



Visvesvaraya Technological University

“Jnana Sangama”

Belagavi - 590 018, Karnataka State.

Phone : (0831) 2405454

Fax: (0831) 2405456

Secretary to Vice Chancellor

Ref. No. VTU/VCS/2022-23/43

Date: 18-07-2022

OFFICE NOTE

Sub: Work Allocation to Non Teaching Employees

Ref: Office Circular No. VTU/BGM/DPAR/CR(3)/05/2021/570, dt:13-07-2022

As per the directions vide above referred Office Circular, required information pertaining to Non-teaching employees at Vice Chancellor's Secretariat is furnished herebelow:

ANNEXURE - A

Sl. No.	Name of the Employee	Designation	Work allotted by the concerned section with Office Order No. & Date
1.	Ms. NAMITHA N. KULKARNI	(i) Senior Assistant Registrar(Syndicate) Section & (ii) Personal Assistant to Hon'ble Vice Chancellor	Official Memorandum No.: VTU/BGM/DPAR/CR(3)/29/2021-22/18, dt:05-04-2022 & Official Memorandum No. : VTU/BGM/DPAR/CR(3)/02/2022/34 Dt:09-04-2022
(i)	Works attending as Senior Assistant at Registrar(Syndicate) Section	1. Assisting in the Constitution of higher bodies of the University i.e. Academic Senate, Executive Council and Board of Studies and notifying and other correspondences with the members 2. In charge of organizing the meetings of Academic Senate and Executive Council, preparing for - Meeting Notice and other correspondence - Drafting Agenda of the meetings and preparing for circulation - Arrangement at meeting venue and carrying documents - Recording and drafting Proceedings of the meetings and preparing for circulation to the members - Communicating the decisions of the Authorities to the concerned section - Preparing Action Taken Report - Maintaining the records of all the meetings 3. The correspondence relating to the organization of Annual Convocations 4. Any work as assigned by the Hon'ble Registrar.	

RECEIVED AT THE
OFFICE OF THE REGISTRAR.

20 JUL 2022

14529

Inward No. 1068
Date: 8/8/22
DPAR, VTU, Belagavi

(ii)	Works attending as Personal Assistant to Hon'ble Vice Chancellor	<ol style="list-style-type: none"> 1. Attending the e-mail correspondence and answering the same as per directions 2. Drafting all correspondences for the Hon'ble Vice Chancellor pertaining to Governor's Office, Higher Education Department and other Government Agencies. 3. Attending the tappals received at Vice Chancellor's Secretariat and communicating the directions of the Hon'ble Vice Chancellor to the concerned sections. 4. Maintaining the daily engagement diary of the Hon'ble Vice Chancellor and communicating the same to Governor's Office 5. Maintaining the records of Vice Chancellor's Secretariat 6. Drafting the speeches of Hon'ble Vice Chancellor for important events. 7. Preparing and maintaining all the documents and printing of booklets, procession and stage plans, Minute-to-minute programmes relating to Annual Convocations and drafting all correspondences with Governor's Office and concerned Dignitaries gracing the occasion 8. Dissemination of information and directions of Hon'ble Vice Chancellor to other sections. 9. Correspondences relating to appointment of University Officers and maintaining files. 10. Any work as assigned by the Hon'ble Vice Chancellor 	
2.	MANJUNATH S.	Driver	Hon'ble Vice Chancellor's Car driving
3.	THIPPESWAMY M.	Attendar	<ol style="list-style-type: none"> 1. Cleaning and maintenance of Hon'ble Vice Chancellor's Chamber, Conference Room and Secretariat 2. To be in the office, till the Hon'ble Vice Chancellor leaves the office in the evening/night 3. Serving tea / coffee to the Hon'ble Vice Chancellor and guests and during the meetings at Conference Room 4. Zeroxing the required documents and meeting agendas 5. To share the above works with Kedari Mayannavar 6. All the works as directed by the Hon'ble Vice Chancellor and Secretary to Vice Chancellor
4.	KEDARI MAYANNAVAR	Attendar	<ol style="list-style-type: none"> 1. Sharing the above listed works with Thippeswamy 2. To be in the office, till the Hon'ble Vice Chancellor leaves the office in the evening/night 3. Receiving Couriers, Post letters and other documents and opening the covers and placing before the Hon'ble Vice Chancellor 4. Carrying files and correspondence letters of the Secretariat to the concerned section. 5. All the works as directed by the Hon'ble Vice Chancellor and Secretary to Vice Chancellor



ವಿಶ್ವವಿದ್ಯಾಲಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

(ವಿ.ಟಿ.ಯು. ಅಧಿನಿಯಮ ೧೯೯೪ ರ ಅಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ)

"ಜ್ಞಾನ ಸಂಗಮ", ಬೆಳಗಾವಿ-೫೯೦೦೧೮, ಕರ್ನಾಟಕ, ಭಾರತ

Visvesvaraya Technological University

Phone: (0831) 2498100, Fax: (0831) 2405467, Website: vtu.ac.in

Prof. A. S. Deshpande, B.E(Mech), M.Tech., Ph.D.
Registrar

Ref. No.: VTU/PS/2021-22/ 242

Date: 13 APR 2022

Sub: Work assignment of Academic/DPAR/Ph.D./SAP Sections.

Following work assignment is assigned to the Special Officers in the Academic/DPAR/Ph.D./SAP Sections.

Allocation of Work	Region	Case Worker	In-charge Special Officer with Telephone Number
Affiliation Process/ 2(f) and 12(b) proposal/Name correction, Correspondence with HED/ AICTE / UGC/ Affiliation Software/ LIC visit correspondence/Issuing NOC/ Approval and Cont. Research Centers/Autonomous Colleges.	All Regions/UBDTCE/ VTU PG Centers/ Extension Centers	Smt. Geeta Pattanshetti	Prof. Venkatesh Satwik (SO-1)
		Shri. S. S. Patil	
		Smt.Prema Bani	Prof. Sattagouda M. Patil (SO-8)
		Sri Umesh Chavan	
Approval Admission/ Readmission/ Change of Branch/ Change of College/ Any other matters related Students/ etc./Letter of Equivalence (Change of College/ University)/ Coordination with Exam Section/ Grievances of UGC, AICTE, HED,GOK/CPGRAMS/ Teacher Appointment and Approval System	All Regions/ UBDTCE/ VTU PG Centers/ Extension Centers	Sri. S. F. Madiwalar	Prof. Chandrashekar U. (SO-3)
		Sri. Manjunath Javali	
		Shri. Gururaj Naik	Prof. Vinayaksingh Rajput (SO-4)
		All the case workers will be associated with admission approval work during peak period in addition to their allotted work.	
General Correspondence, DCB and Scholarships of All PG Centres of VTU/Regional Offices/UBDTCE, Davangere/ Extension Centres [MoU (Academic)]/ e-learning office correspondence		Shri Gururaj Naik	Prof. M. M. Munshi (SO-7)
Board of Studies(BoS)/Letters of Equivalence/ Bonafied Academic Stores/Ph.D Course Work Syllabus		Smt. Vanishree Raghuvveer Smt. Veena Harapanhalli	Prof. S. B. Halabhavi (SO-2)
VTUINEC, Correspondence of Skill Development Centres NASD and Talkal.		Sri. Sumeet Kapase	Prof. P. M. Kulkarni (So-6)
Statistics/ Annual Report/ LA&LC Questions/ SSP (UG& PG) of Affiliated Colleges/ Customs Duty Exemption Certificate (DSIR)/ AISHE/MHRD.		Sri Sanjeev Anikivi	Prof. Vinayaksingh Rajput (SO-4)
e-office/ Seva Sindhu/ Sakal/Inward		Sri. Ravi Gumaste	Prof. Poornima Patil (SO-9)
Accounts of Academic Section/ Audit		Sri. Sumeet Kapase Smt. Manjula Hiremath	Prof. Sattagouda M. Patil

Allocation of Work	Case Worker	In-charge Special Officer with Telephone Number
Correspondence of Registrar Office	Shri. Chintamani Nesarkar	Prof. Harish Bendigeri (SO-5)
PRO	Shri. Basavaneppa Kambar	
VTU Research Grants Scheme/Conference Grants/ Faculty Grants/ FDP/ Financial Assistance, /Outside collaborations.	Sri. Umesh Chavan and Outsource Employee	
General Academic Notifications/ Circulars/ Course Regulations (UG / PG) / Statutes / Formation of Rules/ Norms/ General Correspondence/ Correspondence with UGC, AICTE, HED, GOK., AISHE Legal / RTI	Smt. Vanishree Raghuvceer Legal/RTI related correspondence should be routed through Legal Advisor of the University.	
NISP/ IPR/ KAPILA/Women Cell/ Foreign Collaborations (Academic & Research)	Sri Manjunath Javali and Outsource Employee	Prof. Rashmi Rachh (SO-10)

Ph.D.		
Ph.D. (ETR, Admission & Comprehensive Viva-Voce/Change of Guide/Co-guide/ Research Centre/Title, etc.	All Case workers of Ph.D Sections	Dr.Appasab L. V.
Stores and Purchase (SAP)	All Case workers of SAP Section.	Prof. M. M. Munshi

DPAR		
Non Teaching Staff NPS Update/EPF/Contract & Outsource employees, Contract employees Govt. Correspondence, LA&LC reply, Court Case, RTI, General files/ Other works as assigned by the superiors.	Smt. Jayashree Hattarki	Smt. Vanishree Raghuvceer
Teaching, Non-Teaching and Other staff maintenance of attendance/Leave sanction process/Letter Outward/ Bio-metric maintenance/ Maintenance of DPAR Section Stock registrar/ Other works as assigned by the superiors.	Shri.Raju patil	
Non -Teaching Staff Personal files No.01 to 317/Govt. Correspondence, LA/LC reply/Court Case/ RTI /Dept. Enquiry/Non Teaching Staff SR Update Appointment process of Guest Faculty & Research Project Assistant/Other works as assigned by the superiors.	Shri.Ningappa Magdum	
Teaching/Non-Teaching and Officers monthly salary bills preparation/ Salary slip update, EPF/ Other works as assigned by the superiors.	Shri.Anand Sanikoppa	Shri.Basavaraj Tigadi
Maintenance and Correspondence of UBDTCE, Davangere /All Special Officers files/Leave update in SR for Non-Teaching/ Govt. Correspondence/LA/LC reply, Court Case, RTI and Dept. Enquiry/Other works as assigned by the superiors)	Smt.Mamata Mallapur	
VTU PG Centre Belagavi, Kalaburagi, Mysuru and Muddenahalli Teaching Staff Personal files/ Teaching staff SR update/ Govt. Correspondence/ LA/LC reply, Court Case, RTI and Dept. Enquiry/ Other works as assigned by the superiors)	Shri.Basavaraj Tigadi	

ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

("ವಿ ಬಿ ಯು ಅಧಿನಿಯಮ ನಿರ್ಣಯ" ರ ಅಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ)
"ಜ್ಞಾನ ಸಂಗಮ", ಬೆಳಗಾವಿ-590018, ಕರ್ನಾಟಕ, ಭಾರತ



Visvesvaraya Technological University

(State University of Government of Karnataka Established as per the VTU Act, 1994)

"Jnana Sangama" Belagavi-590018, Karnataka, India

Phone: (0831) 2498100, Fax: (0831) 2405467, Website: vtu.ac.in

Smt. M. A. Sapna
Finance Officer

Telephone: 0831 - 2498162
Fax: : 0831 - 2405467

Ref: VTU/FO/W.A/2022-23/ 322

Date: 14 JUL 2022

U.O. NOTE

Sub: Work Allocation of Employees-reg.

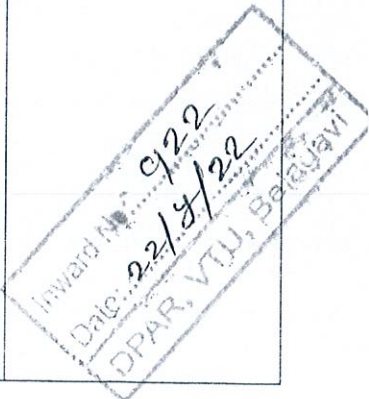
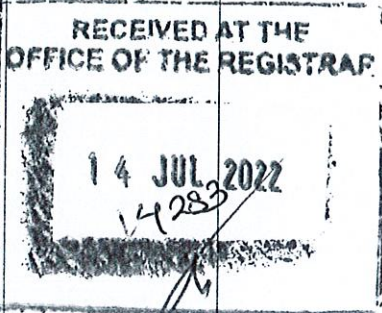
Ref: Circular No.: VTU/BGM/DPAR/CR(3)/05/2021/570, Dtd: 13-07-2022.

With reference to the above subject, the required information is furnished as under.

