

MANGALORE UNIVERSITY

No. MU/DEV/Suptd/2020-21

Office of the Registrar
Mangalagangothri – 574 199
Date: 01.10.2022**OFFICIAL MEMORANDUM**

Sub: Redistribution of work among the Staff of Development Section – reg.

The following Redistribution of work among the Staff in **Development Section** is ordered with immediate effect.

Special Officer -- Dr. Srinath B.S.		
Assistant Registrar -- Smt. Veena		
Superintendent (In charge) --Smt. Sandya B.R. (Senior Assistant)		
S.L No.	Name & Designation of the Case Worker	Compilations Entrusted
D1	Anitha Job Typist/ Office Assistant	<ol style="list-style-type: none"> 1. Payment of Panchayat tax. 2. Sanction of office contingency to PS to VC / Executive engineer. 3. Tenkanadiyoor Information Centre. 4. VISION 2030 5. Solarization of University Campus. 6. Allocation of grants to Constituent Colleges and PG Centre, Chikka Aluvar Sanction of expenditure towards purchase of equipment, consumables, books and journals etc. Maintenance of expenditure register. 7. Taking over of Govt First Grade colleges. 8. Any other work entrusted by the higher officials from time to time.
D2	Sri Nagaraja (FDA)	<ol style="list-style-type: none"> 1. Allocation of grants to P G Departments. Sanction of expenditure towards purchase of equipment consumables, books and journals etc. Maintenance of expenditure register. 2. Custody of University land records. 3. Matters pertaining to starting and strengthening of P G Center Chikka Aluvara, Belapu and New PG centers acquisition and grant of land. 4. Recognition of the University under Section 35 and 80G of Income Tax Act. 5. Establishment of Yoga Centre and Department of Human Consciousness and Yogic Sciences 6. Sanskrit speaking courses – UGC assistance. 7. Issue of Excise/Customs duty exemption certificates, Import –Export Certificate towards purchase of equipment. 8. Matters relating to educational tour. 9. UGC INFLIBNET programme. Library Advisory committee meeting. 10. Animal Ethical Committee. 11. Any other work entrusted by the higher officers from time to time.

D3	Supreetha J (Job Typist/ Office Assistant)	<ol style="list-style-type: none"> 1. Forwarding Research Projects to funding agencies, 2. BRNS/ICSSR/UGC/GIAN/DST/DBT/VGST research projects 3. GIAN programme. 4. CARER/CARRT 5. University minor research projects. 6. Providing consultancy services to Industries and other agencies. 7. Patent Cell, RDCPC 8. MoU with various institutions / foreign collaboration. 9. UGC SAP , UGC Innovative programme. 10. Establishment of world class business school. 11. Human Ethical Committee. 12. DST PURSE Programme. 13. Any other work entrusted by higher officials from time to time
D4	Sri Harish (Senior Assistant)	<ol style="list-style-type: none"> 1. All matters pertaining to various Peethas and Endowment chairs. 2. UGC five year plan grants/special grants etc. and related correspondence maintenance of grant registers, advance register, expenditure register and preparation of UC in consultation with the Finance Office. 3. UGC schemes, sports facilities in Universities, Instrumentation Maintenance Centre. 4. Campus Management, UUCMS, Cloud based system, Skill Development 5. Up gradation of Incubation Centre.(Data Centre) 6. Smart class rooms (projector and UPS) 7. Business Lab. 8. Soft skill library. 9. Matters pertaining to Ambedkar Study Centre, Gandhian Study Centre, Women Study Centre, Nehru Chintana Kendra, Buddhist Study Center, Lohia Chintana Kendra. 10. Matters relating to Distance Education. 11. Sanction of financial assistance for attending international conference under UGC unassigned grants and forwardal of proposals for financial assistance. 12. Any other work entrusted by higher officials from time to time.
D5	Smt. Umavanitha Nayak (FDA)	<ol style="list-style-type: none"> 1. Appointment of Visiting Professors/ Fellows, Adjunct Professors, Guest lecturers in the PG Departments / constituent colleges/ P G Centre Chikka Alavara and related correspondence/ special lecture programmes. 2. Matters relating to FIP of UGC - forwardal of applications, joining report of the teachers in the department, payment of living expense allowance, contingency grants etc. 3. Recognition of affiliated colleges by the UGC under 2(f) and 12(b) of UGC act 1956 - forwardal of applications. 4. Recognition of university U/S 35(I)(iii) of Income Tax Act. 5. Forwardal of Potential for Excellence-College proposal 6. NME- ICT Providing Tablet PCs under AKASH scheme of HRD. 7. UGC Faculty Recharge programme. 8. Academic and Administrative Audit (AAA) 9. IQAC . 10. Matters pertaining to NAAC including constituent colleges. 11. UGC Scheme for providing financial assistance to New Model colleges in EDBC's

