

तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुडी परिसर/Neelakudi

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

F. No. CUTN/4-36/2013-Estt /2116

Date: .08.2016

OFFICE ORDER

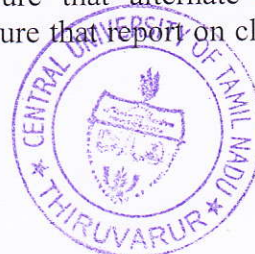
Sub: Head of the Departments – Reg.

The following faculty members have been nominated as **Head** in their respective department;

| S. No | Name of the faculty | Designation | Department |
|-------|----------------------|---------------------|---------------|
| 1 | Prof. T. Sengadir | Professor | Mathematics |
| 2 | Dr. Nirmal Selvamony | Associate Professor | English |
| 3 | Dr. V. Madhurima | Associate Professor | Physics |
| 4 | Dr. P. Velmurugan | Associate Professor | Tamil |
| 5 | Dr. E.M. Shankar | Associate Professor | Life Sciences |

A. Duties and responsibilities:

1. The Head is required to supervise and oversee the curricular, instructional and research affairs of their respective departments.
2. The Head 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 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 shall report to the Vice Chancellor on all academic issues for guidance advice and orders.
5. The Head will also take support from and coordinate with Registrar, Finance Officer and Controller of Examination in conduct of their respective functions.
6. The Head should ensure to maintain discipline in the class rooms and laboratories through teachers.
7. The Head 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 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.
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.

(Dr. S. Bhuvaneshwari)

Registrar

Dr. S. Bhuvaneshwari / डॉ. एस. भुवनेश्वरी

Registrar / कुलसचिव

Central University of Tamil Nadu

तमिलनाडु केन्द्रीय विश्वविद्यालय

Thiruvavur / तिरुवावूर - 610 101.

To
Heads of the respective department.

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