Registrar (Evaluation) Section

Permanent Staff	No Of Staffs	Temporary Staff	No of Staffs
Special Officers	2	Project Manager	1
Assistant Registrars	2	Test Engineer	1
Superintendents	4	IT consultant	1
System Analyst/Programmer	1	Data Analyst	1
Computer Operator	1	Hardware Consultant	1
Senior Assistants	2	System Analyst	1
First Division Assistants	4	Consultants	2
Stenographer	1	Driver	2
Second Division Assistants	9	Data Entry Operators	19
Warden Assistant	1	Job Typists	10
Peon	1	Office Assistants	1
		Software Developer	1
		Script Assistants	15
		Group D	6
		Group D (Out source)	3
Total	**28**		**65**

Sl.No	Name & Designation	Works Distribution		
1.	Dr. Ramesh H N Special Officer	SO1		1. Monitoring Examination related works of all UG/PG Programmes, Diploma Courses, Disposal of all files relating to Academic Postgraduate Examination Section and Under graduate Examination Section with prior approval of Registrar (Evaluation) 2. Fixing of valuation centres/tabulation centres for PG Courses and supervision of work of valuation centres/tabulation centre for PG courses with the prior approval of the Registrar (Evaluation) and appointment of co-ordinator of examination centre/tabulation centre for PG Courses. 3. Attending all grievances of UG &PG students relating to examination matters 4. Overall supervision of staff of the section. Weekly checking of Case registers maintained by all the case workers and monthly approval by the Registrar (Evaluation) 5. Any other work entrusted by the RegistrarI from time to time
2	Sri Mohana K. S. Special Officer	SO2		1. Files related to Billing, Accounts & establishment section(S3 Superintendent with prior approval of Registrar (Evaluation) 2. Files related to Marks Card/Certificate section (S4 superintendent) with prior approval of Registrar (Evaluation) Issue of consolidated/duplicate/correction of marks cards of UG/PG courses including Verification of Document. 3. Issue of UG/PG provisional Pass Certificates. 4. Issues related to Correction of marks in the ledgers/total mistakes/class as per the 'A' form with the prior approval of the Registrar (Evaluation) 5. Supervising the progress of work related to Annual Convocation. 6. Attending all the grievances of UG/PG students relating to examination matters (Post Exams) 7. Overall supervision of staff of the section. Weekly checking of case registers maintained by all the case workers and monthly approval by the Registrar(Evaluation) 8. Monitoring the work of tappal section inwards and outwards, checking dispatch status including Sakaala/Sevasindhu/Maithri Helpline and reporting delays to Registrar(Evaluation).Any other work entrusted by the Registrar (Evaluation) from time to time.

3.	Smt.Yashodha Asst. Registrar	AR 1		1. Monitoring Examination related works of all UG/PG Programmes, Diploma Courses, Disposal of all files relating to Academic Postgraduate Examination Section and Under graduate Examination Section with prior approval of Registrar (Evaluation) 2. Fixing of valuation centres/tabulation centres for PG Courses and supervision of work of valuation centres/tabulation centre for PG courses with the prior approval of the Registrar (Evaluation) and appointment of co-ordinator of examination centre/tabulation centre for PG Courses. 3. Attending all grievances of UG &PG students relating to examination matters 4. Overall supervision of staff of the section. Weekly checking of Case registers maintained by all the case workers and monthly approval by the Registrar (Evaluation) 5. Any other work entrusted by the RegistrarI from time to time
4.	Smt. Lalitha K R Asst. Registrar	AR-2		1. Files related to Billing, Accounts & establishment section(S3 Superintendent with prior approval of Registrar (Evaluation) 2. Files related to Marks Card/Certificate section S4&S6 superintendent)with prior approval of Registrar (Evaluation issue of consolidated/duplicate/correction of marks cards of UG courses(Except Verification of Documents) 3. Issue of UG provisional Pass Certificates 4. Issues related to Correction of marks in the ledgers/total mistakes/class as per the 'A' form with the prior approval of the Registrar (Evaluation) 5. Fixing of valuation centres/tabulation centres for UG course examination and supervision of work of valuation centres/tabulation centre for UG course examination with the prior approval of the Registrar (Evaluation and appointment of coordinator of examination centre/tabulation centre for UG courses. 6. Supervising the progress of work related to Annual Convocation. 7. Attending all the grievances of UG students relating to examination matters(Post Exams) 8. Overall supervision of staff of the section. Weekly checking of case registers maintained by all the case workers and monthly approval by the Registrar(Evaluation) 9. Monitoring the work of tappal section inwards and outwards, checking dispatch status including Sakaala/Sevasindhu/Maithri Helpline and reporting delays to Registrar(Evaluation) 10. Any other work entrusted by the Registrar (Evaluation) from time to time

