

BENGALURU CITY UNIVERSITY  
CENTRAL COLLEGE CAMPUS, DR. B.R. AMBEDKAR VEEDI, BENGALURU - 560 031

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10	Dr. Jyothi Venkatesh	Professor	Centre for Global Languages		9844358534 / drjyothivenkatesh65@gmail.com
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15	Dr. T.N. Thandava Gowda	Assistant Professor	English		8970651599 / tntgowda@gmail.com

  
REGISTRAR

**ಬೆಂಗಳೂರು ನಗರ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ಖಾಯಂ ಮೋಧಕೀತರ ಸಿಬ್ಬಂದಿಗಳ ಪಟ್ಟಿ**

ಕ್ರಮ ಸಂಖ್ಯೆ	ಹೆಸರು	ಹುದ್ದೆ	ವಿಭಾಗ
1	ಶ್ರೀಮತಿ. ಎ.ಕೆ. ಕಮಿತ	Superintendent	ಶೈಕ್ಷಣಿಕ ವಿಭಾಗ
2	ಶ್ರೀಮತಿ. ಸಿ.ವಿ. ಸುನಿತ	Superintendent	ಹಣಕಾಸು ವಿಭಾಗ
3	ಶ್ರೀಮತಿ. ಬಿ.ಪದ್ಮಮ್ಮ	Superintendent	ಸಿಬ್ಬಂದಿ ವಿಭಾಗ
4	ಶ್ರೀ. ವೀರಣ್ಣ ಡಿ	Assistant	ಹಣಕಾಸು ವಿಭಾಗ
5	ಶ್ರೀ.ವೆಂಕಟಾಚಲಪತಿ	Assistant	ಹಣಕಾಸು ವಿಭಾಗ
6	ಶ್ರೀಮತಿ. ಕಲ್ಪನ ಹೆಚ್. ಪಾಲೇಕರ್	Assistant	ಹಣಕಾಸು ವಿಭಾಗ
7	ಶ್ರೀಮತಿ. ಪಾರ್ವತಮ್ಮ	Group 'D'	ವಿದೇಶಿ ಭಾಷಾ ಕೇಂದ್ರ

**Superintendent**

Superintendent is the Head of the Section. He/She is responsible for the maintenance of discipline among the officials working in the section. He/She is directly responsible to the Officer under whom he works. It should be his endeavour to ensure efficiency and expeditious transaction of official business at all stages in the Section. He/She should distribute the work assigned to his Section among all the officials of the Section in such a manner as to see that there is equity and guide the officials concerned, especially, the new entrants. He/She should maintain 'Weekly Arrears Statement' and 'Statements of other Periodical Returns' in addition to Section Diary, File Movement Register and such other Registers. He/She should carry out the instructions issued by the official superiors. He/She is responsible for maintaining official secrecy of the work of the Section. All confidential papers should be kept under his personal custody. He/She should see that all papers and files are submitted within six days from the date of receipt of papers and files. He/She Should supervise the work of the staff under his control and see that no facts are concealed by the officials while they put up the papers or files to him. He/She should personally arrange for despatch of replies, letters, reminders, etc. It is his responsibility to persue matters till a decision is arrived at.

**Assistants**

Assistants work under the Superintendents and do the work entrusted to them by their official superiors. They must attend to the papers / communications within six days and urgent papers should be put up within in three days. Each paper will have to be examined with reference to the Rules in force and suitable drafts and notes must be put up in such a manner as to avoid delay. Files must be maintained neatly; pages and paras must be numbered properly. Receipts must also be numbered properly. While examining cases, relevant provision of the Act, the Statutes, the Ordinance the Rules and the Regulations must be quoted and precedents, if any, must also be indicated before the notes are submitted to the official superiors. All references should be flagged and submitted for ready reference. The noting and drafting should be brief, neat, legible and objective. The Assistants must maintain a diary of work in Form No.3. All reports and returns must be made up-to-date and submitted in time. The Assistants should account for every paper they receive. It is also their responsibility to maintain such registers and prepare such statements as may be required to show that they have attended to the cases / papers promptly. A list of such registers and statements are as follows:-

1. Form No. 03
2. Standing Guard File.

# BENGALURU CITY UNIVERSITY

The following distribution of work among the staff of the various section/department is here:

Sl. No.	Name	Works Distribution
<b>1. THE VICE CHANCELLOR'S OFFICE</b>		
1	Sri Ashok Kulkarni (Consultant)	<ul style="list-style-type: none"> <li>Supervision of all the work related to VC personal section</li> <li>Any works entrusted by the higher officers from time to time</li> </ul>
2	Sharathchandra H J Accounts Assistant (Temp)	<ul style="list-style-type: none"> <li>Monitoring daily communications and answering any queries in VC Personal Section.</li> <li>Ensuring payments, amounts and records are correct.</li> <li>Recording and filing cash transactions.</li> <li>Controlling credit and chasing debt.</li> <li>Invoice processing and filing.</li> <li>Processing expense requests for the accountant to approve.</li> </ul>
3	Nethra M R DEO/Typist (Temp)	Data Entry & Typing work related to VC Personal Section
4	Prathap G Driver (Temp)	Driver
5	Rajeev B R Driver (Temp)	Driver
6	Sachin H Group 'D' (Temp)	Any works entrusted by the Higher Officers/section superiors from time to time
7	Santhosh Kumar C Group 'D' (Temp)	Any works entrusted by the Higher Officers/section superiors from time to time
8	Anand Poojari Group 'D' (Temp)	Any works entrusted by the Higher Officers/section superiors from time to time
<b>2. THE REGISTRAR (ADMINISTRATION)'S OFFICE</b>		
1	Sri Ashok Kulkarni (Consultant) (VPS/ Syndicate Section)	<ul style="list-style-type: none"> <li>Supervision of all the work related to VC personal section</li> <li>Any works entrusted by the higher officers from time to time</li> </ul>
2	Soniya P Office Assistant (Temp) Syndicate	<ul style="list-style-type: none"> <li>Conducting the ordinary and special meetings of syndicate – arrangements for the meetings including lunch &amp; refreshments &amp; TA/DA.</li> <li>Conduct of ordinary, Special and Extra Ordinary meetings for Academic Council, Committee of the Academic Council, and arrangements for the meeting including Lunch, refreshment and TA/DA.</li> <li>Arrangement for countersignature for TA/DA bills in connection with Syndicate and Academic Council, Committee of Academic Council Meetings.</li> <li>Maintenance of Attendance Register of Syndicate and Academic Council Meetings/expenditure Register etc.</li> <li>Compilation and binding the proceedings of Syndicate.</li> <li>RTI information Miscellaneous.</li> <li>Any other work entrusted by the Superiors from time to time.</li> </ul>

3	Naveena R Office Assistant (Temp - Syndicate Section)	<ul style="list-style-type: none"> <li>• Constitution/Reconstitution of Department Council/Departmental Studies/ filling up the vacancies thereon.</li> <li>• Constitution/Reconstitution of Board of Studies of UG under the faculty of Commerce &amp; Arts.</li> <li>• Issues of Notification/filling the vacancies of BOS under the faculty of Science, Commerce &amp; Arts .</li> <li>• Issue of BOS meeting notice, scrutiny of agenda &amp; approval of proceedings of BOS under the faculty of Science, Commerce &amp; Arts.</li> <li>• Maintaining list of experts/teachers of various boards.</li> <li>• Arrangement for countersignature for TA bills in connection with meetings of the BOS under the faculty of Science, Commerce &amp; Arts.</li> <li>• Appointment of Deans of Arts, Commerce, Science and Education faculties.</li> <li>• Maintaining seniority list of Professor, Associate Professors and Assistant Professors provided by the Establishment Section</li> </ul>
4	Dr. M.C. Srinivas (Consultant) (Students Scholarship Dept.)	<ul style="list-style-type: none"> <li>• Supervision of all the work related to Students Scholarship Dept.</li> <li>• Any works entrusted by the higher officers from time to time</li> </ul>
5	Smt. Padmamma T Superintendent (Establishment)	<ul style="list-style-type: none"> <li>• Supervision of all the work related to Establishment section.</li> <li>• Any works entrusted by the higher officers from time to time</li> </ul>
6	Smt. Pooja S Office Assistant (Temp) (Establishment Section)	<ul style="list-style-type: none"> <li>• Creation of teaching and non-teaching posts to the Department/section of the University/Constituent College.</li> <li>• Recruitment of Teaching Staff-including UGC schemes – Regular/Temporary/Part-Time/Contract of University/Constituent College – related work – Constitution of BOA, Advertisement, conducting interviews, issue of appointment orders – declaration of probation etc.</li> <li>• Recruitment of Non-Teaching post-Regular-Related work, constitution of BOA, Advertisements, Conducting interviews, issue of appointment orders and Declaration of Probationary period etc.</li> <li>• CAS to teachers – promotion of Assistant Professor to Associate Professor and Associate Professor to Professor etc.</li> <li>• Framing/Amending Statutes pertaining to Teaching Staff including service matters.</li> <li>• Preparation of seniority lists of teaching staff.</li> <li>• Preparation of seniority lists/Gradation List of Non- teaching staff.</li> <li>• Audit Reports – Replies/RTI applications.</li> <li>• LA/LC Questions connected to the work.</li> <li>• Transfer of Non-Teaching employees of University &amp; Constituent Colleges.</li> <li>• Preparation of C&amp;R rules relating to Non-Teaching staff.</li> </ul>