Annexure-A

Format for employees working permanent

Sl. No.	Name of the Employee	Designation	Work allotted	Officer Order No. and Date
1	Sri. Prakash Halagi	Sr. Assistant	<ol style="list-style-type: none">1. Verification of all bills of Skill development Bangalore and all files of NASD, Dandeli (other than work bills) and related Budget files.2. All NSS Files and correspondence, Red Cross files and correspondence in addition to allocated work in above referred order.3. All correspondence related to Departments and Academic section and student loan.4. Correspondence of all SCP/TSP files including Budget and Miscellaneous files.5. Verification of all files of e-Consortium, subscription and e-Journals.6. Verification of all bills of e-learning and EDUSAT including budget and all related correspondence.7. Maintenance of Asset Register of VTU in Finance Section and updating of the same w. r. to the records of Engineering Section.8. Compilation of Audit Compliance and related correspondence.9. Providing information under RTI Act.10. Furnishing compliance to Audit/Inspection Reports of KSAD, CAG, Paper laid Committee and submitting action taken report	1. VTU/FO/Work Allocation/2022-23/128, Dated 13-05-2022.




(12/3)

			<p>to the Government.</p> <ol style="list-style-type: none"> 11. Internal Audit compliance and correspondence. 12. Sakal related matters. 13. Any other work entrusted by the undersigned. 	
2	Sri Prakash Sankangoudar	Assistant	<ol style="list-style-type: none"> 1. Maintaining of advance register. 2. Maintenance of all registers of Advances of Regional Office / PG centers and all Staff. 3. Correspondence for settlement of Advances of all advances including personal and parties. 4. Quarterly advance pending report submission to Finance Officer. 5. Verification of all files and bills of SAP section. 6. Verification of all Bills & related correspondence in respect of VC's Secretariat, Registrar's offices, DPAR, Sports section. 7. Providing information under RTI Act. 8. Furnishing compliance to Audit/Inspection Reports of KSAD, CAG, Paper laid Committee and submitting action taken report to the Government. 9. Internal Audit compliance and correspondence. 10. Sakal related matters. 11. Any other work entrusted by the undersigned. 	1. VTU/FO/Work Allocation/2022-23/128, Dated 13-05-2022.
3	Sri Vijay Doddamani	Jr. Assistant	<ol style="list-style-type: none"> 1. Remittance of all Taxes, IT, VAT, Royalty, CBF, LWC, PT, GST, WWF, others, to government and filing of returns of the same and all related files & all correspondence with the respective departments. Monthly Reconciliation to be done with Smt. Roopa Patil and Smt. Preeti Narasagowda. 2. Scrutiny and verification of all pay bills, including UBDTCE, Davanagere. 3. Maintenance of deduction registers of all bills, including salary of all teaching and non-teaching staff. 4. Verification of all files & bills of UBDTCE. 5. All EPF/NPS related work of Finance Section. 6. Maintenance of Pension records and release of pension to retired employees of VTU and its related correspondences. 7. Verification of all files of legal bills & correspondence including budget. 8. Providing information under RTI Act. 9. Furnishing compliance to internal and external Audit/Inspection Reports of KSAD, CAG, Paper laid Committee and submitting action taken report to the Government. 	1. VTU/FO/Work Allocation/2022-23/38, Dated 12-04-2022.

			<ol style="list-style-type: none"> 10. Verification of all files, bills & correspondence of RO's Mysuru, Bengaluru, Belagavi, Kalaburagi & RO Mangaluru. 11. Preparation of meeting papers of Finance Committee and other related sub-committees and corresponding work. 12. Maintenance of stock register of the accounts department/Dead Stock register and its periodical verifications and Annual returns. 13. Preparation/ Consolidation of Annual Budget of VTU and constituent college and related correspondence. 14. Submitting quarterly Budget variance Reports. Fund requirement and management for future quarter. 15. Sakal related matters. 16. Any other work entrusted by the undersigned. 	
4	Smt. Roopa Patil	Jr. Assistant	<ol style="list-style-type: none"> 1. Verification & passing of all vouchers received in Finance Section. (before making payments) 2. Writing of all cheques on daily basis. 3. Arrangement of vouchers date wise of all Bank Accounts. 4. Preparation of List of Vouchers to be made on daily basis. 5. Maintenance of Investment Register and FDR's custody. (Interest bearing securities register). 6. Renewal of All lapsed cheques. Reporting of lost cheques & all related correspondence & files. 7. Maintenance of Payment Register (Cheque drawn Register). 8. Maintenance of all FDR's submitted towards SD by contractors. 9. Maintenance of Stock and issue register of cheque books. 10. Entry in software for all bank cheques to be written including advances, NSS and Dandeli. Making software entries of Financial transactions. 11. Furnishing compliance to internal and external Audit/Inspection Reports of KSAD, CAG, Paper laid Committee and submitting action taken report to the Government. 12. Providing information under RTI Act. 13. Monthly Reconciliation of all taxes and statutory deductions. 14. Sakal related matters. 15. Any other work entrusted by the undersigned. 	1. VTU/FO/Work Allocation/2022-23/38. Dated 12-04-2022.

5	Sri. Yallappa Gudamakeri	Jr. Assistant	<ol style="list-style-type: none"> 1. Verification of all files and bills of Engineering section. 2. Scrutiny of all TA bills of A& B grade officers teaching and non-teaching staff of VTU. 3. Verification of all bills and correspondence of exam section, scanning centre and CNC Section including budget. 4. Verification of all TA bills of members of all committees. 5. Verification of all Bills & related correspondence in respect of LIC inspection. 6. Furnishing compliance to Audit/Inspection Reports of KSAD, CAG, Paper laid Committee and submitting action taken report to the Government. 7. Providing information under RTI Act. 8. Internal Audit compliance and correspondence. 9. Sakal related matters. 10. Any other work entrusted by the undersigned. 	1. VTU/FO/Work Allocation/2022-23/128, Dated 13-05-2022.
6	Miss. Deepika B Herekar	Jr. Assistant	<ol style="list-style-type: none"> 1. All research Grant related correspondence, verification of bills & vouchers. Maintenance of Grant Register. Classification of grants and correspondence for unutilized grants and quarterly status report to Finance Officer with all information. 2. Inward/Outward files. 3. Furnishing compliance to Audit/Inspection Reports of KSAD, CAG, Paper laid Committee and submitting action taken report to the Government. 4. Providing information under RTI Act. 5. Internal Audit compliance and correspondence. 6. Sakal related matters. 7. Any other work entrusted by the undersigned. 	1. VTU/FO/Work Allocation/2022-23/128, Dated 13-05-2022.



 Finance Officer
 VTU, Belagavi.

Annexure-A

Format for employee working on permanent basis			
SL NO	NAME OF THE STAFF	Designation	Work allotted by the concerned section with office order No. & date (*)
1	SOMSHEKHAR KUNDARNAD	Programmer	<ol style="list-style-type: none"> 1. DVS SOFTWARE SUPPORT 2. RESUME SOFTWARE DEVELOPMENT AND OPERATIONS 3. SOFTWARE INSTALLATION 4. VIDEO CONFERENCING SUPPORT 5. FILING SYSTEM 6. E-OFFICE 7. SMS MANAGEMENT 8. SERVER MAINTENANCE 9. FIREWALL MAINTENANCE 10. NSS Software 11. DVS VALUATION SUPPORT 12. DATA CENTER UPKEEP AND OPERATION 13. NEW EXTENSION PROJECTS 14. E-Administration software SD/SO/DH 15. Ph.D (Vaps) Software Database handling 16. VPN
2	HANUMRADDI P NAGANUR	Assistant	<ol style="list-style-type: none"> 1. ADMINISTRATIVE WORK AND HR MAINTENANCE 2. INWORD and OUTWORD 3. STOCK HANDLING AND MAINTENANCE 4. Upkeep LAB/Office 5. WORKSHOP WEB INTERFACE, INTERFACE WITH OTHER SECTIONS AND TEAMS 6. FILING SYSTEM
3	BASAVARAJ AYYAPPA METI	Assistant Technician	<ol style="list-style-type: none"> 1. ADMINISTRATIVE WORK AND HR MAINTENANCE 2. NETWORK OR COMPUTER MAINTENANCE 3. SOFTWARE INSTALLATION 4. VIDEO CONFERENCING SUPPORT 5. SMS MANAGEMENT 6. FIREWALL MAINTENANCE 7. E-Administration software SD/SO/DH 8. VPN
4	VINAYAK M CHOUGULE	Assistant Technician	<ol style="list-style-type: none"> 1. NETWORK OR COMPUTER MAINTENANCE 2. STOCK HANDLING AND MAINTENANCE 3. SOFTWARE INSTALLATION 4. VIDEO CONFERENCING SUPPORT 5. FILING SYSTEM 6. SMS MANAGEMENT 7. NEW EXTENSION PROJECTS AND SUPPORT FOR IT INFRASTRUCTURE UPKEEP 8. VPN

Annexure-A

Format for employee working on permanent basis



SL NO	NAME OF THE STAFF	Designation	Work allotted by the concerned section with office order No. & date (*)
5	MAHESH A BASTWAD	Assistant Technician	<ol style="list-style-type: none"> 1. VTU WEBSITE MAINTENANCE / ADDING CONTENT 2. VTU MAIL SERVER MAINTENANCE / USER CREATION 3. NETWORK OR COMPUTER MAINTENANCE 4. DVS SCRIPT HANDLING and TRANSFER TO SCANNING 5. SOFTWARE INSTALLATION 6. VIDEO CONFERENCING SUPPORT 7. SMS MANAGEMENT 8. SERVER MAINTENANCE 9. FIREWALL MAINTENANCE 10. DATA CENTER UPKEEP AND OPERATION 11. VPN
6	RAJABHAKSHI J NADAF	Assistant Technician	<ol style="list-style-type: none"> 1. VTU WEBSITE MAINTENANCE / ADDING CONTENT 2. NETWORK OR COMPUTER MAINTENANCE 3. DVS SCRIPT HANDLING and TRANSFER TO SCANNING 4. SOFTWARE INSTALLATION 5. VIDEO CONFERENCING SUPPORT 6. E-OFFICE 7. VPN
7	DHARMARAJ PATIL	ATTENDER	Upkeep Office/ LAB
8	RAMESH BENTHUR	ATTENDER	Upkeep Office/ LAB
<p>*Note:- All staff work allotted office order Ref: 1) VTU/BGM/CNC/2020-21/100 Dated: 07-12-2020 Ref: 2) VTU/BGM/CNC/2022-23/36 Dated: 15-07-2022</p>			
			 Signature Head of the Department

ANNEXURE-A (As on 14-07-2022)

Format for employees working on permanent basis

Sl.No	Name of the Employee	Designation	Work allotted by the concerned section with office order No.& Date
1	Sri Anand Rogannavar	Assistant Engineer	Site Work & office work, Estimate Tendering, billing Maintenance works Garden work, E-Procurement etc, (Belagavi & Talakal)
2	Sri Jayappa D	Assistant Engineer	Site Work & office work, Estimate Tendering, billing Maintenance works other outsotcing work etc, (Belagavi & Dandeli)
3	Sri Surendranath Ketha	Junior Engineer (Electrical Engineer)	Site Work & office work, Estimate Tendering, billing Maintenance works Etc., of All electrical (BGM, Mys, B'lore, Mudd & DVG)
4	Sri Jagadeesh Hidaduggi	Assistant	Accountant and Preparing Bills
5	Sri Z Muneer	Assistant	Inward Out ward and Maintenance day today office Materials Store.
6	Sri C.G kammar	Junior Assistant	Preparing Bills of outsource and house keeping and security
7	Sri Malikjan Mujawar	Junior Assistant	All Regional Office, Meeting members TA - DA Bills, All Quarters at VTU, Belagavi & all Regional Centres Quarters Rent, water Supply bills, maintenance of Engineering Office stock materials, etc.
8	Sri Santosh Mahajn	Junior Assistant Incharge of Guest house & Vehicle)	Incharge of Guest house & Vehicle
9	Sri Akshay Dalawai	Garden Supervisor	Maintenance of garden
10	Sri Narayan Angolkar	Helper	Maintenance of All Regional Electrical bills /BSNL/Files & e-Office files & Maintenance of Auditorium and Maintenance of Fire Fittings etc, Any work assisgend by the electrical Engineer, Sri Surendranath & Vijayakumar Kottaragi

