

तमिलनाडु केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुडी Neelakudi, कंगलान्चेरी पोस्ट Kandalancherry Post

तिरुवारूर|Thiruvarur-610 101 तमिलनाडु|Tamil Nadu

No: 4-36/2013-Estt

24.01.2018

OFFICE MEMORANDUM

The Competent authority has nominated Dr. L. Kavitha, Associate Professor, Dept. of Physics as Head of the Department for day today activities with immediate effect till further orders.

Dr. L. Kavitha may execute the duties and responsibilities given in annexure.

Sabri
24/1/2018
(Dr S Bhuvaneshwari)
Registrar

To

1. Dr. L. Kavitha, Associate Professor, Dept. of Physics

Copy to:

1. PS to VC
2. PA to Registrar
3. PS to COE
4. PA to Finance Officer
5. All HODs/Deans
6. All Officers
7. System Analyst – for e-circular

Dr. S. Bhuvaneshwari / डॉ. एस. भुवनेश्वरी
Registrar / कुलसचिव
Central University of Tamil Nadu
तमिलनाडु केन्द्रीय विश्वविद्यालय
Thiruvarur / तिरुवारूर - 610 101.

ORDINANCE No. 27

POWERS AND FUNCTIONS OF HEADS OF DEPARTMENTS OF STUDIES
(Section 28 (o))

The Head of the Department shall:

- (1) Be the Academic Head of the Department and shall convene and preside over the meetings of the Department and the Board of Studies;
- (2) Maintain discipline in the Classroom and Laboratories through teachers of the Department;
- (3) Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
- (4) Frame the time table for various programmes offered by the Department and ensure the compliance of the same.
- (5) Be responsible for the coordination, facilitation and supervision of teaching and research in the Department;
- (6) Recommend leave application of the members of the teaching and non-teaching staff of the Department to the Dean of the School concerned according to the Rules framed for the purpose;
- (7) Be responsible for the records, equipments and furniture of the Department and the books of the Departmental Library;
- (7) Operate the Budget of the Department and distribute the resources fairly;
- (8) Shall be responsible for observance of the provisions of the Act/Statutes/Ordinances and Regulations relating to the Department; and
- (9) Perform such other academic duties as may be assigned to him/her by the Academic Council, the Executive Council or the Vice-Chancellor.

Notwithstanding anything contained in this ordinance the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other extraordinary issue.