		<ul style="list-style-type: none"> <li>• Maintenance of Scale Register, Roster Register, Register of Sanctioned post.</li> <li>• Forwardal of application of University teachers for appointment in other University.</li> <li>• Deputation and sanction of OOD to teachers for attending seminar, conference etc.,</li> <li>• Files relating to increments/leave salary claims and pension contribution of deputed staff.</li> <li>• Files related to relieving on transfer/retirement of the staff, issue of LPC etc, of Registrar's section.</li> <li>• Maintenance of Service Registers, personal files, sanction of leave, increments, festival advance salary bills, advances bills and leave encashment of earned leave of Teaching &amp; Non-Teaching staff's</li> <li>• Appointment of Nodal Officers and other related works.</li> </ul>
7	Nagendra S DEO/Typist (Temp) (Establishment Section)	Data Entry & Typing work related to Registrar Personal Section and Establishment section
8	Mallappa Office Assistant (Temp) (Students Scholarship Dept.)	<ul style="list-style-type: none"> <li>• Work related to Students Scholarship (Labour/SSP/NSP).</li> <li>• Any works entrusted by the higher officers from time to time</li> </ul>
9	Smt. Kavitha A K Superintendent (Academic Section)	<ul style="list-style-type: none"> <li>• Supervision of all the work related to Academic section.</li> <li>• Any works entrusted by the higher officers from time to time</li> </ul>
10	Sri Guruswamy (Consultant) Academic Section	<ul style="list-style-type: none"> <li>• Issue of Notification for colleges regarding admission approval.</li> <li>• Admission / KEA related works.</li> <li>• Autonomous colleges related admission approval.</li> <li>• Reply to court matters / Audit.</li> <li>• Inviting applications for PG admissions and issue of fees notifications in this regard.</li> <li>• PG admissions approval related works - Issue of notification for colleges regarding PG Admission approval and fee notification, refund of fees to colleges / students.</li> <li>• Related to Academic Council / BOS &amp; Governing Council.</li> <li>• Apart from the above work the matters related to the affiliated colleges has to be attended.</li> <li>• Any other work entrusted by the officers concerned.</li> </ul>
11	Yamkar Office Assistant (Temp) Academic Section	<ul style="list-style-type: none"> <li>• All Affiliation related works (UG/PG All Affiliated Colleges)</li> <li>• UUCMS related Works, Office E-mail and Technical related update work.</li> <li>• UG and PG Admission related works, UG/PG Admission approval work.</li> <li>• Inviting application and issue of fees notification for renewal of affiliation, New Colleges, Additional Courses, UG &amp; PG Enrolment of Intake, Permanent affiliation etc,</li> <li>• 2F and 12B related work.</li> </ul>