Sl.No	Name of the Employee	Designation	Work allotted by the concerned section with office order No.& Date
11	Sri Kallappa Murgod	Attender	Office Attender
12	Sri Sudheer Gundappanavar	Attender	Office Attender
13	Sri Amol Dalwai	Electrician	Maintenance of electrical work
14	Sri Karthik Halagi	Electrician	Maintenance of electrical work
15	Sri Namadev Gavas	Helper	Electrical work
16	Mahaveer Jaygondanaver	Helper (CNC Office)	CNC Office helper
17	Sri Santosh Gabbur	Attender (Elect)	Electrical work
18	Sri A C Nagesh	Driver	R.E Driver
19	Sri Chalappa Chanikoppi	Driver	Bus Driver
20	Sri Arun Armani	Driver	Official
21	Sri Revappa Galavi	Driver	Official
22	Sri Raju Ghatage	Driver	TATA Ace Driver
23	Sri Basavaraj Bhavi	Driver (Academic)	Office Work
24	Sri Girish HH	Driver	Official
25	Sri Sharanappa Madalageri	Attender (Site)	Site Work
26	Sri Basavaraj Bhajantri	Attender (Plumber)	Plumbing work
27	Sri Ravi Talwar	Attender (House Keeping Supervisor)	Maintenance of house Keeping works
28	Sri Ganesh Irbhavi	Attender	Maintenance of Guest House
29	Sri Manjunath patil	Attender	Maintenance of Guest House
30	Sri Ramesh Bekkeri	Attender	Photographer


 Resident Engineer 14/7/22
 VTU, Belagavi


Permanent Employees

Annexure - A

SL No	Name of staff	Designation	Work allocated	Office Order No. Date
1	Ashok Sawakar	Asst. Tech.	1) Handling Scanning Centre complete work. 2) Scanning various OMR sheets and result processing. 3) Any other work entrusted by the undersigned.	VTU/BGV/Exam/2022-23/122 dated 06-05-2022
2	Chandrakath R H	Programmer	1) Attending pre & post exam activities, i.e IA marks entry, Lab Marks entry, Manual marks entry, Form A entry etc. 2) Providing data of all CBCS & Non CBCS students. 3) Implementation & usage of various software related to Exam section with the help of Exam section staff, CNC & PMC staff. 4) Monitoring server installed at data centre. 5) OMR sheets scanning, verification and result processing 6) Attending queries related to Result, Grade card, PDC, Transcript & other documents. 7) Any other work entrusted by the undersigned.	
3	Jayamma Y	Assistant	1) Maintenance of Examination DCB registers 2) Verification of all Bills/ Payments & submission of daily reconciliation reports of Bank transaction of Bengaluru region. 3) Any other work entrusted by the undersigned.	
4	Janardan Joshi	Jr. Asst.	1) Confidential work related to Examination preparation for UG/PG/Ph. D & VTU-ETR 2) Draft & Final Time Table Preparation of UG, PG, Ph. D Examination 3) Preparation the stationery arrangement for QP setting 4) Circular preparation related to QPDS 5) Any other work entrusted by the undersigned.	
5	Kumar Angadi	Jr. Asst.	1) Attending queries from colleges/students of Belagavi & Bengaluru regions 2) Attending Court cases, IA marks discrepancies & Exam application related queries forwarding to CNC to solve the cases. 3) Verification of Convocation applications & permission for scribe for	

			<p>the students.</p> <p>4) Attending to OTES related student's queries.</p> <p>5) Any other work entrusted by the undersigned.</p>
6	Mohan Badiger	Assistant	<p>1) Printing of Non CBCS Marks cards UG/PG of all regions</p> <p>2) Printing NMC, DMC UG/PG of all regions</p> <p>3) Any other work entrusted by the undersigned.</p>
7	Madhuri Sainekar	Assistant	<p>1) Verifying & processing Remuneration bills of Ph.D thesis evaluation of Indian & Foreign valutors.</p> <p>2) Any other work entrusted by the undersigned.</p>
8	Narayan Shinde	Assistant	<p>1) Attending queries from colleges/students of Mysuru region</p> <p>2) Attending Court cases, IA marks discrepancies & Exam application related queries forwarding to CNC to solve the cases.</p> <p>3) Verification of Convocation applications & permission for scribe for the students.</p> <p>4) Attending to OTES related student's queries.</p> <p>5) Printing of Grade Cards, Degree certificates/NMC/DMC etc</p> <p>6) Any other work entrusted by the undersigned.</p>
9	Nagini Potdar	Assistant	<p>1. Email verifying and sorting to concern case worker</p> <p>2. Comprehensive work</p> <p>3. Print & issue Course work Certificate</p> <p>4. Preparation of Comprehensive Result</p> <p>5. Attending M. Sc offline files</p> <p>6. Course work Examination fees</p> <p>7. Final viva permission printing and scanning and sending to guide</p> <p>8. Verifying & Printing Grade Cards</p> <p>9) Any other work entrusted by the undersigned.</p>
10	Namrata Shirvalkar	Jr. Asst.	<p>1) Correspondence and conducting BOE & Scrutiny meetings</p> <p>2) Handling Question paper setting related all works</p> <p>3) Receiving & Verifying the scrutinized manuscripts of UG/PG</p> <p>4) Reverting process and defragmentation process</p> <p>5) Collection & verification of syllabus & sub codes, common codes of all UG/PG/Ph.D</p>

			6) Any other work entrusted by the undersigned.
11	Parappa Ireshnavar	Assistant	1) Printing CBCS Grade cards after the end of Examination of all regions. 2) Printing all NMC, DMC CBCS Grade cards of all region 3) Printing CBCS/Non CBCS all degree certificates, Rank certificates 4) Printing Transcript, PDC, Migration, Medium of instruction etc 5) Developing of eddts software with help of CNC. 6) Any other work entrusted by the undersigned.
12	P Manjunath	Assistant	1) BOE & Scrutiny meetings 2) Handling all QP setting process 3) Arrangement of manuscripts in the strong room 4) Handling QP related all work 5) Any other work entrusted by the undersigned.
13	Preeti Desai	Jr. Asst.	1) Confidential work related to Examination preparation for UG/PG/Ph. D & VTU-ETR 2) Preparation the stationery arrangement for QP setting 3) Any other work entrusted by the undersigned.
14	Praneeta S Madulkar	Jr. Asst.	1) Document genuineness verification received from various companies 2) Any other work entrusted by the undersigned.
15	R D Patil	Senior Assistant	1) Handling all work of Registrar (Evaluation)'s Personnel Secretary. 2) Preparing and sending Exam section related circulars. 3) Handling Malpractice cases entire work. 4) Any other work entrusted by the undersigned.
16	Revati Chinchankar	Jr. Asst.	1) Confidential work related to Examination preparation for 16UG/PG/Ph. D & VTU-ETR 2)17 Draft & Final Time Table Preparation of UG, PG, Ph. D Exa18mination 3) Preparation the stationery arrangement for QP setting 4) Circular preparation related to QPDS 5) Any other work entrusted by the undersigned.
17	Shivalingappa K	Assistant	1) Printing & verification of Grade card/ Degree certificate details & sending to colleges. 2) Any other work entrusted by the undersigned.

18	Shrinivas Morkar	Assistant	<ol style="list-style-type: none"> 1. Ph. D New files Verifying and Processing hardcopy 2. Online Consolidated and Corrected report sending to guide 3. Revised Indian/Foreign panel sending to higher Authorities 4. Awaiting Examiners list will be verified with online portal 5 AS/EC Meeting preparation(Received hard copy tally with online uploaded reports) For meeting 6 PDC Printing and Notification 7. Degree Certificate Printing 8) Any other work entrusted by the undersigned.
19	Saroja Halagi	Assistant	<ol style="list-style-type: none"> 1) Attestation of all Marks cars/degree certificates 2) Issue of Medium of instruction certificates/CSM/Transcripts 3) Verification of documents submitted by Govt organizations & private companies. 4) Result related work like marks entry, freezing of marks, processing of results etc 5) Preparation/process of RV/RT refund list of all regions 6) Any other work entrusted by the undersigned.
20	Sachin Naste	Jr. Asst.	<ol style="list-style-type: none"> 1) Maintenance of Exam Store both stationery and Printing stationery for semester examinations and Exam section. 2) Maintenance of all the equipments. 3) Records of Staff Leave details. 4) Maintenance of Asset Register. 5) Supply of Stationery items to all valuation centers 6) Any other work entrusted by the undersigned.
21	Shivaling Vathar	Jr. Asst.	<ol style="list-style-type: none"> 1) Handling Scanning Centre complete work. 2) Any other work entrusted by the undersigned.
22	Shivayogi Kambi	Jr. Asst.	<ol style="list-style-type: none"> 1) Making entries/updating of Sakala applications received through by hand & by Post. 2) Scanning & processing result of various OMR sheets. 3) Any other work entrusted by the undersigned.
23	Sharayu Salunkhe	Jr. Asst.	<ol style="list-style-type: none"> 1) Confidential work related to Examination preparation for UG/PG/Ph. D & VTU-ETR 2) Preparation the stationery arrangement for QP setting 3) Any other work entrusted by the undersigned.

24	Sheetal Sankeshwari	Jr. Asst.	<p>1) Correspondence and conducting BOE & Scrutiny meetings</p> <p>2) Handling Question paper setting related all works</p> <p>3) Receiving & Verifying the scrutinized manuscripts of UG/PG</p> <p>4) Reverting process and defragmentation process</p> <p>5) Collection & verification of syllabus & sub codes, common codes of all UG/PG/Ph.D</p> <p>6) Any other work entrusted by the undersigned.</p>
25	Saraswati Sullad	Jr. Asst.	<p>1) Confidential work related to Examination preparation for UG/PG/Ph. D & VTU-ETR</p> <p>2) Preparation the stationery arrangement for QP setting</p> <p>3) Any other work entrusted by the undersigned.</p>
26	Tanuja Heddushetti	Jr. Asst.	<p>1) Confidential work related to Examination preparation for UG/PG/Ph. D & VTU-ETR</p> <p>2) Draft & Final Time Table Preparation of UG, PG, Ph. D Examination</p> <p>3) Preparation the stationery arrangement for QP setting</p> <p>4) Circular preparation related to QPDS</p> <p>5) Any other work entrusted by the undersigned.</p>
27	Trupti Gavade	Jr. Asst.	<p>1) Confidential work related to Examination preparation for UG/PG/Ph. D & VTU-ETR</p> <p>2) Preparation the stationery arrangement for QP setting</p> <p>3) Any other work entrusted by the undersigned.</p>
28	Umesh Dhanashetti	Assistant	<p>1) Attending queries from colleges/students of Bengaluru regions</p> <p>2) Attending Court cases, IA marks discrepancies & Exam application related queries forwarding to CNC to solve the cases.</p> <p>3) Verification of Convocation applications & permission for scribe for the students.</p> <p>4) Attending to OTES related student's queries.</p> <p>5) Any other work entrusted by the undersigned.</p>
29	Vijay Bankapur	Assistant	<p>1) Attending work related to filling Exam form/Update/Correction/Ticket rise/not filled etc.</p> <p>2) Checking Plagiarism & uploading percentage in software.</p>

			<p>3) Handling Online thesis evaluation entire process</p> <p>4) Attending all queries related to PG section</p> <p>5) Any other work entrusted by the undersigned.</p>
30	Veerschetti C Pratapure	Senior Assistant	<p>1) Maintenance of Examination DCB registers</p> <p>2) Verification of all Bills/ Payments & submission of daily reconciliation reports of Bank transaction related to Exam work.</p> <p>3) BOE meeting related all work</p> <p>4) Verification of all files, bills and collection fees etc of Examination accounts section.</p> <p>5) Any other work entrusted by the undersigned.</p>
31	Vijaykumar Swami	Assistant	<p>1) Attending RTI application related to Examination section.</p> <p>2) Attending queries related to all autonomous colleges/students</p> <p>3) Receiving convocation data of autonomous colleges, verification & printing of degree certificates/DMC/NMC.</p> <p>4) Printing autonomous colleges migration certificates.</p> <p>5) Any other work entrusted by the undersigned.</p>
32	Vithal Rathod	Jr. Asst.	<p>1) Maintenance of Examination DCB registers</p> <p>2) Verification of all Bills/ Payments & submission of daily reconciliation reports of Bank transaction of Belagavi, Kalaburagi & Mysuru region.</p> <p>3) Any other work entrusted by the undersigned.</p>
33	Venkatesh R Pujar	K.P Operator	<p>1) Inward section related all work.</p> <p>2) Any other work entrusted by the undersigned.</p>
34	Varalaxmi N Desai	Jr. Asst.	<p>1) Verifying Exam/RV fees & finding colleges that are not paid fees & informing the same.</p> <p>2) Fees reconciliation</p> <p>3) Any other work entrusted by the undersigned.</p>
35	Krishnamurthy S V	Assistant	<p>1) Attending calls related to colleges/students of Bengaluru region.</p> <p>2) Degree certificate application verification & posting</p> <p>3) Out ward of Exam section in absence of in charge.</p> <p>4) Any other work entrusted by the undersigned.</p>
36	Marnaika M	Jr. Asst.	<p>1) Outward section related all work.</p>

