

डॉ. एस. भुवनेश्वरी  
कुलसचिव  
Dr. S. Bhuvaneshwari  
Registrar



तमिलनाडु केन्द्रीय विश्वविद्यालय  
(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)  
CENTRAL UNIVERSITY OF TAMIL NADU  
(Established by an Act of Parliament, 2009)  
नीलक्कुडी / Neelakudi, तिरुवारूर/Thiruvapur - 610 005  
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CUTN – 29(8)/2016 – Reg. Sec /#39

28<sup>th</sup> November 2017

**OFFICE ORDER**

**Sub:** - Committee Constitution to initiate Automation of activities - University centric - Buildings and other asset management - Civil and Electrical - Reg.

**Ref:** - Minutes of the meeting of the committee for the implementation of Automation of activities in CUTN dated 21.11.2017.

With reference to the minutes of the meeting of the committee for the implementation of Automation of activities in CUTN dated 21.11.2017, the following subcommittee has been constituted to look into the University centric - Buildings and other asset management - Civil and Electrical:-

1. Dr. P. Velmurugan, Associate Professor and Head, Dept. of Tamil, Chairperson
2. Mr. V. Kalyani, Consultant, Registrar Secretariat
3. Mr. G. Vedarethinam, Electrical Consultant
4. Mr. S. Manavalan, Junior Engineer
5. Mr. M. Balasubramanian, Assistant Engineer, Convener

The terms of references of the committee is enclosed as annexure, in addition to the terms of reference any other matter related to the assigned task shall be incorporated, for further details if any, Dr. S. G. Ramkumar may be contacted.

*S. Bhuvaneshwari*  
28/11/2017  
Registrar

To  
The Concerned

Copy to: -

1. All Officers
2. Dean (Academics) / Dean (Student Welfare)
3. Heads – All Departments / Sections
4. PS to VC
5. PA to Registrar
6. IQAC
7. E – Circular

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



**Terms of Reference of the committee**

- i. Collect details related to maintenance of approval for building, handing over taking over procedures, asset management (including land documents), Proposal procedure, Government agencies approval procedures should be kept in mind while preparing work flow.
- ii. any other relevant details and work flow.
- iii. Guest house and other common facilities booking and allotment

SBVT  
28/11/2017

Dr. S. Bhuvaneswari / डॉ. एस. भुवनेश्वरी  
Registrar / कुलसचिव  
Central University of Tamil Nadu  
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