

17. ಕರ್ತವ್ಯ ಹಾಗೂ ಹೊಣೆಗಾರಿಕೆಯ ವಿವರಗಳೊಂದಿಗೆ ಬೋಧಕೇತರ ಸಿಬ್ಬಂದಿಯ ಮಾಹಿತಿ

ವಿಭಾಗ: ಸಾರ್ವತ್ರಿಕ ವಿಭಾಗ

**MANGALORE UNIVERSITY**

No.MU/GEN/W.D/Suptd/2020-21

Office of the Registrar  
Mangalagangothri-574199  
Date: 13.12.2022

**OFFICIAL MEMORANDUM**

Sub: Work distribution among the staff of General Section.

Ref: This office O.M. No.MU/GEN/W.D./Suptd/2020-21

Dated 30.07.2022.

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Pursuant to the aforesaid order the work among the staff of general section is re-distributed as under:-

Assistant Registrar - Smt. Prathibha S.J.- Over all supervision of the section  
Superintendent - Smt. Sumangali A.- Supervision of the section

**G1: Smt. Chennu**

1. Disposal of trees etc. sanction for auction of horticultural crops and dead stocks of the P.G. departments.
2. Selection of candidates for taking part in the International and state level youth festivals, youth parliament etc.
3. Matters pertaining to P.G. students union and students welfare activities/sending committees/grievances to students etc.
4. Files relating to purchase of materials in connection with cleaning work
5. Files relating to Green plantation and World Environmental Day
6. Files relating to Bio-Diversity documentation.
7. All matters relating to examination fee, tuition fee, concession bills etc.
8. NSS Unit, Mangalagangothri
9. Files relating to Mangalore University Social Media Champion
10. Any other work entrusted by the superiors from time to time.

**G2:Smt. Asmitha K.**

1. Sanction of bills regarding maintenance of Garden in the campus
2. Files relating to sexual harassment, Anti Ragging etc.,
3. Files relating to Person with Disability Cell
4. Files relating to Internal Complaints Committee
5. Matters relating to the salary of Outsource security agencies in university campus, constituent colleges and P.G. Center, Chikka Aluvara of Mangalore University.
6. Matters relating to the tender process, salary and any other work for Outsource Employees of Gardeners in university campus.
7. Matters relating to the tender process, salary and any other work for Outsource Employees of Group 'D' and Sweeping Squads in university campus, constituent colleges and P.G. Center, Chikka Aluvara of Mangalore University.
8. Any other work entrusted by the superiors from time to time.

**G3: Rohith**

1. Matters relating to Annual Reports, University Hand Books
2. All matters pertaining to the F.M.K.M.C. College, Madikeri, except development activities.
3. All the matters relating to Hostel of Men & Women of F.M.K.M.C. College, Madikeri.

4. Printing and issue of P.G. Applications, Prospectus and all other works related to it.
5. All matters pertaining to sports activities including sanction of advance and settlement etc.
6. Files relating to Online students Grievances-Redressal
7. Miscellaneous files if any.
8. Any other work entrusted by the superiors from time to time.

**G4: Vishwanath**

1. Matters relating to University Employment Bureau.
2. Files relating to University College/ University Evening College, Mangalore, except development activities.
3. Students Co-op. Society of University College, Mangalore
4. Files relating to University College, Nellyadi, except development activities.
5. Files relating to Fr. Gr. College, Mangalagangothri – other matters
6. PG Centre Chikka Aluvara all the matter related to Men and Women's Hostels
7. Office Contingency Bills – PG Centre Chikka Aluvara
8. University Career Guidance and related correspondences.
9. Files relating to Other Backward Classes Cell (OBC Cell)/Minority Cell
10. Files relating to V.C. Relief Fund
11. Files relating to Bharat Scouts and Guides
12. Miscellaneous files if any.
13. Any other work entrusted by the superiors from time to time.

**G5: Sushmitha Shetty**

1. Sanction of Imprest amount to the P.G. departments, Library & other offices, Engineering Division, Vice-Chancellor's Secretariat Mangalore University.
2. Permission to open Bank Accounts to the P.G. department in the campus.
3. Files relating to celebration of Independence (including Azadi Ka Amrut Mahotsav), Republic Day in University campus.
4. Files relating to Red Cross
5. Enrolment of University as member of various national bodies (AIU/ Shastri Indo Canadian Institute/Confederation of Indian Industry/DELNET).
6. Membership of Indian International Centre, New Delhi and other Agencies.
7. Files relating to Communal Harmony
8. Files relating to Indian Constitutional Day
9. Files relating to University College, Bannadka.
10. Files relating to Nethaji Subhashchandra Bose
11. Miscellaneous files if any.
12. Any other work entrusted by the superiors from time to time.

**G6: Smt. Harinakshi V.**

1. Files relating to all scholarships, free ships (P.G) refund bills and related duties.
2. Compilation of all kinds of Statistics/Information subject committee and related correspondences
3. Files relating to Foundation Day Celebration
4. Files relating to Teachers Day Celebration
5. Files relating to Covid -19
6. Files relating to Anti-Drug Cell
7. Files relating to Anti-Human Trafficking Club
8. Files relating to SAKALA Seva Sindhu
9. Files relating to Legislative Assembly/Council question
10. Files relating to All India Survey of Higher Education
11. Files relating to Government letters
12. Files relating to Syndicate ATR
13. Miscellaneous files if any.
14. Any other work entrusted by the superiors from time to time.

**G7: Smt. Niveditha**

1. Files relating to Village/School Adaptation
2. Reservation of Mangala Auditorium, Rani Abbakka hall, Syndicate Hall, Dr. U.R. Rao Hall (Old Senate Hall), Lecture Hall Complex- Dr. M.N. Vishwanathaiah Seminar Hall; Dr. Veerendra Hegde Seminar Hall, Sri Srinivas Malya hall (MBA Hall), Indoor Stadium Seminar Hall, University ground, Yakshagana Kalakendra, etc.
3. Files relating to Gandhi Jayanthi, Kannada Rajyothsava, Sri Maharshi Valmiki Jayanthi and Vivekananda Jayanthi.
4. Files relating to teaching and non-teaching staff send off in Vice Chancellor's office.
5. All matters relating to the hostels for men/women at M.U. campus.
6. All matters relating to the working women's hostel at M.U. campus.
7. All the matters related to the International Student Hostel.
8. Files relating to Mangalore University Cultural Policy
9. Miscellaneous files if any.
10. Any other work entrusted by the superiors from time to time.

**G8: Smt. Shabana A.R. – Job Typist**

  
For REGISTRAR

To:

The Officials concerned

Copy to:

1. The Deputy Registrar/Asst. Registrar, General Section.
2. Superintendent, Administration Section, Registrar Office.
3. P.A. to the Registrar
4. Nodal Officer, E- Governance, Mangalore University.