



तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुडी परिसर/Neelakudi Campus,

तिरुवारूर/Thiruvavur - 610 005

CUTN-4-36/2013-ESTT

Dated: 19/07/2018

OFFICE MEMORANDUM

Sub: Nomination of Head-in charge for the Department of Applied Psychology – reg.

Dr.P.Sigamani, Associate Professor has been relieved of his duties and responsibilities as Coordinator of Department of Applied Psychology with immediate effect and he is directed to hand over the charge to Dr. C.Mamman Joseph, Assistant Professor, Department of Applied Psychology, who will act as Head-in charge till further orders.

The duties and responsibilities of the Head-in charge are enclosed as annexure –‘A’

This issues with the approval of the Competent Authority.

19 JUL 2018

(A.Velu)

Assistant Registrar

Establishment

ए. वेलू A. VELU

सहायक कुलसचिव

Assistant Registrar

To

1. Dr.P.Sigamani, Associate Professor, Department of Social Work
2. Dr. C.Mamman Joseph, Assistant Professor, Department of Applied Psychology.

Copy to:

1. PS to VC
2. PA to Registrar
3. PA to Finance Officer
4. PS to COE
5. JR(Academic)
6. Academic Coordinator
7. All Deans/ Heads/ Officers/ Staff(through email)
8. IQAC cell
9. System Administrator
10. Notice Board

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Campus, कंगलान्चेरी/Kangalancherry, तिरुवारूर/Thiruvarur - 610 101

F. No. CUTN/4-36/2013-Estt

Date: 14.05.2018

OFFICE ORDER

Sub: Nomination of Head/Head In-Charge Department – Reg.

The following faculty members have been nominated as Head in their respective department till further orders

S. No	Name of the faculty	Designation	Department	Nominated as
1	Dr. T.J. Abraham	Associate Professor	English Studies	Head
2	Dr. Velmurugan P. S	Associate Professor	Commerce	Head
3	Dr. Francis P. Barclay	Assistant Professor	Media and Communication	Head (in-Charge)

A. Duties and responsibilities:

1. The Head / Head (In-Charge) is required to supervise and oversee the curricular, instructional and research affairs of their respective departments.
2. The Head / Head (In-Charge) is responsible for the conduct and maintenance of teaching and research in his / her functional area and also will be responsible for any other duties as may be assigned by the Vice-Chancellor from time to time.
3. The Faculty members for their departments have to report to the Head / Head (In-Charge) such as academic support functions, student services etc. This is without prejudice to the overall control and supervision of the Vice-Chancellor on the faculty members and academic departments concerned.
4. The Head / Head (In-Charge) shall report to the Vice Chancellor on all academic issues for guidance advice and orders.
5. The Head / Head (In-Charge) will also take support from and coordinate with Registrar, Finance Officer and Controller of Examination in conduct of their respective functions.
6. The Head / Head (In-Charge) should ensure to maintain discipline in the class rooms and laboratories through teachers.
7. The Head / Head (In-Charge) is to frame the time-table in conformity with the allocation of the teaching work by the Department / Centre / University.
8. To assign to the teachers in the Department / Centre such duties as may be necessary for the proper functioning of the department / Centre; and assign work to and exercise control over the non-teaching staff attached to the Department / Centre.
9. The Head / Head (In-Charge) will ensure that the classes are conducted as per the time table and that no classes are cancelled. If classes are cancelled, they should ensure that alternate classes are held. In coordination with Academic Coordinator, they shall ensure that report on classes held / cancelled is sent on a weekly basis to Controller of Examination.
10. To perform such other duties as may be assigned to him / her by the Academic Council, the Executive Council and Vice Chancellor.

शुभा
15/5/2018

11. The Headship period is for three years from the date of issuing the order **OR** upto the joining of Professor / Associate Professor in the respective department, whichever is earlier. The Headship will transfer to Professor / Associate Professor on rotation basis in every three year.

SBT
15/5/2018
(Dr. S. Bhuvaneshwari)
Registrar

To
All Heads / Head (In-charge) of the departments

Copy to:

1. FO / COE
2. All the Departments / Sections
3. Deputy Registrar (Finance / Establishment)
4. PS to VC / PA to Registrar
5. Academic Coordinator / IQAC
6. AR (Purchase)
7. OIC (Admin)
8. Notice Boards

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