



THE TAMIL NADU Dr. AMBEDKAR LAW UNIVERSITY

(State University Established by Act No. 43 of 1997)

SCHOOL OF EXCELLENCE IN LAW

"Perungudi Campus", MGR Salai, Perungudi, Chennai- 600 113



Dr. D. BHUVANESWARI, M.L., Ph.D.,
Director i/c., U.G. Courses

C.No.544/SOEL/UG/S1/2022
04.03.2022

OFFICE ORDER

Sub: The Tamil Nadu Dr.Ambedkar Law University –School of Excellence in Law, U.G. Honours Degree Courses – Duties of the Assistant Directors – Orders – Issued – Reg.

Ref: Registrar's Office Order C.No.6296/Regr/Estt(T)/A2/2022, dated 02.03.2022.

In furtherance of the Order cited above, the 'Assistant Directors,' School of Excellence in Law U.G. Degree Courses, Tamil Nadu Dr.Ambedkar Law University are hereby requested to strictly adhere the following duties and responsibilities for smooth functioning of academic and administrative activities in a smooth and successful manner:-

1. To monitor punctuality of the students to attend their respective hours.
2. To check the behavior of the students in and outside the class room premises.
3. To check the participation and involvement of students of their respective courses in co-curricular and extra – curricular activities.
4. To thoroughly monitor the functioning of class hours.
5. To manage class hours in consultation with the Head of the Department, when the concerned subject faculty is on leave.
6. To take appropriate steps to maintain and enhance quality of education.
7. To get feedback from the students periodically on the teaching performance of the subject faculty and to submit report on the same to the Director.
8. To get feedback from the students on the effectiveness of participatory learning in the class hours and the opportunity given to the student to interact with the faculty on the subject taught.
9. To take care of discipline on the part of the students of the respective courses.
10. To ensure observance of uniform dress code by the students as prescribed by the University.
11. To sanction OD to the students to take part in academic/co-curricular/extra-curricular activities.
12. Take care of issue of Bonafide Certificate to the students

13. To assist the Time Table Committee to ensure smooth conduct of classes
14. To regularly update to the Director regarding functioning of instruction classes
15. To ensure discipline among the students, keep in contact with the parents periodically to inform the behavior of the erring students.
16. To have regular meetings with Directors to ensure smooth functioning of the institution.

This order shall be followed scrupulously with immediate effect.

//BY ORDER//


DIRECTOR i/c.
U.G. COURSES, SOEL

To:

- [1] Dr. P. Sakthivel, Assistant Professor (SG), Department of International Law & Organisation & Assistant Director, B.A.LL.B.(Hons) Degree Course, School of Excellence in Law, TNDALU.
- [2] Dr. P. Brinda, Assistant Professor (SG), Department of Intellectual Property Law & Assistant Director, B.B.A.LL.B.(Hons) Degree Course, School of Excellence in Law, TNDALU.
- [3] Dr. M. Sunil Gladson, Assistant Professor (SS), Department of Intellectual Property Law & Assistant Director, B.C.A.LL.B.(Hons) Degree Course, School of Excellence in Law, TNDALU.
- [4] Dr. S. Manjula, Assistant Professor (SG), Department of Constitutional Law & Human Rights & Assistant Director, B.Com.LL.B.(Hons) Degree Course, School of Excellence in Law, TNDALU.
- [5] Dr. D. Umamaheswari, Assistant Professor (SG), Department of Labour Law and Administrative Law & Assistant Director, LL.B.(Hons) Degree Course, School of Excellence in Law, TNDALU.

Copy to:

(1) The P.S. to VC, for placing before the Hon'ble Vice-Chancellor for kind information; (2) The Registrar, TNDALU; (3) The Dean of Faculties; (4) The Academic Advisor; (5) The Administrative Advisor & Campus Director, TNDALU; (6) The Librarian, TNDALU - for uploading the University Website.