		<ul style="list-style-type: none"> <li>• Receiving of affiliation applications from colleges, scrutiny of applications, regarding payment of fees, course details, intake etc,</li> <li>• Constitution of LIC Committee/ sanctioning of TA/DA, Providing Vehicles to LIC teams.</li> <li>• Receiving LIC reports from the committee Chairman, Placing the reports before the Academic Council and Syndicate.</li> <li>• B.Ed. staff Approval</li> <li>• Sending of Reports to Government approval.</li> <li>• Issue of Affiliation orders to colleges.</li> <li>• Placing the Agenda before Academic Council / Syndicate /Action taken Report.</li> <li>• Reply to Audit / Court Cases / e-Janaspandanaregarding the above matters.</li> <li>• Apart from the above work the matters related to the affiliated colleges of all constituency and the tappals received from these constituent colleges has to be attended.</li> <li>• Resolving the affiliated UG/PG college's issues.</li> <li>• Any other work entrusted by the officers concerned.</li> </ul>
12	Srilakshmi B S Office Assistant (Temp) Academic Section	<ul style="list-style-type: none"> <li>• Issue of Notification for colleges regarding UG admission approval/Autonomous colleges</li> <li>• UG admission related works.</li> <li>• Permission letters to students for change of language, Additional English.</li> <li>• UUCMS Portal updating</li> <li>• Refund of fees to students.</li> <li>• Tappal/Stock Register</li> <li>• Reply to court matters / Audit/E Janaspandana</li> <li>• Apart from the above work the matters related to the affiliated colleges of Yelahanka / Rajajinagar / BTM Layout / Hebbal constituency and the tappals received from these constituent colleges has to be attended.</li> <li>• Any other work entrusted by the officers concerned.</li> </ul>
13	Kalpana D Office Assistant (Temp) Academic Section	<ul style="list-style-type: none"> <li>• Issue of Calendar of Events for UG / PG Courses.</li> <li>• Eligibility Certificate / Transfer Certificate./Re- Admission</li> <li>• NOC for admission to other Board students.</li> <li>• UUCMS Portal updating</li> <li>• Autonomous colleges Admission Approval.</li> <li>• KEA related works./ Refund of fees to colleges.</li> <li>• Reply to RTI, Audit/E Janaspandana</li> <li>• Apart from the above work the matters related to the affiliated colleges of Gandhinagar /</li> </ul>

		<p>Malleshwaram / Jayanagar constituency and the tappals received from these constituent colleges has to be attended.</p> <ul style="list-style-type: none"> <li>Any other work entrusted by the officers concerned.</li> </ul>
14	Sri Janaradhan (Consultant) Estate Section	<ul style="list-style-type: none"> <li>Maintenance of the Building, viz., office building, maintenance of cleanliness, clean and green environment with necessary horticulture works and maintaining the same.</li> <li>Convocation related work.</li> <li>Registrar (A) Office contingency related maintains</li> <li>Periodical painting of office building</li> <li>Maintenance of all electrical, electronic and mechanical equipment pertaining to the office and maintaining the inventory of the same.</li> <li>Maintenance of office furniture.</li> <li>Maintenance of office vehicles and procurement of POL as per requirement</li> <li>Providing necessary physical arrangements during training programmes, seminars and workshop of the University.</li> <li>Water management by taking up necessary steps in drilling of bore wells, regular water testing analysis, monitoring water yield in the bores obtaining water from Municipal/Cantonment board during water crisis, conservation of water by implementing rain harvesting system, drip irrigation system etc.,</li> <li>Power management by taking up necessary steps to conserve and save electricity by introducing solar energy power systems and hot water systems in the University.</li> <li>Liaison works with local statutory bodies like Municipal Corporation, Cantonment board, APTRANSCO, BSNL, Ground water department etc.,</li> <li>To supervise implementation of all annual maintenance contracts (AMCs pertaining to the above works) i.e., (a) AMC for cleaning services, (b) AMC for Horticulture, Electrical, Plumbing, Carpentry, (c) AMC for Catering services, (d) AMC for Air conditioners in Auditorium, (e) AMC for water coolers and air conditioners in office, (f) AMC for fire extinguishers, (g) AMC for telephone instruments and lines and (h) AMC for mosquito and pest control.</li> <li>To supervise, control and allotment of vehicles and their maintenance</li> <li>To procure the materials in connection with the</li> </ul>



