

MANGALORE UNIVERSITY
Vice Chancellor's Secretariat

WORK DISTRIBUTION:

I. Prof. Prashantha Naik, Officer on Special duty to Vice Chancellor

1. Correspondence with Higher Education departments/Raj Bhavan.
2. Verifying the tappals.
3. Counter signing the bills related to Vice Chancellor's Secretariat.
4. Drafting letters, Vice Chancellor's Messages for Magazines.
5. Supervision of all works related to Vice Chancellor's Secretariat.
6. Attending online meetings on behalf of the Hon'ble Vice Chancellor whenever necessary as directed by the Hon'ble Vice Chancellor.
7. Any other work assigned by the Vice Chancellor.

II. Mrs. Latha Kumari, P.A. to Vice Chancellor

1. Maintaining the programmes of the Hon'ble Vice Chancellor.
2. Drafting of letters as directed by the Hon'ble Vice Chancellor.
3. Appointments / Handling the visitors
4. Maintaining e-office files/ Tappals/ filing the documents.
5. Hon'ble Vice Chancellor's NAAC related works.
6. Following up of documents as directed by the Hon'ble Vice Chancellor.
7. Scheduling of Tour programmes/ Ticket booking/ Room reservation etc. of Hon'ble Vice Chancellor.
8. Arrangement of meetings as directed by the Hon'ble Vice Chancellor.
9. Any other work assigned by the Vice Chancellor.

*26/11/2022
at 5.25 pm*

III. Mrs. Sowmya Delis (Job Typist /Clerk)

1. Maintaining all the inward files & letters in inward register.
2. Preparing bills of Sumptuary, Imprest, Newspaper, Fuel and telephone, Stationary items.
3. Maintaining all the outward files in the register
4. Filing all documents received from various sections/departments.
5. Dispatch of all letters signed and indicated by the Hon'ble Vice Chancellor to the concerned office/dept/section.
6. Verifying all degree Certificates have been duly signed by the Hon'ble Vice Chancellor before sending it back to the R(E) section.
7. Attending the Phone Calls.
8. Any other work assigned by the Higher authority.

IV. Mrs. Rashmitha (Job Typist /Clerk)

1. Preparing, maintaining the Hon'ble Vice Chancellor's program diary.
2. Dispatching all the documents/letters related to Vice Chancellor's Secretariat.
2. Preparing the TA/DA bills of the Hon'ble Vice Chancellor.
3. Attending the Phone Calls.
4. Entry all tappals in the Inward Register.
5. Filing all documents received from various sections/departments.
6. Typing the letters.
7. Verifying all degree Certificates have been duly signed by the Hon'ble Vice Chancellor before sending it back to the R(E) section.
8. Maintaining the Stock Ledger of the Hon'ble Vice Chancellor's office.
9. Purchase/Repair/Maintenance bills of Computer Accessories, EPABX, Xerox Machine, UPS & Batteries, Letterheads.
10. Any other work assigned by the Higher authority.

V. Mr. K. Narayana Moolya ('D' Group)

1. Performing the duties assigned by the Hon'ble Vice-Chancellor.
2. In case of emergency facsimile sign to the degree certificate/certificates related to seminar, workshop, conference etc.
3. Xeroxing the documents
4. Dispatching the Tappals & Letters
5. Any other work assigned by the Higher authority.

VI. Mr. S. Sudesh ('D' Group)

1. Performing the duties assigned by the Hon'ble Vice-Chancellor.
2. In case of emergency facsimile sign to the degree certificate/certificates related to seminar, workshop, conference etc.
3. Xeroxing the documents
4. Dispatching the Tappals & Letters
5. Any other work assigned by the Higher authority.

VII. Mr. Dayananda ('D' Group)

1. Performing the duties assigned by the Hon'ble Vice-Chancellor.
2. Xeroxing the documents
3. Dispatching the Tappals & Letters
4. Any other work assigned by the Higher authority.



12.12.2022

**Special Officer
Vice Chancellor's Secretariat
Mangalore University
Mangalagangothri - 574 199**