तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुड़ी/Neelakudi,

तिरुवारूर/Thiruvarur 610 005

No. 4-36/2013-Estt

Dated: 16.05.2019

OFFICE MEMORANDUM

Competent Authority has appointed Dr. R.Roopkumar, Associate Professor, Department of Mathematics as Head of the Department of Mathematics with immediate effect till further orders.

Powers and functions for Head(s), as stipulated in the Ordinance, are given in Annexure.

16/5/2019.

(Dr.S.Bhuvaneswari)
Registrar

डॉ. एस. भुवनेश्वरी / Dr. S. Bhuvaneswari
कुलसचिव / Registrar
तमिलनाडु केन्द्रीय विश्वविद्यालय
Central University of Tamil Nadu
तिरुवारुर / Thiruvarur - 610 005.

To
Dr .R.Roopkumar
Associate Professor
Department of Mathematics

Copy to:

1. Finance Officer
2. Controller of Examinations
3. All HODs/ Deans
4. All Officers
5. PS to VC
6. UDC –Registrar Secretariat
7. System Analyst – for e-circular

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, equipment's 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.

16/5/2019

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