		<p>maintenance works and to supervise and control proper usage of the material procured.</p> <ul style="list-style-type: none"> <li>To ensure receipt, checking and submission of proposals for payment of electricity bills, telephone bills, water bills etc.</li> </ul>
15	Sri Vinayashankar E (Consultant) Engineering Section	<ul style="list-style-type: none"> <li>Supervision of all the work related to Engineering section</li> <li>Any works entrusted by the higher officers from time to time</li> </ul>
16	Ashwini S Technical Assistant (Temp) Engineering Section	<ul style="list-style-type: none"> <li>Overseeing all functions involved in the maintenance of university premises and buildings.</li> <li>Taking measurements, estimating and preparing drawings for estimating purpose.</li> <li>Carrying out e-procurement work.</li> <li>Preparation of bills and reports for works executed in the University</li> <li>Preparation of work orders, schedules and contracts related to works.</li> <li>Management of water supply works including distribution to all buildings and departments.</li> <li>Office work including maintenance of sanitary and electrical works, receiving and dispatching work.</li> <li>In respect of university building work, call for tender/quotation.</li> <li>Maintenance of University property registers.</li> <li>Any works entrusted by the Higher Officers/section superiors from time to time.</li> </ul>
17	Arun Kumar S Group 'D'/Electrician (Temp) Engineering Section	<ul style="list-style-type: none"> <li>Electrician work in Dept./University.</li> <li>Maintenance of Generator/AC at senate hall/auditorium.</li> <li>Any works entrusted by the Higher Officers/section superiors from time to time.</li> </ul>
18	Swaminathan (Group 'D'/Plumber (Temp) Engineering Section	<ul style="list-style-type: none"> <li>Plumber work in Dept./University</li> <li>Any works entrusted by the Higher Officers/section superiors from time to time.</li> </ul>
19	Dr.Venkatesh (Consultant – Library)	<ul style="list-style-type: none"> <li>Ordering books, journals and other resources</li> <li>cataloguing and keeping track of library materials</li> <li>advising academics on materials for their courses</li> <li>making sure all users can access library resources</li> <li>responding to requests from students, staff and other library users</li> <li>managing library staff</li> <li>managing budgets and projects</li> <li>Promoting the library's resources.</li> <li>Any works entrusted by the higher officers from time to time</li> </ul>
20	Mamatha B K Office Assistant (Temp-Library)	<ul style="list-style-type: none"> <li>To maintain the Office of the Library</li> <li>To maintain the accounts of library budget</li> <li>To maintain the store &amp; purchase of stationaries and other items.</li> <li>Processing of bills for payment</li> <li>To make entries in the inward and outward registers</li> <li>To type purchase orders of books and periodicals</li> </ul>



		<ul style="list-style-type: none"> <li>• Labelling and stamping of books</li> <li>• Sorting of books for shelving</li> <li>• Shelving of books and periodicals</li> <li>• To check the outgoing reading materials and other library assets that they are properly issued at the entrance and exit points</li> <li>• Accessioning</li> <li>• Duplicate checking</li> <li>• To provide online SDI services to research scholars and teachers.</li> <li>• To maintain databases.</li> </ul>
21	Prashanth R N Driver (Temp)	Driver
22	Renuka G Group 'D' (Temp)	<ul style="list-style-type: none"> <li>• Outward and other tappal section works.</li> <li>• Any works entrusted by the Higher Officers/section superiors from time to time.</li> </ul>
<b>3. EXAMINATION BRANCH</b>		
1	Sri Puttaswamy (Consultant)	<ul style="list-style-type: none"> <li>• Supervision of all the work related to Academic section.</li> <li>• Any works entrusted by the higher officers from time to time</li> </ul>
2	Smt. Jyothi S Angadi DEO/Typist (Temp)	<ul style="list-style-type: none"> <li>• BoE PG, Issuing Appointment Orders, Permission Letter.</li> <li>• Preparation of BOAE UG/PG.</li> <li>• Appointment of Co-ordinators, Deputy and Assistant Co-ordinators for valuation unit of all exams, co-ordinators bill.</li> <li>• Issue of Fee notification of all exams.</li> <li>• Centre declaration for all exams.</li> <li>• Any other work entrusted by the officers/Registrar (Evalu).</li> </ul>
3	Thyagaraju B.P Office Assistant (Temp)	<ul style="list-style-type: none"> <li>• Issue of Practical, Theory Answer Booklets and Store Maintaining.</li> <li>• Coordination with BOE chairperson for setting up of the question papers.</li> <li>• Issue of BOE Stationary.</li> <li>• Coordination in confidential section.</li> <li>• Maintenance of Logisys&amp;Uniclarereleated files &amp; processing of their's bills.</li> <li>• 6.Maintain of Answer booklet file &amp; processing of their's bills.</li> <li>• Maintain of Question Paper file &amp; processing of their's bills.</li> <li>• 8.Any other work entrusted by theofficers/Registrar (Evalu).</li> </ul>
4	Shrikanth M.T Office Assistant (Temp)	<ul style="list-style-type: none"> <li>• R and D Section work (From &amp; To) Tappal&amp; File movement</li> <li>• Registrar(Evaluation) Personal Section Work</li> <li>• Students Grievances.</li> <li>• Any other work entrusted by the officers/Registrar (Evalu).</li> </ul>