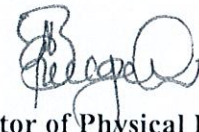
			2) Any other work entrusted by the undersigned.
37	N S Bilagi	Senior Assistant	1) Handling PG section all work with coordination with Sri. Vijay Bankapur. 2) Any other work entrusted by the undersigned.
38	Deepa Athanimath	Jr. Asst.	1) Handling Reception counter and attending all phone calls related to Examination section. 2) Any other work entrusted by the undersigned.
39	Chandrakant R Desai	Attender	1) Cleaning & Maintenance of Office. 2) Maintenance of Local Dispatch 3) Maintenance of Photocopier Machines 4) Any other work entrusted by the undersigned.
40	K L Walgad	Attender	1) Cleaning & Maintenance of Office. 2) Maintenance of Local Dispatch 3) Maintenance of Photocopier Machines 4) Any other work entrusted by the undersigned.
41	S S Meti	Attender	1) Cleaning & Maintenance of Office. 2) Maintenance of Local Dispatch 3) Maintenance of Photocopier Machines 4) Any other work entrusted by the undersigned.
42	Chandrappa Halavvagol	Attender	1) Cleaning & Maintenance of Office. 2) Maintenance of Local Dispatch 3) Maintenance of Photocopier Machines 4) Any other work entrusted by the undersigned.
43	Ishwar Awate	Attender	1) Cleaning & Maintenance of Office. 2) Maintenance of Local Dispatch 3) Maintenance of Photocopier Machines 4) Any other work entrusted by the undersigned.
44	Anand Badiger	Attender	1) Cleaning & Maintenance of Office. 2) Maintenance of Local Dispatch 3) Maintenance of Photocopier Machines 4) Any other work entrusted by the undersigned.
45	Dattatrey Bastwadkar	Attender	1) Cleaning & Maintenance of Office. 2) Maintenance of Local Dispatch 3) Maintenance of Photocopier Machines 4) Any other work entrusted by the undersigned.
46	Malangsab Olekar	Attender	1) Cleaning & Maintenance of Office. 2) Maintenance of Local Dispatch 3) Maintenance of Photocopier Machines 4) Any other work entrusted by the undersigned.
47	Chandrashekharappa Sajjan	Attender	1) Cleaning & Maintenance of Office. 2) Maintenance of Local Dispatch 3) Maintenance of Photocopier Machines 4) Any other work entrusted by the undersigned.

47	Chandrashekarappa Sajjan	Attender	1) Cleaning & Maintenance of Office. 2) Maintenance of Local Dispatch 3) Maintenance of Photocopier Machines 4) Any other work entrusted by the undersigned.
48	Mahantesh Rachannavar	Attender	1) Cleaning & Maintenance of Office. 2) Maintenance of Local Dispatch 3) Maintenance of Photocopier Machines 4) Any other work entrusted by the undersigned.
49	Shivanand Rachannavar	Driver	1) Cleaning & Maintenance of the Office Vehicle. 2) Any other work entrusted by the undersigned.

Annexure-A

Format for employees working on permanent basis		
Sl. No.	Name of Staff	Allotment of work
1.	Mushtaque Ahmed M. S. Junior Assistant	Correspondence: <ol style="list-style-type: none"> 1. Association of Indian Universities. 2. All Department of VTU and Regional offices. 3. All VTU affiliated Autonomous and constant colleges.
		Proposals of AIU South Zone & All India Inter University games
		Correspondence with All India Universities which is organized the South Zone & All India Inter University games
		Follow –up South Zone & All India Sports Calendar of date and venue that are frequently changes.
		Inter University: <ol style="list-style-type: none"> 1. Sending VTU team entries for South Zone & All India Inter University for 78 teams (Men & Women). 2. Confirmation of team entries 3. Arrangement for conducting coaching camps. 4. Appointment of Manager & Coach for VTU teams. 5. Sending letter to selected student for attending coaching camp and Inter University competition. 6. Preparing of Eligibility, ID Cards and required documents for AIU teams. 7. Sending detail entries for Individual events for Inter University 8. Dispatching Tracksuits & Co-ordinates and Blazers for VTU teams. 9. Putting-up for advances amount for Inter University sports/games. 10. Inter University representation certificate sending and maintaining register.
		Arrangements of Sports Achievers Day Function. <ol style="list-style-type: none"> 1. 1 Lakh Cash award for Sports Development Fund for eligible colleges. 2. Sports Scholarship to those who have represented VTU at AIU competitions 3. Cash Award to Medal Winner in Inter University to students
		Preparation Sports Annual Report and others.
		Preparation of NAAC and 12 B and maintain files.
		Corresponding with Govt. (letter, Reports etc.)
		Rs. 25/- Reimbursement Sports development fund to eligible colleges: <ol style="list-style-type: none"> 1. Collecting Points Table. 2. Finalizing eligible colleges. 3. Sports Development Fund DD sent to the all eligible colleges.
		Meetings: <ol style="list-style-type: none"> 1. Sports Sub-committee approval, Proceeding and arrangements 2. Sports & Cultural committee meeting approval, Proceeding and arrangements 3. Arrangements of Annual PED Meeting. 4. And other meetings.
		Preparation of Sports Calendar of Even & Odd Semester
		Procurement of Blazers, Tracksuits and Co-ordinates

		<p>Stock maintenance</p> <ol style="list-style-type: none"> 1. Assets. 2. Sports equipment and Gym Equipment. 3. Tracksuits 4. Co-ordinates. 5. Blazers
		<p>Inter Collegiate Athletic Meet</p> <ol style="list-style-type: none"> 1. Sending necessary documents and details. 2. Financial Assistance and Settlement.
		<p>Inter Collegiate Youth Festival</p> <ol style="list-style-type: none"> 1. Sending necessary documents and details. 2. Financial Assistance and Settlement.
		All the work assigned by Director of Physical Education.
2.	Rajesh Shinde Junior Assistant	<ol style="list-style-type: none"> 1. Inter Collegiate: <ol style="list-style-type: none"> a. Sending document to various Inter collegiate Organizing institutions total (110 Zones) b. Sending document to various Inter collegiate Organizing institutions total (45 Inter Zones) c. Competition cum selection trials proceedings and all documents (45 Games) d. Appointment of Selection Committee members for each games e. Sending the Trophies, Medals and Certificates to Organizing colleges 2. Collecting results of Inter Collegiate Games 3. Procurement of Trophies, Certificates and Medals 4. TA/DA Settlement of selection committee members 5. Providing Financial Assistance to various I/C organizing 155 colleges 6. TA/DA Settlement of Sub Committee meeting 7. TA/DA Settlement of sports and cultural committee meeting 8. Settlement of Inter University Accounts 78 teams (Men & Women) 9. Arrangement of Annual PED's Meeting 10. Preparation of Sports Calendar of Even & Odd Semester 11. Records Maintain of the 45 sports Discipline men and Women Inter Collegiate Games 12. VTU UG & PG students advance settlement or reimbursement of participation in inter collegiate tournament 13. Stock book of Medals and Trophies 14. Correspondence: <ol style="list-style-type: none"> 1. All Department of VTU and Regional offices. 2. All VTU affiliated Autonomous and constant colleges. 15. All Payment supervision and communication with Financial Dept. 16. All the work assigned by Director of Physical Education



Director of Physical Education



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತ್ರಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾವಿ

("ವಿಜಯ ಅಧಿನಿಯಮ ೧೯೯೪" ರ ಅಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ)
ಶ್ರೀ ಎಸ್. ಜಿ. ಬಾಳಕುಂದ್ರಿ ಕೇಂದ್ರ ಗ್ರಂಥಾಲಯ ಹಾಗೂ ಮಾಹಿತಿ ಕೇಂದ್ರ
"ಜ್ಞಾನ ಸಂಗಮ", ಬೆಳಗಾವಿ-೫೯೦೦೧೮, ಕರ್ನಾಟಕ ರಾಜ್ಯ, ಭಾರತ

Visvesvaraya Technological University

(State University of Government of Karnataka Established as per the VTU Act, 1994)
Sri S. G. Balekundri Central Library and Information Center
"Jnana Sangama", Belagavi - 590 018, Karnataka State

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date: 30/07/2022

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ಮಾನ್ಯ ಕುಲಸಚಿವರು
ವಿತಾವಿ, ಬೆಳಗಾವಿ

ಮಾನ್ಯರೆ

ವಿಷಯ: ಬೋಧಕೇತರ ಸಿಬ್ಬಂದಿ ವರ್ಗದವರಿಗೆ ಕಾರ್ಯ ಹಂಚಿಕೆಯಾಗಿರುವ ಕುರಿತು...
ಉಲ್ಲೇಖ :VTU/BGM/DPAR/CR(3)/05/2021/570 dtd:13-07-2022

ಈ ಮೇಲ್ಕಂಡ ವಿಷಯ ಹಾಗೂ ಉಲ್ಲೇಖದನ್ವಯ, ಗ್ರಂಥಾಲಯ ವಿಭಾಗದಲ್ಲಿ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿರುವ ಬೋಧಕೇತರ ಸಿಬ್ಬಂದಿ ವರ್ಗದವರಿಗೆ ಈ ಕಾರ್ಯವನ್ನು ಹಂಚಿಕೆ ಮಾಡಲಾಗಿರುತ್ತದೆ

ಕ್ರಮ ಸಂಖ್ಯೆ	ಸಿಬ್ಬಂದಿ ವರ್ಗದವರ ಹೆಸರು	ಪದನಾಮ	ಈ ಕೆಳಕಂಡ ಕಾರ್ಯಗಳನ್ನು ನಿರ್ವಹಿಸುತ್ತಿದ್ದಾರೆ
01	ಶ್ರೀ ಭೀಮಪ್ಪಾ ಎಸ್. ಎಚ್	ಸಹಾಯಕ ಗ್ರಂಥಪಾಲಕ	ವಿತಾವಿ ಗ್ರಂಥಾಲಯ ಮತ್ತು ಒಕ್ಕೂಟಕ್ಕೆ ಸಂಬಂಧಿಸಿದ ಕಾರ್ಯ ಚಟುವಟಿಕೆಗಳನ್ನು ಮೇಲಾಧಿಕಾರಿಗಳ ಸೂಚನೆ ಅನ್ವಯ ಕಾರ್ಯ ನಿರ್ವಹಿಸುವುದು ವಿತಾವಿ ಪ್ರಾದೇಶಿಕ ಕೇಂದ್ರಗಳಲ್ಲಿರುವ ಗ್ರಂಥಾಲಯ ಹಾಗೂ UBDTCE ದಾವಣಗೆರೆ ಗ್ರಂಥಾಲಯಕ್ಕೆ ಪುಸ್ತಕಗಳನ್ನು ಹಾಗೂ ಇ-ನಿಯತಕಾಲಿಕಗಳನ್ನು ಖರೀದಿಸಿ ಪೂರೈಸುವುದು ಈ ಕೆಳಕಂಡ ಸಿಬ್ಬಂದಿ ವರ್ಗದವರೊಂದಿಗೆ ಸಂವಹನ ಹಾಗೂ ಮೇಲ್ವಿಚಾರಣೆ ಕಾರ್ಯ ನಿರ್ವಹಿಸುವುದು.
02	ಶ್ರೀ ಸಂ. ಜಿ. ಪುರಾಣಿ	ಕಿರಿಯ ಸಹಾಯಕ	ವಿತಾವಿ ಒಕ್ಕೂಟಕ್ಕೆ ಸಂಬಂಧಿಸಿದ ಸದಸ್ಯತ್ವ ವಿದ್ಯಾಲಯಗಳ ಸಂಪೂರ್ಣ ಮಾಹಿತಿಯನ್ನು ಕಾಪಿಡುವುದು. ಸಂಗ್ರಹಿಸಿದ ಮೊತ್ತದ ಮಾಹಿತಿ, ಬಾಕಿ ಮೊತ್ತ ವಸುಲಾತಿ, ಕಛೇರಿ ಟಿಪ್ಪಣಿಗಳು, ಸೂತ್ತೋಲೆಗಳು, ಪ್ರಕಾಶಕರಿಗೆ ಬಿಲ್ಲಿನ ಮೊತ್ತವನ್ನು ಪಾವತಿಸುವುದು TA/DA ಬಿಲ್ಲುಗಳು ಹಾಗೂ ಇನ್ನಿತರ ಗ್ರಂಥಪಾಲಕರ ಕಾರ್ಯಸೂಚಿಯಂತೆ ಕಾರ್ಯನಿರ್ವಹಿಸುವುದು,
03	ಶ್ರೀಮತಿ. ಚಂದ್ರಬಾಗಾ ಕಾಳಿಂಗಿ	ಕಿರಿಯ ಸಹಾಯಕಿ	ಕೇಂದ್ರ ಸ್ನಾನ ಬೆಳಗಾವಿ UG/PG ಪ್ರವೇಶಾತಿ ಪಡೆದಿರುವ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಪುಸ್ತಕಗಳನ್ನು ಎರವಲು ಕೊಡುವುದು ಮತ್ತು ತೆಗೆದುಕೊಳ್ಳುವುದು, ಹಾಗೂ ಆನಲೈನ ಮೂಲಕ Barrower Card ಗಳನ್ನು ಕಾರ್ಯನಿರ್ವಹಿಸುವುದು, ವಿದ್ಯಾರ್ಥಿಗಳ ಪ್ರೊಜೆಕ್ಟ್‌ಗಳನ್ನು ಮತ್ತು Complementary ಪುಸ್ತಕಗಳನ್ನು ನಮೂದಿಸುವುದು

