

Manav Rachna University
Estd. vide Haryana Act No. 26 of 2014
(Formerly Manav Rachna College of Engineering)
Sector-43, Aravali Hills, Faridabad

F.NO MRU/OM-OO(8)/Vol.IV/2021/1572

Dated: 14.11.2022


OFFICE ORDER

The Competent Authority is pleased to assign Dr. Sandeep Kumar, Associate Professor, duties and responsibilities of HoD, Department of Physics of the University with immediate effect till further orders.

As HoD he shall:

- a) be the academic Head of the department, and convene & preside over the meetings of the department.
- b) maintain discipline in the classrooms and laboratories through teachers of the Department and ensure that classes are conducted regularly and the syllabi is got covered well in time;
- c) assign such duties to the teachers of the Department as may be necessary for the proper functioning of the Department;
- d) be responsible for the coordination and supervision of the teaching and research in the Department;
- e) shall take all measures to upgrade the laboratories, equipment, furniture of the Department and recommend books for the Department Library and main library of the University;
- f) shall be duty bound to see that the decision of the authorities of the universities are faithfully carried out;
- g) coordinate with other Deans/departmental heads and committees for accreditation, research, extra-curricular activities and other administrative activities
- h) perform such other duties as may be assigned him by the Vice Chancellor from time to time.


The services rendered by Prof. D.K. Sharma are being duly acknowledged and appreciated for the period he discharged the responsibilities of HoD (Physics).


(Dr. K. Singh)
Registrar

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1. PS to Chancellor kind information of the Hon'ble Chancellor
2. PS to VP kind information of the Hon'ble Vice President
3. PS to VC kind information of the Hon'ble Vice Chancellor
4. PVC for kind information
5. All the Deans/Directors and HODs for kind information
6. Prof. D.K. Sharma, Professor, (Outgoing HoD)
7. Registrar, MREI
8. CF & AO / GM (Purchase, Audit, Inventory, I.T.)
9. DR (Academics) & Dy. CoE/Dy. Librarian
10. Sports officer cum Manager, Operations


(Dr. K. Singh)
Registrar