5	Akshay kumar P Office Assistant (Temp)	<ul style="list-style-type: none"> <li>Assisting in Personal Section Work</li> <li>PDC, Migration Section &amp; General Files</li> <li>Issue of Practical, Theory Answer Booklets and Store Maintaining.</li> <li>Purchase of Computers, Printers &amp; Stationeries to exam section.</li> <li>Any other work entrusted by the officers/Registrar (Evalu).</li> </ul>
6	Kousthubha C Office Assistant (Temp)	<ul style="list-style-type: none"> <li>Exam Guidelines upload in UUCMS portal(UG/PG).</li> <li>Indent preparation (UG/PG).</li> <li>Updation of QP codes for valuation in UUCMS Portal (UG/PG).</li> <li>Coordination with colleges and departments during the exams.</li> <li>Coordinating with Evaluation center coordinators.</li> <li>Coordinating with backend and support team</li> <li>UUCMS.</li> </ul>
7	Arunkumar V Group 'D' (Temp)	<ul style="list-style-type: none"> <li>Registrar (Evaluation) Personal Section.</li> <li>Assisting Tappal Section &amp; Confidential Section</li> <li>Any other work entrusted by the officers/Registrar (Evalu).</li> </ul>
8	Vijaykumar V Driver (Temp)	Driver
9	Puneeth N Office Assistant (Temp)	<ul style="list-style-type: none"> <li>Marks entry issue resolve in UUCMS portal.</li> <li>Decoding issue analysis and resolve.</li> <li>Coordinating with the evaluators regarding their ID's and Mapping.</li> <li>Coordinating with evaluators and coordinators</li> </ul>
10	Supriya M Office Assistant (Temp)	<ul style="list-style-type: none"> <li>Issue of the following:</li> <li>Issuing of PDC / Migration/Official transcript/Genuine/Medium of Instruction Certificates</li> <li>Education verification.</li> <li>Any other work entrusted by the officers/Registrar (Evalu).</li> </ul>
11	Sanjaykumar N Office Assistant (Temp)	<ul style="list-style-type: none"> <li>Maintain and Issue of marks Cards &amp; Degree /Convocation Certificate .</li> <li>Office stationery Maintenance .</li> <li>Maintain office imprest amount.</li> <li>Any other work entrusted by the officers/Registrar (Evalu).</li> </ul>
12	Babajan Office Assistant (Temp)	<ul style="list-style-type: none"> <li>Valuation Unit work, Office work</li> <li>Coordination in issue of markscards.</li> <li>Marks entry in UUCMS PG Portal.</li> <li>Coding &amp; Decoding in UUCMS PG Portal</li> <li>Any other work entrusted by the officers/Registrar (Evalu).</li> </ul>

13	Malini C.N Office Assistant (Temp)	<ul style="list-style-type: none"> <li>• Preparation of panel of examiners list for BOAE and BOE.</li> <li>• BoE UG, Issuing Appointment Orders, Permission Letter.</li> <li>• Providing of all subject syllabus.</li> <li>• Circulars, Letters, Action taken report of the related above Subject syndicate, Academic council etc</li> <li>• Appointment of squad for all exams, sanction orders for squad bills &amp; hiring charges of Cars</li> <li>• Malpractice/ Internal Assessment related work</li> <li>• Any other work entrusted by the Officers/Registrar (Evalu).</li> </ul>
14	Kusuma K.R Office Assistant (Temp)	<ul style="list-style-type: none"> <li>• Results declaration related files</li> <li>• Inviting quotations of printer cartridges.</li> <li>• P.HD related works.</li> <li>• Convocation related work</li> <li>• RTI related application.</li> <li>• Physically Challenged approval for students.</li> <li>• Any other work entrusted by the officers/Registrar (Evalu).</li> </ul>
15	Vinay Kumar S Office Assistant (Temp)	<ul style="list-style-type: none"> <li>• P.hD related works.</li> <li>• Convocation Related work.</li> <li>• Inviting quotations of printer cartridges.</li> <li>• Any other work entrusted by the officers/Registrar (Evalu).</li> </ul>
16	Vidya Shree G V Office Assistant (Temp)	<ul style="list-style-type: none"> <li>• Issue of Fee notification of all exams.</li> <li>• Centre declaration for all exams.</li> <li>• Time Table Approvals for UG, PG, Diploma and Certificate Course</li> <li>• Any other work entrusted by the officers/Registrar (Evalu).</li> </ul>
17	Sharath K G Office Assistant (Temp)	<ul style="list-style-type: none"> <li>• Marks entry in UUCMS Portal.</li> <li>• Decoding work.</li> <li>• Bundling.</li> <li>• Communicating between evaluators and data entry operators.</li> </ul>
18	Pradeep Kumar S Office Assistant (Temp)	<ul style="list-style-type: none"> <li>• Decoding work.</li> <li>• Bundling.</li> <li>• Communicating between evaluators and data entry operators.</li> </ul>
19	Sachin R Office Assistant (Temp)	<ul style="list-style-type: none"> <li>• Marks entry in UUCMS Portal.</li> <li>• Decoding work.</li> <li>• Bundling.</li> <li>• Communicating between evaluators and data entry operators.</li> </ul>
20	Munesh D S Group 'D' (Temp)	Any works entrusted by the Higher Officers/section superiors from time to time