Inward No: 10/0

Date: 2/8/22

DPAR, VTU, Belagavi



ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾವಿ

("ವಿಜಯ ಅಧಿನಿಯಮ ೧೯೯೪" ರ ಅಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ)
ಶ್ರೀ ಎಸ್. ಜಿ. ಬಾಳಕುಂದ್ರಿ ಕೇಂದ್ರ ಗ್ರಂಥಾಲಯ ಹಾಗೂ ಮಾಹಿತಿ ಕೇಂದ್ರ
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Phone: (0831) 2498192

date: 30/07/2022

04	ಶ್ರೀಮತಿ. ರೇಖಾ ದರ್ಮಪ್ಪಿ	ಕಿರಿಯ ಸಹಾಯಕಿ	ಗ್ರಂಥಾಲಯ ಹಾಗೂ ಪ್ರಾದೇಶಿಕ ಕಛೇರಿಗಳ ಗ್ರಂಥಾಲಯಗಳಲ್ಲಿ ಲಭ್ಯವಿರದ ಹೊಸ ಪುಸ್ತಕ ಪಟ್ಟಿಯನ್ನು ಸಿದ್ಧಪಡಿಸುವುದು, ಗ್ರಂಥಾಲಯದಿಂದ ಖರೀದಿಸಿದ ಪುಸ್ತಕಗಳನ್ನು, ಬಿಲ್ಲುಗಳನ್ನು ಪರಿಶೀಲಿಸುವುದು ಸದರಿ ಪುಸ್ತಕಗಳನ್ನು ಕಾರ್ಯವಿಧಾನ ಪ್ರಕಾರ ವರ್ಗೀಕರಣ ಮತ್ತು ಹೊಸ ಸಂಖ್ಯೆಗಳನ್ನು ಕೊಡುವುದು ಅವುಗಳನ್ನು ತಂತ್ರಾಂಶದಲ್ಲಿ ನಮೂದಿಸುವುದು ಹಾಗೂ ಇನ್ನಿತರ ಗ್ರಂಥಪಾಲಕರ ಕಾರ್ಯಸೂಚಿಯಂತೆ ಕಾರ್ಯನಿರ್ವಹಿಸುವುದು
05	ಶ್ರೀಮತಿ. ಆದಿತಿ ಶರ್ಮಾ	ಕಿರಿಯ ಸಹಾಯಕಿ	ಪರಿಶೀಲನೆಗೆ ವಿಭಾಗದಿಂದ ಕಳುಹಿಸಲ್ಪಡುವ Thesis ಗಳನ್ನು ನಮೂದಿಸುವುದು, ಅವಕ ಹಾಗೂ ಜಾವಕ ಕಡತಗಳನ್ನು ನಮೂದಿಸುವುದು ದಿನ ಪತ್ರಿಕೆ, ವಾರ ಪತ್ರಿಕೆ, ಮಾಸ ಪತ್ರಿಕೆ ಗಳ ಬಿಲ್ಲುಗಳನ್ನು ಪಾವತಿಸುವುದು ಹಾಗೂ ಇನ್ನಿತರ ಗ್ರಂಥಪಾಲಕರ ಕಾರ್ಯಸೂಚಿಯಂತೆ ಕಾರ್ಯನಿರ್ವಹಿಸುವುದು

ಈ ಮೇಲ್ಕಂಡ ವಿಷಯಗಳನ್ನು ಸೂತೋಲೆ ಅನುಸಾರ ತಮ್ಮ ಅವಗಾಹನೆಗೆ ಸಲ್ಲಿಸಲಾಗಿದೆ
ಧನ್ಯವಾದಗಳೊಂದಿಗೆ,

ಗ್ರಂಥಪಾಲಕರು



Visvesvaraya Technological University

(State University of Government of Karnataka Established as per the VTU Act, 1994)
"Jnana Sangama" Belagavi-590018, Karnataka, India.

Dr. Shivaprasad B Dandagi
Regional Director

Phone: (0831) 2498176

Fax : (0831) 2498197

Ref. No. VTU/BGM/RO/CR-01/2022-2023/349

Date: 20 JUL 2022

Office Order

Following work allocation is assigned to the Employees of VTU Regional Office, Belagavi. Further, all the staff are informed to execute the work assigned to them meticulously and instructions in addition to the assignments, if any, issued from time to time are to be followed.

Permanent Employees:

**1. Name and Designation of the Employee: Sri. V. S. Policepatil, Sr. Asst.,
Regional Office and IQAC**

Work allotted:

- Collecting the Faculty lists and Number of blocks of all the colleges of Belagavi Region for every exam.
- Appointment of Squad Teams & Preparation of Squad Route for visits of exam centers of all the colleges coming under Belagavi Region
- Arrangements of vehicles to all Squad & Answer bundle Collection teams
- Processing of Squad & Collection team vehicles bills for payment.
- Practical UG/PG Examination : Creation of number of zones, Allotment of colleges to zones and Appointment of BOE Coordinators to zones. Approval of all branch practical batch lists of all the colleges and issue the branch coordinators of the region.
- Processing of all the bills of Practical examination coordinators (BOE), Members of Answer Bundle Collection Centers and Squad members.
- All the office general correspondences in connection with AICTE and State Scholarship Portal (SSP).
- Collection and Issue of marks card to all the colleges coming under Belagavi Region
- Handling of Bank Account, Budget and Compliance to Audit Reports.
- General correspondences
- Supervision of Hostel account
- Overall supervision of the office and any other works entrusted by the Regional Director.
- **IQAC Work Allotment is made separately.**

**2. Name and Designation of the Employee: Mr. Durgappa S.H., Jr. Asst.,
Regional Office**

Work Allotted

- Issue & maintenance of Sketch Books to all the colleges of Belagavi Region.
- Processing of all the bills & vouchers. i.e. TA/DA and remuneration bills of all practical & DCS(External)
- Appointment of External Deputy Chief Superintendent (DCS) to all the colleges of Belagavi Region.
- Processing the TA/DA and Remuneration bills of M.Tech. & MBA reports evaluation and Viva-voce.
- Arrangement of Paper collection team members for collection of Theory exam answer bundles from the colleges of Belagavi, Gulbarga & some colleges of Mysore region to VTU Belagavi scanning center.
- Arrangement & Issue of Exam Stationery to all colleges & Maintenance of Exam Stationery Stock register.
- Checking circulars/letters received through email & forwarding to concerned.
- All the arrangements and processing of bills in connection with valuation at Digitization Centre, VTU Headquarters, Belagavi.
- Processing of college staff TA/DA, Remuneration bills, Exam stationery & vehicles bills.
- Arrangements for collection of answer scripts (including vehicle and faculty arrangements) from the college coming under Belagavi and Kalburgi Region and Part of Mysuru Region.
- Issue and Maintenance of Degree Certificates to the colleges coming under Belagavi Region
- Any other works entrusted by the Regional Director.


REGIONAL DIRECTOR

**3. Name and Designation of the Employee: Sri Saidubadsha Walikar,
Attender, Regional Office**

Work Allotted

- Office Cleaning and key duty (On weekly basis)
- Stationery collection from SAP & issue
- Assisting Marks Card Collection & Issue
- Arranging M.Tech. thesis copy collection & maintenance
- Assisting document filing.
- Day to day office work.
- Zerox and Scanning
- Supervision of cleaning and other works assigned by the coordinators at Digitization Centre, VTU Headquarters, Belagavi.
- Attending Regional Director Chamber.
- Any other works entrusted by the Regional Director.

**4. Name and Designation of the Employee: Sri Vilas Malagi, Attender,
Regional Office**

Work Allotted

- Office Cleaning and key duty (On weekly basis)
- Assisting Segregation of TA,DA & Remuneration bills on college basis.
- Handling & packing of Exam stationery.
- All Storeroom cleaning and maintenance.
- Assisting Practical Answer Book collection & maintenance.
- Assisting issue of Marks Cards.
- Zerox and Scanning
- Any other works entrusted by the Regional Director.


REGIONAL DIRECTOR



ವಿಶ್ವವಿದ್ಯಾರಣ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

(ವಿ ಟಿ ಯು ಅಧಿನಿಯಮ ೧೯೯೪ ರ ಅಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ)

"ಜ್ಞಾನ ಸಂಗಮ", ಬೆಳಗಾವಿ-೫೯೦೦೧೮, ಕರ್ನಾಟಕ, ಭಾರತ
ಪ್ರಾದೇಶಿಕ ಕಛೇರಿ, ಕುಸನೂರ ರಸ್ತೆ, ಕಲಬುರಗಿ - 585105

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

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Phone: (08472) 256155, Fax: (08472) 256156, website: www.vtu.ac.in

Regional Office, Kusnoor Road, Kalaburagi - 585105

Prof. Baswaraj Gadgay
Regional Director (I/c)

Annexure -A

Employees Working on Permanent basis			
Sl. No.	Name of the Employee	Designation	Work allotted by the concerned section with office order no. & date
01	Sri. Shridhar Navale	Jr. Engineer Civil	<ul style="list-style-type: none">Construction work.Maintenance of Buildings, daily maintenance of Cleaning of the campus & Security.Day to Day Account work of Regional Office.Attending meetings related Koppal campus (skill development centre.)Any other work entrusted by the Regional Director. VTU/KL/RO/A4/EST/2022/ 905A dt.10.02.2022
02	Sri. Vijayakumar Kottaragi	Jr. Engineer (Elect)	<ul style="list-style-type: none">Electrical work.Maintenance of power station, DC Sets, UPS.Maintenance of lifts, A/c's preparing Estimates work executions and bills.Maintenance of Generator room & street light.Maintenance of Computers, Printer, RO Plant, Xerox Machine.Telephone Bills, Electricity Bill workAny other work entrusted by the Regional Director. VTU/KL/RO/A4/EST/2022/ 905A dt.10.02.2022
03	Smt. Premelabai S. Hattarke	Senior Assistant	<ul style="list-style-type: none">EST Section.Maintenance of Attendance of Teaching & Non Teaching Staff.Maintenance of personal file of Teaching & Non Teaching Staff.Correspondence of all colleges coming under Kalaburagi region and PG Centre.Follow up of PG /Regional office mails and their correspondence.Vehicle Bills.Conduction of P.hD course work examinations.Any other work entrusted by the Regional Director. VTU/KL/RO/A4/EST/2022/ 905A dt.10.02.2022



ವಿಶ್ವವಿದ್ಯಾಲಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

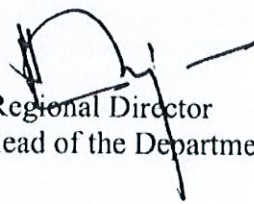
(ವಿ.ಟಿ.ಯು. ಅಧಿನಿಯಮ ೧೯೯೪ ರ ಅಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ)
"ಜ್ಞಾನ ಸಂಗಮ", ಬೆಳಗಾವಿ-೫೯೦೦೧೮, ಕರ್ನಾಟಕ, ಭಾರತ
ಪ್ರಾದೇಶಿಕ ಕಛೇರಿ, ಕುಸನೂರ ರಸ್ತೆ, ಕಲಬುರಗಿ - 585105

VISVESVARAYA TECHNOLOGICAL UNIVERSITY
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Prof. Baswaraj Gadgay
Regional Director (I/c)

"Jnana Sangama" Belagavi-590018, Karnataka, India
Phone: (08472) 256155, Fax: (08472) 256156, website: www.vtu.ac.in
Regional Office, Kusnoor Road, Kalaburagi - 585105

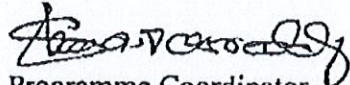
04	Smt. Sudha R Muguti	Junior Assistant	<ul style="list-style-type: none">Examination Account.M.Tech VLSI /DECS Dept. related work.Conduction of PhD course work examinations.Any other work entrusted by the Regional Director. VTU/KL/RO/A4/EST/2022/ 905A dt.10.02.2022
05	Sri. Shivaputrappa Sollapurkar	Electrician	<ul style="list-style-type: none">Work as Electrician at PG Centre, RO Office, Hostels (Boys & Girls) Guest house, Quarters Teaching and Non Teaching staff. VTU/KL/RO/A4/EST/2022/ 905A dt.10.02.2022
06	Sri. Shivappa	Attender	<ul style="list-style-type: none">Maintenance of the Guest House, Bundles work & Valuation work VTU/KL/RO/A4/EST/2022/ 905A dt.10.02.2022
07	Sri. Surykanth	Attender	<ul style="list-style-type: none">Work in the department of CCT of PG Centre.
08	Sri. Manjunath A patil	Attender	<ul style="list-style-type: none">Maintenance of Garden & Bundle work, Guest house. VTU/KL/RO/A4/EST/2022/ 905A dt.10.02.2022
09	Ms.Sharanamma G	Attender	<ul style="list-style-type: none">To Assist in Library. VTU/KL/RO/A4/EST/2022/ 905A dt.05.07.2022
10	Sri. Surendra V C	Attender	<ul style="list-style-type: none">Work in Regional Office VTU/KL/RO/A4/EST/2022/197A dt.01.06.2022


