

MANGALORE UNIVERSITY

MU/REG/SND/S3/22/2021-3589

Office of the Registrar
Mangalagangothri-574 199

Date: 01.12.2022

OFFICIAL MEMORANDUM

Sub: Distribution of the work in the syndicate section, office of the Registrar – reg.

Ref: This Office O.M. no. MU/REG/SND/S3/22/2021-3589 dated 28.03.2022.

The work among the staff of the Syndicate Section is re-distributed as follows.

Special Officer : Dr. B. S. Srinath

Assistant Registrar: Nil

Superintendent : Smt. Thajnez Banu (Supervision of the Syndicate Section)

Smt. Kasturi (Senior Typist): S2

1. Conducting the ordinary and special meetings of Syndicate – arrangements for the meetings including Lunch & refreshments & TA/ DA.
2. Conduct of Ordinary, Special and Extra Ordinary meetings of Academic Council, Committee of the Academic Council, and Arrangements for the meetings including Lunch, refreshment and T.A/ DA.
3. Arrangement for countersignature for TA/DA bills in connection with Syndicate and Academic Council, Committee of Academic Council Meetings.
4. Maintenance of Attendance Register of Syndicate and Academic council Meetings/ expenditure Register etc.
5. Compilation and binding the proceedings of Syndicate.
6. RTI information.
7. Miscellaneous.
8. Any other work entrusted by the Superiors from time to time.

Smt. Kavitha K(SDA): S5

1. Constitution/ Reconstitution of Departmental council/ departmental Studies/ filling up the vacancies thereon.
2. Constitution/ Reconstitution of Board of Studies of UG under the faculty of Commerce & Arts.

3. Issue of Notification/ filling the vacancies of BOS under the faculty of Commerce & Arts.(UG)
4. Issue of BOS meeting notice, scrutiny of agenda & approval of proceedings of BOS under the faculty of Commerce & Arts.(UG)
5. Maintaining list of experts/ teachers of various Boards.
6. Arrangement for countersignature for TA bills in connection with Meetings of the BOS under the faculty of Commerce & Arts.(UG)
7. Passing of DC Bills connected to BOS meeting under the faculty of Commerce & Arts.(UG)
8. RTI information
9. Miscellaneous.
10. Any other work entrusted by the Superiors from time to time.

Smt. Divya (job Typist):-S1

1. Constitution of University Bodies (Syndicate, Academic Council and Finance Committee).
2. Nominations filling up the vacancies of Syndicate & Academic Council, Committee of Academic Council and Finance Committee.
3. Constitution/ Reconstitution of Committee of Academic Council and arrangement for the meeting and advisory committee meeting of the Student Nomination to Academic Council.
4. Constitution/ Reconstitution of Arts/Science and Technology/ Commerce/ Law and Education Faculties.
5. Conducting all faculty meetings including lunch & refreshments & TA/DA.
6. Appointment of Deans of Arts, Commerce, Science and Technology, Law and Education Faculties.
7. RTI information.
8. Maintaining Seniority list of Professors, Associate Professors and Assistant Professors provided by the Establishment Section.
9. Miscellaneous.
10. Any other work entrusted by the Superiors from time to time.

Smt. Safana, (Job Typist): S3

1. Constitution/ Reconstitution of Board of Studies of PG under the faculty of Commerce, Arts & Law and Education.
2. Issue of Notification/ filling the vacancies of BOS under the faculty of Commerce, Arts & Law and Education.(PG)
3. Issue of BOS meeting notice, scrutiny of agenda & approval of proceedings of BOS under the faculty of Commerce, Arts & Law and Education.(PG)
4. Maintaining list of experts/ teachers of various Boards.
5. Arrangement for countersignature for TA bills in connection with Meetings of the BOS under the faculty of Commerce, Arts & Law and Education.(PG)
6. Passing of DC Bills connected to BOS meeting under the faculty of Commerce, Arts & Law and Education.(PG)
7. I.U.B Proceedings – K.S.H.E.C. Proceedings (Maintenance).
8. To send, receive & watch E-mail pertaining to Syndicate Section.
9. Work related to NAAC and furnishing information to IQAC.
10. RTI information.
11. Miscellaneous.
12. Any other work entrusted by the Superiors from time to time.

Sri. Gautham (Job Typist/ Office Assistant): S4

1. Constitution/Reconstitution of Board of Studies of UG/PG under the faculties of Science and Technology.
2. Issue of Notification/filling the vacancies of BOS under the faculty of Science and Technology.
3. Issue of BOS meeting notice, scrutiny of agenda & approval of proceedings of BOS under the faculties of Science and Technology.
4. Maintaining list of experts/teachers of various Boards.
5. Arrangement for countersignature for TA bills in connection with Meetings of the BOS under the faculty of Science and Technology.
6. Passing of DC Bills connected to BOS meeting under the faculty of Science and Technology.
7. RTI information
8. Miscellaneous.
9. Any other work entrusted by the Superiors from time to time.

Smt. Nemavathi (Group-D): Office work entrusted by the Superiors from time to time.

Sri. Harish B (Group-D): Office work entrusted by the Superiors from Time to time.

By Order,



For REGISTRAR

Copy to:

1. Special Officer, Office of the Registrar, Mangalore University.
2. Assistant Registrar, Establishment Section, Mangalore University.
3. PA to Registrar, Mangalore University.