4. FINANCE BRANCH		
1	Smt. C.V. Sunitha Superintendent	<ul style="list-style-type: none"> <li>Supervision of all the work related to Academic section.</li> <li>Any works entrusted by the higher officers from time to time</li> </ul>
2	Sri. Veerana D Assistant	<ul style="list-style-type: none"> <li>Passing of All Examination UG/PG Valuation bills.</li> <li>Passing of All Examination UG/PG Practical's Bills.</li> <li>Squad, Remuneration Bills &amp; Other Bills</li> <li>Bills entry in software.</li> </ul>
3	Sri Venkatachalapathi Assistant	<ul style="list-style-type: none"> <li>UG Examination on BCU under Colleges , Remuneration Bill</li> <li>PG Examination on Colleges , Remuneration Bill</li> <li>Question Paper/Answer Paper/Contingency/Bundle Bills/Practical</li> <li>All deduction statements preparing and Chequae generation.</li> <li>GPF/EGIS/BUB Society/LIC/Govt KGID bills submitted to Govt.</li> <li>Teaching &amp; Non-Teaching Salary Bills, Other Bills.</li> <li>Physical Education Department- Tours/Tournament/Purchase Expenses</li> </ul>
4	Smt. Kalpana H Palekar Assistant	<ul style="list-style-type: none"> <li>Passing of all Meeting Bills-BOE,BOS,Syndicate, Academic Council, Finance Committee, CPC &amp; Other</li> <li>Committee Meeting Bills,TA,DA,CA/Sitting Fees</li> <li>Committee Meeting Bills,TA,DA,CA/Sitting Fees</li> <li>Maintaining Bank Pass Sheets.</li> <li>D.D. Receipt UG/PG Autonomous College, Estate Section-Bank Deposit &amp; Day Book Maintaining.</li> <li>Scholarship works</li> <li>All Departments AC bills, DC bills &amp; Local inquiry committee.</li> <li>Refund of College Fees.</li> <li>Running /Hired Expenses of Vehicles</li> <li>Engineering Department Bills</li> <li>House Keeping Services Bill.</li> <li>Garden Dept. Maintenance Bills.</li> <li>Expenditure on Conferences, Seminars, Workshops and Membership etc..</li> <li>Library/Publication/Advertisement Charges Expenses</li> <li>Purchases/Maintenance of Furniture's bills</li> <li>Examination Branch Expenditure &amp; Other Examination Expense.</li> </ul>
5	Sudharshan Consultant	<ul style="list-style-type: none"> <li>BCU-HRMS related works.</li> <li>Khajane II Work</li> <li>Cash Book Writing</li> <li>E-Office works</li> </ul>