5	Smt. Suchetha Superintendent	S1	UG	Supervising the works of the caseworkers (E2,E5,E7,E12,E20,& E30) Appointment of Deputy Chief, Flying Squad and other related works.
6	Smt. Manjula Data Entry Operator (Temporary)	E.5	B.Sc/B.Sc.(F.N.D)/B.Sc. AnimationPreparing Statistics	Issue of Examination notifications of B.A./B.Sc./B.Com./B.S.W., B.Sc. Animation degree examinations. Preparing Statistics & Typing work
7	Ms.Roopashree Job Typist	E-12	B.Sc. (Food Technology), B.Sc. (H.S.)/BHM/B.Sc. FD/GD/IDD, Diploma/Certificate & add on Course and Gradation list of all courses	Issue of Examination notifications Approval of Candidate list, Fee Concession, issue of admission cards, Appointment of examiners arranging paper setting valuation work related to the course, Conducting BOAE meeting Preparing Gradation list.
8	Smt. Sahana (Job typist)	E-2	BA,BA Security & Detective Science & BVA	Issue of Examination notifications of BA Sec. & Detective Science & BVA Approval of Candidate list,, Fee Concession, issue of admission cards, Appointment of examiners arranging paper setting, valuation work related to the course
9	Smt. Vindya (Job-Typist)	E-26	BBA, BBM, and BPED B.Ed.	Issue of Examination notifications, Approval of Candidate list,, Fee Concession, Appointment of examiners arranging paper setting, valuation, Appointment of Deputy Chief, Flying squad & other related works and other works related to the course
10	Smt. Vidya K (Job-Typist)	E-20	B.Com	Approval of Candidate list,, Fee Concession, issue of admission cards, Appointment of examiners arranging paper setting, valuation work related to the course
11	Smt. Asma Banu Senior Assistant	E7	BCA,BHRD,BASLP,BSW , LLB,,B.Vocational and other works related to programmes. .	Issue of Exam Notifications Approval of Candidate list,, Fee Concession, issue of admission cards, Appointment of examiners arranging paper setting and valuation work related to the programme.
12	Sri Dhanush (Temporary)		D group	

13	Smt Balini K B Superintendent		S2	Supervising the works of the case workers (E26,,E4,E13,E15&E16)
14	Smt. Shubha Rani FDA	E13	Academic Section	Ph.D, M.Phil and other works related to Arts, Commerce and Education
15	Smt. Shubhakanthi SDA	E25	Academic Section	Ph.D, M.Phil and other works related to Science and Technology

16	Sri Jayantha SDA	E4	M.Com., M.Com.(IBM), M.Com.(IB) M.HRD,MIB,MBA (TA) PG (Dip)M.Ed.PGDCA,PGDBM,PGTHM.	Issue of Exam Notifications Approval of Candidate list, Fee Concession, issue of admissioncards, Appointment of examiners, arranging paper setting & valuation work related to the programme.
17	Smt. Gayathri Nayak H Senior Assistant	E15	ALL PG MSC Subjects, MPED, MASLP	Issue of Exam Notifications, Approval of Candidate list, fee concession, issue of admission cards, Appointment of examiners arranging paper setting & valuation work related to the course
18	Smt.Shobha Kunder SDA	E16	ALL MA Courses, MSW, Malpractice	Issue of Exam Notifications, Approval of Candidate list, fee concession, issue of admission cards, Appointment of examiners arranging paper setting, valuation work related to the course & malpractice cases
19	Smt.Shailaja Job Typist		Academic Section	Typing work
20	Ms Yashashri I DEO(Temporary)		Data Entry	Statistics and Data Entry
21	Ms Kavitha DEO(Temporary)		Data Entry	Data Entry & Typing
22	Smt. Vinaya Bangera Stenographer	E 29	UG/PG Distance Education programmes.	Issue of Exam Notifications Approval of Candidate list,, Fee Concession, issue of admission cards, Appointment of examiners arranging paper setting and valuation work related to the programme.
23	Smt. Manjushree DEO(Temporary)		Data Entry	Data Entry
24	Sri Vasantha		Warden Assistant	

25	Smt. Pushpalatha Superintendent	S4	Mark Card Section	Supervising the works of the case workers (E-18, E-17, E-24, E-28, E-3)
26	Smt. Shwetha (Data Entry Operator) (Temporary)	E-18	UG & PG Verification Medical/Engineering	Concerned to UG & PG Verification work – Preparation, Consolidation, Provisional Pass Certificate, Degree Certificate, other Works Related to Courses & Rank Certificate.
27	Smt. Nathasha Data Entry Operator) (Temporary	E-34	Certificate/ Marks CardSection	Concerned to Verification work of Engineering & Medical – Preparation, Consolidation, Provisional Pass Certificate, Degree Certificate, other Works related to Courses, Rank Certificate & Transcripts of all courses.