I/c Regional Director
Signature Head of the Department

Annexure-A

Sl.No	Name of the employee	Designation	Work allotted by the concerned section with office order No. & Date
01	Mr. Suresh Nayak	Junior Assistant	<p>1. Department of Civil Engineering VTU, CPGS, Kalaburagi. Office order Ref No. VTU/KI/PGC/CV/A-6/1st/2021-22/ 35 Date: 05-08-2021</p> <p>Processing of Admission of new Students (1st & 2nd Year) Issue of Admission forms, collection of fee and necessary documents etc.</p> <p>Students Information for preparation of ID cards and Issuing to all the students</p> <p>Processing and maintaining the Department File</p> <p>Correspondence to Registrar office, Registrar(Eval), SC/ST Cell and NSS office.</p> <p>Students Examination Application forms, Collection of Exam. Fees and processing.</p> <p>Issue of Exam Passwords and Hall Tickets generation and issuing to all the concerned students,</p> <p>TA/DA, Local conveyance and Remuneration bills of External examiner bills Processing through Department.</p> <p>Preparing the meeting notices/circulars and arranging the Meetings & Dept. Council Meetings of the Department</p> <p>Collection of Exam Fees, Revaluation, Photo copy and RV fees and consolidated reports,</p> <p>Maintenance of Attendance register, Leave (CI/RH), SCL/OD etc. of the Teaching and Non teaching Staff.</p> <p>Preparing yearly Budget/Action plan and mantling the DCB of every month,</p> <p>All the office correspondences of the Department.</p> <p>Checking office mail on all working days further processing and sending the reply.</p> <p>Maintenance of Stock and Stock Registers (Fixed Asset Register & Consumable Items Register).</p> <p>Resume Entry & Students information and Maintenance of M Tech. Student Register (Name/address/Photo & USN)</p> <p>Processing and Maintaining the Scholarship records of Students i.e SSI & NSI of eligible Students.</p> <p>CI: marks of all students and further Processing & sending the signed copy to the concerned</p> <p>Marks cards Collection/Issuing to all the Students and Maintaining the records in the register.</p> <p>Work concerned to NAAC/AICTE/AISHE; etc.</p> <p>2. Regional Office Scholarship Section: Office order No. ಸಂ:ವಿಶ್ವವಿದ್ಯಾಲಯ/ಕಲಬುರಗಿ/ವಿವಿ/2019-20/1657 ದಿನಾಂಕ: 07-01-2020</p>

			<p>Processing and Maintaining the Scholarship records of Students i.e SSP & NSP of eligible Students.</p> <p>3. Examination work - VTU/KLB/PGC/ME/Exam/2021-22/98 Dated: 01-02-2022</p> <p>4. Examination work- VTU/KLB/PGC/ME/Exam/2021-22/166 Dated: 25-05-2022</p> <p>5. Examination work- VTU/KLB/PGC/ME/Exam/2021-22/190 Dated: 05-07-2022</p> <p>Daily Answer Booklet allotment, Sitting arrangement, Indent of Question Paper , Form-B, and submission of Bundle responsibilities and other related works.</p> <p>6. Regional Office: ಸಂವಿಶ್ವಕರಣೆ/ಪ್ರಾಚಾರ್ಯ/ಎ4/ಎಎಸ್‌ಟಿ/2021-22/ ದಿನಾಂಕ: 24-06-2022</p> <p>Any other works assigned by the Programme coordinator and faculty members.</p>
02	Mr. Surykanth	Attender	<p>Cleaning & Maintenance in the office and classroom, Key duty, file maintenance, Stationary maintenance & any work assigned by the undersigned and case workers. of Civil Department, VTU, Belagavi.</p> <p>Any other works assigned by the Programme coordinator and faculty members.</p>


 Programme Coordinator
 Programme Coordinator
 Dept. of Civil Engineering
 Centre for PG Studies, VTU
 Kalaburagi - 585105



Dr. Shailaja Kheni
Programme Coordinator

VISVESVARAYA TECHNOLOGICAL UNIVERSITY
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Phone: (08472) 256155, Fax: (08472) 256156, website: www.vtu.ac.in
Department of Management Studies,
VTU's CPGS, Kusnoor Road, Kalaburagi - 585105

Ref: No. VTU/KL/PGC/A-7/MBA/2022-2023/28,

Date: 03-08-2022

To,
The Registrar
Visvesvaraya Technological University
"Jnana Sangama"
Machhe, Belagavi-590018

Forwarded through I/c Regional Director VTU, Regional Office, Kalaburagi.

Sir,

Sub: Work Allocation to Non Teaching Employees/Staff-reg.

Ref: No. VTU/BGM/DPAR/CR(3)/05/2021/570 Dated:13-JUL-2022.

With reference to the above cited subject, I am herewith submitting Work Allocation of Non Teaching Employees/staff of Department of Management Studies, Center for PG Studies, Kalaburagi.

Annexure-A

Format for employees Working on Permanent basis			
SL No	Name of the Employee	Designation	Work allotted by the concerned section with office order No.& date
1	Mr. Mallikarjun	Junior Assistant	Shifted from Regional office to Department of Management studies. VTU/BGM/DPAR/CR(3)10/2019-20/1587 Date:31-AUG 2019 <ul style="list-style-type: none">All Admission related work like processing of Admission of new students (1st & 2nd year)Maintenance of Students data related to admission enquiry, Issue of Admission application forms and receiving the same, Collection of fee and necessary documents.Collecting Students information for preparation of ID cards and issuing the same to students.Correspondence to Registrar Office letters, Registrar (Eval) SC/ST Cell regarding providing of

(1/4)

1	Mr. Mallikarjun	Junior Assistant	<ul style="list-style-type: none"> • of information/data when needed. • Students Examination Application forms, Collection of Exam fees, Revaluation fees, Exam application forms and Maintaining the Photocopies and Processing further to university. • Maintenance of Attendance register, Leave details (CL,EL, SCL, OD, OOD & RH) of Teaching and Non Teaching staff. • Maintenance of records of ISTE Students chapter. Maintenance of Stock register, • Maintaining DCB for every month .Assisting in Yearly budget. • Forwarding the Students Resume to the university. Other work assigned by Regional center.
2	Mr. Sharanabasappa Akki	Attender	<p>Shifted from Regional office to Department of Management studies. VTU/BGM/DPAR/CR(3)10/2019-20/1587 Date:31-AUG 2019</p> <ul style="list-style-type: none"> • Key duties(opening and closing of department classrooms and staff rooms and handling the same to the Security guard) • Making arrangements during Internal assessments, Stationery maintenance. • Any other work assigned by the Programme Coordinator and faculty members.
3	Mr. Harish H	Attender	<p>Shifted from Regional office to Department of Management studies. VTU/BGM/DPAR/CR(3)10/2019-20/1587 Date:31-AUG 2019</p> <ul style="list-style-type: none"> • Cleaning and Maintaining the office, Monitoring the

(2/4)

			<p>housekeeper for maintenance of cleanliness in the department classrooms. Making arrangements during Internal assessments like numbering of USN on the bench etc.</p> <ul style="list-style-type: none">• Appointment as Attender to perform university examinations ,like warning bell ,collection of B Form and absentees booklets from exam hall ,waxing ,sealing and packing the answer scripts.
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Skaitaja

**Programme Coordinator
Programme Coordinator
Dept. of Management Studies
Centre for PG Studies, VTU
Kalaburagi - 585105**

3/4



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

"ವಿಜ್ಞಾನಂ ಜೀವಿತಮುಪೇಕ್ಷತು" ರ ಅಡಿಪಾಯದಲ್ಲಿ, ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ.



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"Jnana Sangama" Belagavi-590018, Karnataka, India

Department of Computer Science and Engineering

Centre for PG Studies, Kusnoor Road, Kalaburagi -585105, Karnataka, India


Mrs. Shilpa B. Kodli
Programme Coordinator

E-mail: shilpa_kodli@vtu.ac.in
Mobile .No.: 9483060840

Annexure-A

Employees working on permanent basis			
Sl.No	Name of the Employee	Designation	Work allotted by the concerned section with office order No. & date
1	Mr.Gurunath	Junior Assistant Dept. Of CSE	<p>Ref.No.VTU/BGM/DPAR/CR(3)/10/2019-20/1587. Dated:31-08-2019. Ref:VTU/KL/PGC/CSE/A-10/2019-20/11(A). Dated: 24-09-2019.</p> <ul style="list-style-type: none"> ● Processing of Admission of New students (1st& 2nd Year) Issue of Admission forms, collection of fee and necessary documents etc. ● Students Information for preparation of Id cards and Issuing to all the students ● Processing and maintaining the Department file. ● Correspondence to Registrar office, Registrar (Eval), Finance office , SC/ST Cell and NSS office. ● Students Examination Application forms, Collection of exam fees and processing . ● Issue of exam passwords and Hall Tickets generation and issuing to all the concerned students. ● TA/DA, Local conveyance and Remuneration bills of External examiner bills processing through Department. ● Preparing the meeting notices/ Circulars and arranging the Meeting & Dept. Council meetings of the Department. ● Collection of Exam fees, Revaluation , Photo copy and RV fees and consolidated reports. ● Maintenance of Attendance register, Leave (CL/RH), SCL/OOD etc. Of the Teaching and Non Teaching staff. ● Disbursement of Bio-metric Attendance sheet to the head office, for Teaching and Non Teaching staff salary. ● Preparing yearly Budget/Action plan and maintaining the DCB of every month. ● All the office Correspondence work of the Department. ● Checking office mail on all working days further processing . ● PG Theory examination related works ● Maintaining stock-Asset register ● Processing and Maintaining M.Tech-CSE and MCA Students Scholarship Details. ● Any other works assigned by the Programme Coordinator.

2	Mr.Topanna Madar	Attender Dept. Of CSE	<p>Ref.No.VTU/BGM/DPAR/CR(3)/10/2019-20/1587. Dated:31-08-2019.</p> <p>Ref:VTU/KL/PGC/CSE/A-10/2019-20/11(A). Dated: 24-09-2019.</p> <ul style="list-style-type: none"> ● Cleaning & Maintenance of the office and classroom, Key duty, file maintenance, Stationary maintenance & any work assigned by the undersigned and case worker of CSE Department, VTU. CPGS, Kalaburagi. Any other works assigned by the Programme Coordinator and faculty members.
3	Ms. Akshata Avati	Attender Dept. Of CSE	<p>Ref.No.VTU/BGM/DPAR/CR(3)/10/201920/1587. Dated:31-08-2019.</p> <p>Ref:VTU/KL/RO/A4/EST/2019-20/394A. Dated: 20-06-2019.</p> <p>Ref: VTU/KL/PGC/CSE/A-10/2019-20/11(A). Dated: 24-09-2019.</p> <ul style="list-style-type: none"> ● Deputed to the Library. <ul style="list-style-type: none"> - Cleaning & Maintenance of the office and file maintenance, & any work assigned by the undersigned of Library, VTU. CPGS, Kalaburagi. Any other works assigned by the Librarian.
4	Mr.Vishwanath	Attender	<p>Ref.No.VTU/BGM/DPAR/CR(3)/10/201920/1587. Dated:31-08-2019.</p> <p>Ref:VTU/KL/RO/A4/EST/2020-21/92. Dated: 30-04-2022.</p> <p>Ref:VTU/KL/PGC/CSE/A-10/2022-23/61(A). Dated: 05-08-2022.</p> <ul style="list-style-type: none"> ● Deputed from VLSI Dept to CSE Department. ● Cleaning & Maintenance of the office and classroom, Key duty, file maintenance, Stationary maintenance & any work assigned by the undersigned and case worker, of CSE Department, VTU. CPGS, Kalaburagi. ● Any other works assigned by the Programme Coordinator and faculty members.