		<ol style="list-style-type: none"> 12. UGC Scheme- University with Potential Excellence/ Colleges with potential excellence and Centre with potential excellence in a particular area (CPEPA). 13. Recognition of the University by DSIR/SIRO. 14. NMR lab requirements. 15. Any other work entrusted by higher officials from time to time.
D6	Vaishali Job Typist/ Office Assistant	<ol style="list-style-type: none"> 1. Matters relating to University Research Fellowship UGC/CSIR, SRF, JRF and all other related matters. 2. Matters relating to Research Scholars - forwarding travel assistance applications to funding agencies. 3. UGC Research Fellowship - RFSMS Scheme. 4. UGC Inspire Fellowship. 5. DST-FIST, K-FIST. 6. Karnataka State Science and Technology conference. 7. Matters relating to conduct of NET of UGC and SLET. 8. Matters pertaining to conduct of coaching classes for UPSE examination. 9. Matters pertaining to Prasaranga. 10. Matters pertaining to computer centre. 11. Matters pertaining to USIC, Microtron Centre and CARER(university grants) 12. University - Industry interaction, 13. Web Portal project, 14. WIFI 15. Matters pertaining to University website. 16. Sanction of publication grants under unassigned grants. 17. CSEIP 18. Shodha ganga- shodha gangothri 19. ICT- E governance. 20. Any other work entrusted by the higher officers from time to time.
D7	Shree Raksha Job Typist/ Office Assistant	<ol style="list-style-type: none"> 1. Organization of seminar, workshop, conference etc. 2. All matters pertaining to institution of lectures, scholarships, gold medals and cash prizes, <p>In addition to the above works, checking of emails on regular basis, assisting case workers for typing and scanning etc. has to be done.</p>
D8	Vijetha Kumari C.H. Job Typist/ Office Assistant	<ol style="list-style-type: none"> 1. Matters relating to University buildings construction and maintenance- according administrative sanction of civil/electrical/water supply and sanitary works, roads minor works, 2. Files relating to Water Supply Scheme/maintenance etc. 3. Matters related to University Engineering Division (Excluding establishment matters). 4. Development schemes and all types of Government grants maintenance of grant register. 5. UGC financial assistance to the affiliated colleges for construction of buildings/addition- nomination to Building committee. 6. Constitution of Building committee- sanction of advance for meetings. 7. Sanction of advance related to works. 8. Any other works entrusted by higher officials from time to time.

D9	Sri Arvind R. Scientific Assistant	In addition to tender related works of all sections/ Departments etc., 1. Constitution of Purchase committee and conduct of meetings. 2. Tender Technical Committee meeting. 3. Any other works entrusted by higher officials from time to time.
D10	Smt. Roopashree B. Job Typist/ Office Assistant	1. Allotment of space to various departments at University campus. 2. Allotment of University canteen, shops banks etc. 3. Allotment of University quarters and maintenance of seniority register, roster of quarters allotment register 4. Any other works entrusted by higher officials from time to time.
	Smt. Sarika Data Entry Operator	Assisting case workers for typing and scanning etc. has to be done. Any other works entrusted by higher officials from time to time.
	Smt. Vanaja	Attender

Besides the above normal work, the case workers are also instructed to do any other works entrusted by the undersigned/superiors from time to time. As per the above redistribution of work, the concerned case workers are directed to handover the concerned files to the respective caseworkers immediately.

(Draft approved
by the Registrar)


FOR REGISTRAR

To,

The officials Concerned.

Copy to:

1. The Special Officer/ All Assistant Registrars under Registrar Office, Mangalore University.
2. The Director Computer Centre, Mangalore University.
3. The Nodal Officer, E-office Software, Mangalore University.
4. The Superintendents of all sections under Registrar office. Mangalore University.
5. P.A to Vice-Chancellor/ Registrar, Mangalore University.