6	Sushma N Office Assistant (Temp)	<ul style="list-style-type: none"> <li>• Passing of all (PG) Guest Faculty Honorarium Bills of all 21 Departments.</li> <li>• Passing of all (UG) Guest Faculty Honorarium Bills</li> <li>• Bills entry of Guest faculty (Note sheet, Bank statement &amp; Generation of Cheque through software)</li> <li>• Processing of Consolidated and Retired Staff Salary of BCU (Note sheet, Bank statement &amp; Generation of Cheque through software)</li> <li>• TDS remittance of all Guest Faculties</li> <li>• Professional Tax Remittance.</li> <li>• TDS remittance of all Retired Staff</li> <li>• Bills entry in software</li> <li>• Writing of all Guest Faculties Honorarium details in separate Ledger</li> <li>• Attending day to day works of office.</li> <li>• Any other work assigned by the Officer</li> </ul>
7	Anusha S Office Assistant (Temp)	<ul style="list-style-type: none"> <li>• All typing work related to Finance Section.</li> <li>• Exam related bills entry in software</li> <li>• DD entries</li> <li>• Any other work assigned by the Officer</li> </ul>
8	Rakesh R Group 'D' (Temp)	<ul style="list-style-type: none"> <li>• Inward &amp; Outward Tappal.</li> <li>• Any works entrusted by the Higher Officers/section superiors from time to time.</li> </ul>
<b>PG DEPARTMENTS</b>		
<b>a. Arts Department</b>		
1	Rakshak H Office Assistant (Temp)	<ul style="list-style-type: none"> <li>• Departmental Work</li> <li>• Any works entrusted by the Higher Officers from time to time.</li> </ul>
2	Raghavendra D Group 'D' (Temp)	Any works entrusted by the Higher Officers/section superiors from time to time.
<b>b. Chemistry Department</b>		
1	Vinod M S Office Assistant (Temp)	<ul style="list-style-type: none"> <li>• Departmental Work</li> <li>• Any works entrusted by the Higher Officers from time to time.</li> </ul>
2	Sharathkumar G Murty Lab Assistant (Temp)	<ul style="list-style-type: none"> <li>• Departmental Work</li> <li>• Any works entrusted by the Higher Officers from time to time.</li> </ul>
3	Varun Kumar Lab Assistant (Temp)	Laboratory work
4	Vinod Kumar Lab Assistant (Temp)	Laboratory work
5	Mohan Kumar Group 'D' (Temp)	Any works entrusted by the Higher Officers/section superiors from time to time.
6	Shivu B R Group 'D' (Temp)	Any works entrusted by the Higher Officers/section superiors from time to time.
<b>b. Bio-Chemistry Department</b>		
1	Abhishek R Office Assistant (Temp)	<ul style="list-style-type: none"> <li>• Departmental Work</li> <li>• Any works entrusted by the Higher Officers from time to time.</li> </ul>

2	Mallikarjun Lab Assistant (Temp)	<ul style="list-style-type: none"> <li>• Departmental Work</li> <li>• Any works entrusted by the Higher Officers from time to time.</li> </ul>
3	Kantharaju Group 'D' (Temp)	Any works entrusted by the Higher Officers/section superiors from time to time.
<b>c. Canara Bank School of Management Studies</b>		
70	Sowmya JN Office Assistant (Temp)	<ul style="list-style-type: none"> <li>• Departmental Work</li> <li>• Any works entrusted by the Higher Officers from time to time.</li> </ul>
<b>d. Centre for Global Language</b>		
1	Praveena S DEO/Typist (Temp)	Data Entry & Typing
2	Parvathamma Group 'D'	Any works entrusted by the Higher Officers/section superiors from time to time.
<b>e. Commerce Department</b>		
1	Usharani R Office Assistant (Temp)	<ul style="list-style-type: none"> <li>• Departmental Work</li> <li>• Any works entrusted by the Higher Officers from time to time.</li> </ul>
<b>f. Mass Communication and Journalism</b>		
1	Veena K Office Assistant (Temp)	<ul style="list-style-type: none"> <li>• Departmental Work</li> <li>• Any works entrusted by the Higher Officers from time to time.</li> </ul>
<b>g. Fashion and Apparel Design</b>		
1	Asha D R Office Assistant (Temp)	<ul style="list-style-type: none"> <li>• Departmental Work</li> <li>• Any works entrusted by the Higher Officers from time to time.</li> </ul>
<b>h. Mathematics</b>		
1	Mahadevaswamy M Office Assistant (Temp)	<ul style="list-style-type: none"> <li>• Departmental Work</li> <li>• Any works entrusted by the Higher Officers from time to time.</li> </ul>
<b>i. Physical Education Department</b>		
1	Mohammed Sibgathulla Office Assistant (Temp)	<ul style="list-style-type: none"> <li>• Departmental Work</li> <li>• Any works entrusted by the Higher Officers from time to time.</li> </ul>
<b>BCU- Multidisciplinary Constituent Women</b>		
1	Devaraj Office Assistant (Temp)	<ul style="list-style-type: none"> <li>• Departmental Work</li> <li>• Any works entrusted by the Higher Officers from time to time.</li> </ul>
2	Yashvanth Office Assistant (Temp)	<ul style="list-style-type: none"> <li>• Departmental Work</li> <li>• Any works entrusted by the Higher Officers from time to time.</li> </ul>

**REGISTRAR**