Signature 02/09/2022

Head of the Department
Programme Coordinator
Dept. of Computer Science & Engineering
Centre for PG Studies, VTU
Kalaburagi - 585105



Visvesvaraya Technological University

Public University of Government of Karnataka Established as per the VTU Act, 1984

Department of Mechanical Engineering, VTU's CPGS Kalaburagi - 585105

Annexure-A

Employees Working on Permanent Basis

Work allotted by the concerned section with office order No. & Date

Sl No.	Name of the employee	Designation	Work allotted by the concerned section with office order No. & Date
1	Nagaraj N Chougule	Attender	<p>1. Departmental work as attender- No.ಬಿಪಿಎ/ಬಿಪಿಎಎ/ಬಿಪಿಎಎ(3)/10/2019-20/1587 ದಾಖಲೆ: 31-08-2019 (Cleaning and maintenance in the office class/Lab rooms, key duty, file maintenance, stationary maintenance and any work assigned by the undersigned and case worker of Thermal Power Engineering Course in dept of Mechanical Engineering)</p> <p>2. Examination work- VTU/KLB/PGC/ME/Exam/2021-22/198 Dated: 01-02-2022</p> <p>3. Examination work- VTU/KLB/PGC/ME/Exam/2021-22/158 Dated: 20-05-2022</p> <p>4. Examination work- VTU/KLB/PGC/ME/Exam/2021-22/189 Dated: 05-07-2022 (Preparing classrooms for Examinations/Desks and numbering of desks, Day wise/Session wise/block wise/appeared list for display on notice board and blocks, Daily collecting absentees booklets and Form-B from invigilator rooms, stitching and wax sealing, and other related works)</p> <p>5. Regional Office U O Note Dated: 24-06-2022 for guest house work during EC Meeeing</p> <p>6. Bundle Work of July/Aug & Sep-22 examination at VTU Regional Office Work</p>
2	Sapna S Churi	Attender	<p>1. Departmental work as attender- No.ಬಿಪಿಎ/ಬಿಪಿಎಎ/ಬಿಪಿಎಎ(3)/02,2020-21/4050 ದಾಖಲೆ: 21-01-2022 (Cleaning and maintenance in the office class/Lab rooms, key duty, file maintenance, stationary maintenance and any work assigned by the undersigned and case worker of Machine Design Course in dept of Mechanical Engineering)</p> <p>2. Examination work- VTU/KLB/PGC/ME/Exam/2021-22/198 Dated: 01-02-2022</p> <p>3. Examination work- VTU/KLB/PGC/ME/Exam/2021-22/158 Dated: 20-05-2022</p> <p>4. Examination work- VTU/KLB/PGC/ME/Exam/2021-22/189 Dated: 05-07-2022 (Preparing classrooms for Examinations/Desks and numbering of desks, Day wise/Session wise/block wise/appeared list for display on notice board and blocks, Daily collecting absentees booklets and Form-B from invigilator rooms, stitching and wax sealing, and other related works)</p>


Signature

Head of the Department
Program Coordinator
Dept. of Mechanical Engineering
Centre for PG Studies, VTU
Kalaburagi - 585105

Annexure-A

Format for Employees working on Permanent Basis

SL.NO	NAME OF THE EMPLOYEE	DESIGNATION	NATURE OF WORK	WORK ALLOTTED BY THE CONCERNED SECTION WITH OFFICE ORDER
1	SRI.K. SURENDRANATH	Jr.Engg	<ul style="list-style-type: none"> a) Day to day Engineering Section work b) Maintenance of Electrical work/Network issues c) Any other work assigned by the higher authorities 	VTU/DPAR/BGM/CR(3)/02/2020-21/
2	SRI. VINOD KUMAR G	Assistant	<ul style="list-style-type: none"> a) Drafting of general letters pertaining of exam section b) Checking official mails and updating to the regional director c) Handling examination related queries(UG/PG) exams and handling of DCS and Squad allotments d) Attending and clarifying all kind of public and student enquiries and updating to the regional director e) Receiving of UG/PG. IA marks OMR sheets of the colleges f) Scanning Center work g) Guest house maintenance h) Any other work assigned by the higher authorities 	VTU/BLR/RO/DPAR/2021-22 dated:07-06-2022
3	SRI. MUZAMMIL AHMED	Assistant	<p><u>I. OFFICE ACCOUNT INCHARGE:</u></p> <ul style="list-style-type: none"> a) Co-ordination for the smooth functioning of the office b) Co-ordination of the office accounts c) Settlement of bills pertaining to Day to Day Office expenditure d) Settlement of bills pertaining Meetings (BOS/EC/AS/BOE.etc.,) e) Clarification related to accounts f) Maintenance of cash book & Day Book etc. g) Any other work Assigned by the higher authorities 	VTU/DPAR/BGM/CR(3)/02/2020-21/163 DATED:04-05-2022

SL.NO	NAME OF THE EMPLOYEE	DESIGNATION	NATURE OF WORK	WORK ALLOTTED BY THE CONCERNED SECTION WITH OFFICE ORDER
4	SMT. THIRUPATHAMMA P	Assistant	<ul style="list-style-type: none"> a) Drafting of general letters pertaining of exam section b) Checking official mails and updating to the regional director c) Handling examination related queries(UG/PG) exams and handling of Practical exam Approved batch list VTU RO Login and Squad allotments d) Attending and clarifying all kind of public and student enquiries and updating to the regional director e) Receiving of UG/PG IA marks OMR sheets of the colleges f) Any other work assigned by the higher authorities 	VTU/BLR/RO/DPAR/2021-22 dated:07-06-2022
5	SMT. PREETHI K JAKKANNAVAR	Jr.Asst.	<ul style="list-style-type: none"> a) Drafting of general letters pertaining of exam section b) Checking official mails and updating to the regional director c) Handling examination related queries(UG/PG) exams and handling of DCS Allotment and Squad allotments exam work d) Processing of DCS Bills and statement send to belgaum & DD /Cheque issue to colleges e) Attending and clarifying all kind of public and student enquiries and updating to the regional director f) Receiving of UG/PG IA marks OMR sheets of the all colleges g) Handling of SSP Portal work h) Any other work assigned by the higher authorities <p><u>Valuation Work</u></p> <ul style="list-style-type: none"> a) Co-ordination with colleges and faculty members for valuation UG/PG/Ph.D./Re-valuation b) Faculty registration , token generation , subject mapping, script allocation, and report generation c) Coordination with CNC section , VTU Belgaum for Script Uploading & backup d) Solving of faculty queries related to digital valuation e) Any other work assigned by the Regional Director 	VTU/BLR/RO/DPAR/2021-22 dated:07-06-2022

SL.NO	NAME OF THE EMPLOYEE	DESIGNATION	NATURE OF WORK	WORK ALLOTTED BY THE CONCERNED SECTION WITH OFFICE ORDER
6	SRI. SAMPATH KUMAR .K.		<p><u>DPAR Work:</u></p> <ul style="list-style-type: none"> a) Maintenance of Staff documents and records. b) Sending Biometric Attendance statements to Registrar, VTU, Belagavi c) Maintaining leaves detail like CL/RH/EL/HPL/OOD etc. d) Drafting of circulars relating to DPAR. e) Issuing & collection of Staff Annual Confidential reports as per the directions of Regional Director. f) Co-ordination with VTU Head Office for DPAR related activities g) Assist to Office Accounts work <p><u>Valuation section work:</u></p> <ul style="list-style-type: none"> h) Co-ordination with colleges and faculty members for valuation UG/PG/Ph.D./Re-valuation i) Making arrangements for valuation center j) Faculty registration , token generation , subject mapping, script allocation, and report generation k) Coordination with CNC section , VTU Belgaum for Script Uploading & backup l) Solving of faculty queries related to digital valuation m) Assistance in examination section stationery work n) Any other work assigned by the Regional Director 	VTU/BLR/RO/DPAR/2021-22 dated:07-06-2022
7	SMT. PADMA. T.G	Jr.Asst.	<ul style="list-style-type: none"> a) Reading Daily Kannada/English Newspapers related to VTU and sending paper clippings by mail VTU Belgaum b) Inward / Dispatch Section work c) Attending office phone calls d) Telephone.courier and news papers bills to be forwarded to VTU, Belagavi e) Attending and clarifying all kind of public and student enquiries and updating to the regional director f) Maintenance of office files g) Any other work assigned by the Regional Director 	VTU/BLR/RO/DPAR/2021-22 dated:07-06-2022

SL.NO	NAME OF THE EMPLOYEE	DESIGNATION	NATURE OF WORK	WORK ALLOTTED BY THE CONCERNED SECTION WITH OFFICE ORDER
8	SRI. SHIVANANDA	Jr.Asst.	<ul style="list-style-type: none"> a) Clarification related to accounts (exams work) b) Preparation of statement of UG practical TA/DA bills c) MBA/MCA/M.Tech. TA/DA Thesis Evaluation and viva voce bill passing and submitting the consolidated list to head office, VTU, Bgm. d) Processing of bills of BOE members and submission to VTU Belgaum. e) Issue of cheque/DDS to the faculty after receiving from Belgaum) f) Bills related to examination submitted by college for transportation g) Drafting of general letters pertaining office and exam in kannada h) Refreshments & Vehicle arrangements EC & A.S. members in office meeting. i) Any other work assigned by the Regional Director 	VTU/BLR/RO/DPAR/2021-22 dated:07-06-2022
9	SRI. BETTASWAMY .B	Jr.Asst.	<ul style="list-style-type: none"> a) Ph.D.Section Work b) Scanning Center work c) Office stationery maintenance d) Arrangements of all meetings stationery e) Syllabus book maintenance f) SAP related book maintenance g) Xerox machine maintenance h) All consumable and Non consumable stationery work i) Any other work assigned by the Regional Director 	VTU/BLR/RO/DPAR/2021-22 dated:07-06-2022

SL.NO	NAME OF THE EMPLOYEE	DESIGNATION	NATURE OF WORK	WORK ALLOTTED BY THE CONCERNED SECTION WITH OFFICE ORDER
10	SRI.ATMANANDA N	Junior Assistant	<ul style="list-style-type: none"> a) Receiving of UG /PG(BE,B.Arch,M.Arch, MBA/MCA/M.Tech) marks card and convocation certificate from VTU , Belagavi. b) Issue of UG /PG(BE,B.Arch,M.Arch, MBA/MCA/M.Tech) marks card and convocation to Bangalore Region Colleges c) Receiving of Bangalore Region Disaffiliated colleges 12 to 15 colleges marks to students d) Attending and clarifying (UG /PG(BE,B.Arch,M.Arch, MBA/MCA/M.Tech) marks card related queries e) Collection of PG (MBA/MCA/M.Tech. and M.Arch.) project reports from Bangalore region colleges f) M.Tech. Viva work. g) Collection of PG Internship reports from Bengaluru Region Colleges h) Attending and clarifying of PG (MBA/MCA/M.Tech. and M.Arch.) related quires i) Any other work assigned by the Regional Director 	VTU/BLR/RO/DPAR/2021-22 dated:07-06-2022
11	SRI. DARSHAN M	Junior Assistant	<ul style="list-style-type: none"> a) In-charge of the Exam Stationery section. b) Managing of Exam Stationery of UG/PG Exams. c) Preparing and sending circulars to colleges for submission of stationery indent and collection examination stationery. d) Consolidating of indent received from colleges. e) Receiving Examination stock from the Printers as per the orders. f) Issuing of Exam Stationery to the colleges as per Regional Director Orders. g) Maintenance of Exam Stationery Stock Register. h) Special Officer(Admin) and Placement cell work i) Assist to Practical Batch list approval to VTU RO Login & Valuation Center work j) Outside office work k)) Any other work assigned by the Regional Director 	VTU/BLR/RO/DPAR/2021-22 dated:07-06-2022
12	SRI. MURALI KRISHNA S N	Jr.Asst	<ul style="list-style-type: none"> a) Guest House maintenance b) Scanning Center work c) Receiving and handling practical answer books /discrepancy CAED answer booklets and Pulling out CAED Answer books 	VTU/BLR/RO/DPAR/2021-22 dated:07-06-2022

SL.NO	NAME OF THE EMPLOYEE	DESIGNATION	NATURE OF WORK	WORK ALLOTTED BY THE CONCERNED SECTION WITH OFFICE ORDER
13	SRI. SHIVARAJA KUMAR A S	Driver	a) VC /REGISTRAR/FINANCE OFFICER/REGISTRAR (EVAL)& RE DUTY b) Any other work assigned by the Regional Director	VTU/BLR/RO/DPAR/2021-22 dated:07-06-2022
14	SRI.MANJUNATH N	Driver	a) VC /REGISTRAR/FINANCE OFFICER/REGISTRAR (EVAL) & RE DUTY b) Any other work assigned by the Regional Director	VTU/BLR/RO/DPAR/2021-22 dated:07-06-2022
15	SRI.S C SHIVANNA	Attender	a)VC Sir Chamber Duty b) Assist to Marks Card Section c) Arrangements of all meetings d) Any other work assigned by the Regional Director	VTU/BLR/RO/DPAR/2021-22 dated:07-06-2022
16	SRI. JAYAKUMAR K R	Attender	a) Arrangements of all meetings & assistance in stationery distribution b) Assist to Ph.D.Section Work c) Garden Maintenance work d) Any other work assigned by the Regional Director	VTU/BLR/RO/DPAR/2021-22 dated:07-06-2022
17	SRI. SHIVANNA A J	Attender	a) Guest House Duty b) Arrangements of all meetings & assistance in stationery distribution c) Any other work assigned by the Regional Director	VTU/BLR/RO/DPAR/2021-22 dated:07-06-2022
18	SRI.MADHU N G	Helper	a) Guest House Duty b) Arrangements of all meetings & assistance in stationery distribution c) Any other work assigned by the Regional Director	VTU/BLR/RO/DPAR/2021-22 dated:07-06-2022
19	SRI. SATHISH C	Cleaner	a) Guest House Duty b) Arrangements of all meetings & assistance in stationery distribution c) Any other work assigned by the Regional Director	VTU/BLR/RO/DPAR/2021-22 dated:07-06-2022
20	SRI.GANGARAJU H	Attender	a) Special Officer(Administration) Chamber Duty b) Central Placement Cell(CPC) Chamber Duty c) Arrangements of all meetings d) Any other work assigned by the Regional Director	VTU/BLR/RO/DPAR/2021-22 dated:07-06-2022