28	Sri. Bhaskar SDA	E-17	B.Sc. & Ph.D. B.Sc.FD/GD/IDD	Preparation and issue of Duplicate, Correction, Consolidation, Provisional Pass Certificate, Including Correspondence Courses and other works related to courses & conduct of convocation. Replies to Audit along with other works already allotted.
29	Sri. Ankith (Job Typist)	E-24	B.Com Course	Preparation and Issue o f Duplicate, Correction consolidation, Provisional Pass Certificate, Other works related to courses.
30	Smt. Revathi SDA	E-28	B.com (Autonomous) Distance Education,L.L.B&B.com Govt colleges.	Preparation and issue of 2nd original, Correction, Consolidation, Provisional Pass Certificate, and other works related to Courses along with statistics work.
31	Sri.Lathesh DEO(Temporary)		Data Entry	Data Entry
32	Smt. Nethravathi DEO (Temporary)		Data Entry	Data Entry
33	Sri Padmanabha Gatty SDA	E23	BA & BBA	Preparation and issue of Duplicate, Correction, Consolidation, Provisional Pass Certificate, Including Correspondence Courses and other works related to courses.
34	Keerti Kumar (Temporary)		D Group	

35	Sri. Vijayaraj Superintendent	S3	Accounts &Mark Card Section	Supervising the works of the case workers (E-22, E-27, E-1, E-6, E-8, E-9, E-10, E-11, E-19, E-32, E-31)
36	Smt. Roopa FDA	E-22	BCA/B.Ed/BHM/B.P.Ed/BSW, BBM, B.Vocation Diploma certificate & BASLP	Preparation and Issue of 2nd original, Correction, Consolidation, Provisional Pass Certificate, Degree Certificate, other works related to programmes.
37	Sri Rakshith Consultant (Temporary)	E-27	All PG Courses	Preparation and issue of Duplicate, Correction, Consolidation, Provisional Pass Certificate, Degree Certificate, other works related to courses.
38	Sri. Subba Naik M FDA	E-6	Establishment	1. Preparation of Salary bills and all other establishment matters. 2. Revaluation account, Cash Book, Imprest, Examination Contingency. 3. Budget Compilation. 4. Replies to IUB/LA Questions & Other Govt. Enquiry. 5. Disposal of old answer Scripts.
39	Smt. Chaithra (Data Entry Operator) (Temporary)	E-9	Billing Section	1. Convocation related printing and stock Management 2. Office Stationary and Stock Management 3. Supply of Stationary/Booklets to Exam & Valuation centre , Preparing Cooly Bills 4. Record Room Maintenance 5. Data Entry of B.Com private and Govt. Colleges.
40	Smt. Champa SDA	E-8	Billing Section	Remuneration Bills of all examiners centre fees.

41	Sri Trishul (SDA)	E11	Billing Section	1. Custody of Ledgers: taking custody of ledgers supplied by the outsourced company/ Autonomous colleges and verifying the same. Preparing statistics of supplied and pending ledger of every year 2. Recording of Inward & Outward of Ledgers: providing ledgers to the Case Workers, Tabulation and for digital scanning. 3. Maintaining of ledgers : Arranging of ledgers in the store room. Ledger Binding and related works. 4. Examination Centre Bills of all colleges (Except Govt Colleges)
42	Smt. Smitha DEO(Temporary)	E-1	Billing Section	All Examination TA Bills and Staff TA Bills
43	Ms. Spoorthi DEO(Temporary)	E31	Billing Section	Govt. Colleges Centre Bill and Ledger Book Entry
44	Sri Nagesh Salian SDA	E10	Accounts Section	1. Examination Centre Bill of all Colleges, Sanction of AC/DC Bills of Colleges and PG Departments. 2. Maintenance of Vehicles, Xerox Machines, Computers, and other furnitures/Equipments. 3. Maintenance of stock register of Furniture equipments and articles.
45	Sri. B N Prashantha FDA	E-19	Accounts Section	1. Printing of stationary & covers, stock management 2. Printing of Answer Booklet, stock management 3. Purchase and stitching of Cora Cloth 4. MU Linx related files along with contingency expenses. 5. UUCMS/NAD and e-office related files 6. Digital valuation related Files 7. MOU &bills related to question paper printing.
46	Sri. Puneeth Data Entry Operator (Temporary)	E-32		1. Printing & Stock Management of Marks Cards 2. Printing & Stock Management of Degree Certificate 3. MoU& Printing of Question paper bills file 4. Rank Certificate/cash prize certificate printing & stock management and other works allotted from time to time.
47	Ms. Deepthi DEO(Temporary)		Data Entry	Data Entry and Certificate printing and typing work at Marks card and Billing section
48	Ms.Swathi		Data Entry	Data Entry
49	Smt. Ashwitha Shetty Consultant(Temporary)		Personal Assistant to Registrar (Evaluation)	Personal Assistant to Registrar (Evaluation)
50	Smt. Tharunyalatha Job Typist(Temporary)		Job Typist	Job Typist
51	Smt. Divya DEO(Temporary)		Personal Assistant to Registrar (Evaluation)	Personal Assistant to Registrar (Evaluation)

