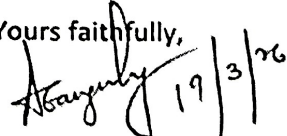
Sir/Madam,

In the interest of maintaining effective academic and administrative functioning of the Government Engineering and Technological Colleges under the Directorate of Technical Education, West Bengal, the Heads of Institutions (Hols) of the respective colleges are hereby directed to assign the charge of Head of the Department (HoD) to a regular faculty member of the concerned department, preferably a Professor/ Associate Professor on the basis of seniority and administrative suitability.

The assignment of HoD shall normally be made on a rotational basis for a period of two (02) years subject to institutional requirements and satisfactory performance. The HoD shall be responsible for academic coordination, departmental administration, monitoring of teaching-learning activities and ensuring compliance with the directives issued by the competent authorities from time to time.

This order shall take immediate effect and remain in force until further orders.

Thanking You,

Yours faithfully,

19/3/26

Director of Technical Education, W.B.