SL.NO	NAME OF THE EMPLOYEE	DESIGNATION	NATURE OF WORK	WORK ALLOTTED BY THE CONCERNED SECTION WITH OFFICE ORDER
22	SMT.SHANTHAMMA C	Attender	<ul style="list-style-type: none"> a) Regional Director Chamber Duty b) Arrangements of all meetings c) Any other work assigned by the Regional Director 	VTU/BLR/RO/DPAR/2021
23	SMT.INDIRA P K	Attender	<ul style="list-style-type: none"> a) Assist to Inward and Outward b) Arrangements of all meetings c) Any other work assigned by the Regional Director 	VTU/BLR/RO/DPAR/2021


 Regional Director
 VTU, RO, Bengaluru

VTU Stores and Purchase Section, Belagavi




Work Allocation to Employees:

Sl. No.	Name of the Employee & Designation	Details of works
1	Sri. K. R. Patil Senior Assistant	<ol style="list-style-type: none"> 1. Procurement of Software, Hardware & Peripherals ETC 2. Procurement of Lab equipments (VTU & VGST etc.) 3. Procurement of required items through DPD & GEM 4. Printing of UG/PG Syllabus Books 5. Printing of Answer Booklets & Examinations Stationery Materials 6. Printing of Text books of VTU. 7. Procurement of materials through local enquiry. 8. Preparation of meeting of Scrutiny Committee/Purchase Committee etc. and related work. 9. Furnishing Compliance to Audit / Inspection / RTI Reports etc. 10. Maintenance of Syllabus Books (Receipt/Issue) 11. Maintenance of Syllabus Stock Registers 12. Maintenance of DBR/MRN/Store Stock Ledgers. 13. All Tenders - Item Creation, Indent Creation, Tender upload, Tender open, EMD verification and releasing etc. through e-procurement portal and GEM portal. 14. All case workers files verification & proceeding 15. Any other work entrusted by the authorities.
2	Sri. R.B.Kenchanagoudra Jr. Assistant	<ol style="list-style-type: none"> 1. Procurement of stationery & distributions. 2. Procurement of General stationery & distributions. 3. Procurement of Cartridges & distributions. 4. Procurement of stationery materials through local enquiry. 5. Verification and handling of store materials. 6. Maintenance of Stock Registers 7. Maintenance of DBR/MRN/Store Stock Ledgers. 8. Any other work entrusted by the authorities.
4	Smt. Pratima Rajaput, Jr. Assistant	<ol style="list-style-type: none"> 1. Procurement of Materials required by UBDT, Dvg 2. Procurement of Materials required by NASD, Dandeli 3. Procurement of Materials required by Sports Section 4. Procurement of furniture 5. Procurement of Lab equipment (VTU & VGST etc) 6. Procurement of ID cards 7. Collection of DD's relating Syllabus books and submitting same to Finance Section. 8. Procurement of materials through Local Enquiry. 9. Maintenance of DBR/MRN/Store Stock Ledgers 10. Any other work entrusted by the authorities.
5	Smt. Asha H B, Jr. Assistant,	<ol style="list-style-type: none"> 1. Maintenance of Inward and Outward Register 2. Procurement of materials through Local Enquiry 3. Procurement of Lab equipment (Nanotechnology) 4. Procurement of Uniforms 5. Courier Services 6. Procurement of Hardware (Printers & Peripherals) 7. Maintenance of Xerox Machines(AMC/FSMA/CSMC) 8. Assisting for Annual Verification of Assets of VTU. 9. Maintenance of DBR/MRN/Store Stock Ledgers 10. Any other work entrusted by the authorities.

6	Sri. Kumar B. Bagewadi Attender	<ol style="list-style-type: none">1. Assist to Sr. Assistant & Junior Assistant of Office work.2. Xerox Maintenance3. Any other work entrusted by the undersigned
7	Sri. Chandrasekhar Inamdar Class IV Servant	<ol style="list-style-type: none">1. Assist to Sr. Assistant & Junior Assistant of Office work.2. Xerox Maintenance3. Any other work entrusted by the undersigned
8	Smt. Jayashree Parale Class IV Servant	<ol style="list-style-type: none">1. Assist to Sr. Assistant & Junior Assistant of Office work.2. Xerox Maintenance3. Any other work entrusted by the undersigned






Stores & Purchase Officer


Work allocations for staffs of VTU e-Learning Centre, Mysuru

Sl. No.	Employee Name	Designation	Nature of work	Signature
01	Sri.Manjunath B	Programmer	<ul style="list-style-type: none"> Maintenance of e-Content management portal Conversion and Indexing of video contents Coordinator for of e-Shikshana Programme Maintenance of VTU e-Shikshana YouTube Channel Installation of e-content management system up on request from institutions Maintenance of e-Learning Portal Maintenance of Learning Management System SPOC for VTU -NPTEL Local Chapter Network Admin & System Maintenance for Mysuru region Scheduling & Live Streaming of various events Assignments towards TLP/e-Consortium Preparation of Annual Budget, Annual Reports, Progress Reports, Audit Para's, Action Plan Maintenance of DVS Server & QPDS System NAAC documentation 	
02	Sri. Raja P	Senior Assistant	<ul style="list-style-type: none"> Up gradation of e-Learning Studio General Office Correspondences Day to day expenses Course experts remuneration bills NAAC documentation Drafting Circulars 	
03	Sri. Seetharamu	Junior Assistant	<ul style="list-style-type: none"> Video coverage of live classes of e-Shikshana programme Indoor and Outdoor video recording of various programs or events of VTU Content editing and mastering of recorded videos of VTU Providing technical support for online meetings Co-ordination with the course experts for e-Shikshana content generation EDUSAT Stock Maintenance 	





04	Smt. Ashwini K	Junior Assistant	<ul style="list-style-type: none"> • Office related correspondences • Inward / Outward • e-Mail Admin • Maintenance of consumables • NAAC documentation • Content uploading • Maintenance of Attendance • Maintenance of printers • Correspondence with institution & Course Experts for e-Shikshana activity 	
05	Sri. Shivakumar C M	Junior Assistant	<ul style="list-style-type: none"> • Online Certification Course • AMC/Services/Logins/Technical Support/SPOC/Meetings • Workshop Coordinator • Support for outdoor shootings, online meeting and Webinars • e-Learning & Studio Fixed Asset Stock Maintenance • NAAC documentation • Content uploading 	
06	Smt. Kavitha M N	Attender	<ul style="list-style-type: none"> • Attending office & studio related work 	
07	Sri. Satisha C	Cleaner		


 14/12/2022
REGIONAL DIRECTOR
REGIONAL OFFICE
 JESVARAYA TECHNOLOGICAL UNIVERSITY
 HANCHAYA, SATHAGALLI LAYOUT
 (RING ROAD), MYSORE-570 029

Statement showing the details of work allotted to the employees working in VTU, Regional Office, Mysuru

Annexure - A

Sl. #	Name	Designation	Concerned Section	Work allotted by Regional Director
1	Gurupadaswamy N	Assistant	Guest House	<ol style="list-style-type: none"> 1. Guest House Maintenance 2. Maintenance of Mess & Gym 3. Any other work as per the requirement
2	Madappa L	Assistant	Exam Section:	<ol style="list-style-type: none"> 1. Maintenance and co-ordination of examination works 2. Public Relation related work interactive with students, parents etc., 3. Nodal centre for Receiving of Answer scripts bundles and shifting to the scanning centre with co-ordination. 4. Receiving Marks Cards from VTU, Belgaum and issue to the colleges. 5. Preparing correspondence letters to various sections 6. Any other work as assigned by Regional Director
3	Prakasha M	Assistant		<ol style="list-style-type: none"> 1. Maintenance and Allotment of Squad and DCS (External) related works 2. Nodal centre for Receiving of Answer scripts bundles and shifting to the scanning centre with co-ordination. 3. Practical Examination Batch list receiving and dispatching to BOE/VTU Belgaum. 4. Handling Practical Answer books/CAED bundles 5. Any other work as assigned by Regional Director
4	Lokesh B	Assistant	Ph.D Section	<ol style="list-style-type: none"> 1. Ph.D Examination related work & Ph.D online Viva-Voce coordination work 2. Member Convener for Network Admin committee & technical related work 3. Member of System Audit committee 4. Digital Valuation Centre coordination work 5. Maintenance of Printer/Service of VTU Regional centre Campus 6. AICTE related work 7. Data Centre maintenance 8. Any other work as assigned by Regional Director
5	Nagaraja K P	Assistant	Establishment	<ol style="list-style-type: none"> 1. Establishment related work 2. Handling all kinds of public enquiry 3. Email correspondence - Tracking, Receiving & replying 4. Letter correspondence to VTU and others etc., 5. Any other work as per the requirement
6	Prasanna C M	Assistant	P.G Section	<ol style="list-style-type: none"> 1. P.G Centre related correspondence with coordination 2. Scholarship related work with coordination 3. SSP Scholarship coordination of Mysuru Region Colleges 4. Maintenance of Staff documents, attendance/biometric. 5. Work at VTU Examination Section, Belagavi at the time of Result processing (As per the Registrar order) 6. Maintenance of Fixed Assets 7. Any other work as assigned by Regional Director

7	Sathish G P	Jr. Assistant	Account Section:	<ol style="list-style-type: none"> 1. Managing complete Accounting work of Day-to-day & Exams. 2. Verification & Scrutinizing of examination related bills and process for payment. 3. Accounts related clarification. 4. LIC related accounts with coordination 5. Maintenance of computerized accounts 6. Meeting arrangements with payments 7. Workshop, Seminars, Programs & Ph.D Viva payment arrangements. 8. Any other work as assigned by Regional Director
8	Preethi M.L	Jr. Assistant		
9	Divya B.V	Key Punch Operator	Stores	<ol style="list-style-type: none"> 1. Maintenance of Central Stock pertaining to Regional office, e-learning centre, Bosh Rexroth, Site office, and P.G. Centre, Mysuru 2. Maintenance of Consumable stationeries in Regional office, Mysuru 3. Any other work as assigned by Regional Director
10	Dinesh	Driver		
11	Deepak K S	Attender	Regional office	Attender Work.
12	Girish H S	Attender		
13	Bhagya R	Peon		
				Attender work at Guest House & Mess/Gym
				Attender Work


Regional Director
 Regional Director
 VTU RO, Mysuru - 29

Format for employees working through Contract Basis at VTU RO, Mysuru

Sl. No.	Name	Designation	Concerned Section	Work allotted by the concerned Section with office order No & Date
1	Veerendra Balu H.N	Jr. Assistant	Stores /Dispatch Section	<ol style="list-style-type: none"> 1. Maintenance of Examination Stationary 2. Maintenance Dispatch Section 3. Assistance with Collection Centre 4. Any other work as assigned by Regional Director
2	Yashaswini Urs	Jr. Assistant	Dispatch/RO-P.G. Section	<ol style="list-style-type: none"> 1. Assistance with P.G Centre related correspondence with coordination 2. Assistance with Dispatch Section 3. Assistance with Scholarship related work with coordination 4. Assistance with Establishment work 5. Telephone communication with all related calls received. 6. Any other work as assigned by Regional Director
3	Chandramohan K	Attender	Regional Director Chamber	Attender work


 Regional Director
 Regional Director
 VTU RO, Mysuru - 29

Statement showing the details of work allotted to the employees working in VTU-Library/Sports/Hostel

Annexure – C

Sl. No.	Name	Designation	Concerned Section	Work allotted by Regional Director
1	H. Hanumantharaya	Assistant	Library Section, CPGS, Mysuru	Maintenance of Library Books and over all supervision
2	Ramachandrappa	Assistant		Maintenance of Library books
3	Raghunath G.L	Jr. Assistant	Sports Section, CPGS, Mysuru	Sports related activities and correspondence
4	Vinod kumar V M	Jr. Assistant	PG-Boys Hostel, Mysuru	Maintenance of PG Boys Hostel related work Assistance with site office letter correspondence
5	Savitha S	Jr. Assistant	PG-Girls Hostel, Mysuru	Maintenance of PG Girls Hostel related work



Regional Director
Regional Director
 VTU RO, Mysuru - 29