52	Sri Vamanath Driver			Driver
53	Sri Lokesh Driver			Driver
54	Smt. Geethashree Bhat Office Asst		Ledger Entry	Ledger Entry
55	Sri Ashik(Temporary)		D group(out source)	
56	Sri Madhusudhan (Temporary)		D Group	P.A. Section
57	Jayarama		Peon	

Tappal Section

58	Sri Javed (Temporary)	Group D (out source)		Inward of All Tappals
59	Kum. Tejaswini (Temporary)	Group D		Inward of All Tappals
60	Sri. Rakesh Shetty (Job-Typist) (Temporary)			D D entry and other Tappal Section Works
61	Kumari Alfiya (Job-Typist) (Temporary)			Outward/Speed Post/BNPL Computer Entry/Verification Typing Works and office Typing Work.
62	Smt Usha, (Job-Typist) (Temporary			Outward and other Tappal Section Works
63	Smt.Indira (Temporary)	Group D		Outward and other Tappal Section Works

Computer Section

64	Mr.Manohar M. G System Analyst/ Programmer	Head of Computer section Registrar (Evaluation) 1.Custodian of Software's/Server/ Examination & result data – verification of Data/Software, Storing the same to University server and providing the data whenever required in requested formats with approval of Registrar (Evaluation). 2.Coordinating with MuLinx developers / UUCMS at government level for technical support. 3.In-charge for MuLinx and UUCMS implementation- co-ordinating and work assigning to the technical team/coding centre in-charge for technical work to be done in the stipulated time. 4.Preparing draft calendars for all online examination work (like preparing advance draft calendars for updating Subject Masters to the examination software's, online examination registration, IA submission, Practical Marks entry and theory marks entry, result announcement dates, Marks card printing for the each semesters. 5. Providing data for convocation and statistics requested. 6. Drafting the tender documents/ verification of agreements to be done. 7. Daily, Weekly updating of work progress report to the Registrar (Evaluation), Submitting Monthly work done and pending report in

		writing to the Registrar (Evaluation). Any other task allotted by Registrar (Evaluation) from time to time. 8. Conveving the meetings (online/ offline) on need based issues and documenting the proceedings. 9. Monitoring/ Supervising the activities of the computer section along with specifying the guidelines to the staff working in computer center. 10. Distribution of work among the technical team from time to time and making them accountable to their work.
65	Sri. Ravi Kumar H. P *Computer Operator*	**All UG Courses revaluation work, third valuation/PG challenge valuation and other related works.**
66	Sri. Venkat Rao (Temporary)	*Project Manager*
67	Sri Arun T S (Temporary)	System Analyst
68	Sri Karunakar (Temporary)	Data Analyst
69	Arshitha P. Shetty (Temporary)	Software Developer
70	Sri Jeevan Prakash (Temporary)	Test Engineer
71	Sri Vinay B. K., (Temporary)	I.T Consultant/Software Engineer
72	Sri Gopal H G (Temporary)	Hardware Consultant
73	KumDeekshitha (Temporary)	Data Entry Operator
74	Sri Dhanraj Office Asst (Temporary)	Certificate Printing
75	Ms. Yashashwini DEO(Temporary)	Data Entry Operator
76	Shravya DEO(Temporary)	Data Entry Operator

Script Assistants (Temporary Staffs)
77. Kum. Savitha
78. Mr.Madhusudhan
79. Smt. Shwetha
80.Kum. Bhavya
81. Ms.JostineMontiero
82. Smt.Suchithra
83. Kum. Harshitha
84. Smt. Tunga S
85. Mr.Sripranam
86. Ms.Kavya
87. Ms. Jennifer Meril Dsouza
88. Mr.Akshay R
89. Ms.Mohini
90. Ms.Bhavya

91. Ms.Rasika
92. Suresh (Group D)
93. Usha M

Registrar (Evaluation)