



**COLLEGE DEVELOPMENT COUNCIL**

MOULYA BHAVAN, BOGADI ROAD, MANASAGANGOTTHI MYSURU-570006, KARNATAKA

Prof. S. SRIKANTASWAMY

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**Work assignment to the College Development Council Staff**

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Sl. No.	Group No.	Name	Case Work
1	Group B	Sri. B. Nagendra Superintendent	Supervision of the work relating to the case workers, Typist cum Clerks and others to & from section work. Miscellaneous work relating to CDC office.
2	Group C	Sri. Muralidhar Senior Assistance	<ol style="list-style-type: none"> <li>1. All Correspondence relating to grant of affiliation Mandya District UG Colleges.</li> <li>2. Maintenance of DCB Register.</li> <li>3. Correspondence relating to Annual Reports/Academic and Administrative Audit Committee relating to All Dist.</li> <li>4. Workshop Programmes, and GST.</li> <li>5. Maintenance of Record Room other miscellaneous Correspondence like furnishing statistics to UGC and other Bodies/Institutions.</li> <li>6. Work Assigned by the Superintendent, Director from time to time.</li> </ol>
3	Group C	Sri Rajashkaramurthy Second Division Clerk	<ol style="list-style-type: none"> <li>1. All Correspondence relating to grant of affiliation of Mysore City and Mysore Districts UG Colleges.</li> <li>2. Vocationalisation of Education (Add on course) at First Degree Level.</li> <li>3. Sanction of additional intake for all the affiliated colleges.</li> <li>4. AGP related to all districts.</li> <li>5. Work assigned by the Superintendent, Director from time to time.</li> <li>6. Maintenance of Service Registers Sanction of leave, preparation of bills and other related work of establishment.</li> </ol>

P.T.O.

3	Group C	Sri Thejas B.G. S.D.C. (Temporary)	<ol style="list-style-type: none"><li>1. Online Affiliation</li><li>2. Award of teacher fellowship, UGC Faculty Development programme.</li><li>3. UGC Correspondence relating to various plan periods.</li><li>4. Inclusion of colleges under section 2(f) and 12(B) of UGC Act 1956.</li><li>5. Sanction of Financial Assistance from UGC to affiliated colleges during plan periods.</li><li>6. UGC Assistance to teachers who participate in Seminars, conferences workshops, projects and other related correspondence with UGC.</li><li>7. Correspondence relating to grant of Autonomous to Colleges.</li><li>8. Colleges Recognized by the NAAC Accreditation recorded in Computer.</li><li>9. Any other work assigned by the Superintendent and Director from time to time.</li></ol>
4	Group C	Sri B.M.Manjunath Technician (Temporary)	<ol style="list-style-type: none"><li>1. Constitution of Local Enquiry Committee for inspection of colleges and fixing the programme of inspection.</li><li>2. Preparation of preforms required for LIC.</li><li>3. Formation of CDC Advisory Committee and Convening meetings and CDC Advisory Committee convening meetings.</li><li>4. Fee Structure regarding affiliation.</li><li>5. Correspondence relating to grant of affiliation to Hassan District UG Colleges.</li><li>6. Work related to the Notification of Affiliation.</li><li>7. Any other work assigned by the Superintendent and Director from time to time</li></ol>
5	Group C	Sri. Yogesh. B Typist cum Clerk (Temporary)	<ol style="list-style-type: none"><li>1. Correspondence relating to Annual Reports/Academic and Administrative Audit Committee relating to B.Ed. Colleges.</li><li>2. Furnishing reply audit reports regarding cash section.</li><li>3. Maintenance of Cash book, Advance Register, Office Impressed Register.</li><li>4. Income Tax</li><li>5. To prepare AC / DC / NDC / TA Bills Etc..</li><li>6. Such other work assigned by the Superintendent and Director from time to time.</li></ol>
6	Group C	Sri Manoranjan. P Typist cum Clerk (Temporary)	<ol style="list-style-type: none"><li>1. All Correspondence relating to grant of affiliation to PG Courses.</li><li>2. Stationery, Stock Account, Indent and Maintenance and other related works.</li><li>3. Maintenance of Stock Register, Certificate of the Bills.</li><li>4. Any other work assigned by the Superintendent and Director from time to time.</li></ol>

P.T.O..

7	Group C	Smt. Bhavyashree. K SDC (Temporary)	<ol style="list-style-type: none"><li>1. All Correspondence relating to grant of affiliation Chamarajanagar District UG Colleges.</li><li>2. Circulars</li><li>3. Maintenance of Attendance Register.</li><li>4. Online Affiliation. Typing Work</li><li>5. Checking E-Mail.</li><li>6. Collection and maintenance of Statistics regarding University affiliated colleges and students of UG/PG courses.</li><li>7. Any other work assigned by the Superintendent and Director from time to time.</li></ol>
8	Group C	Smt. Mangala. K.M Typist cum Clerk (Temporary)	<ol style="list-style-type: none"><li>1. To attend the computer typing works assigned by the office Superintendent and Case workers.</li><li>2. RTI. Chukke Prashnne</li><li>3. Such other work assigned by the Superintendent and Director from time to time.</li></ol>
9	Group C	Sri. Mahesh.J.D SDC (Temporary)	<ol style="list-style-type: none"><li>1. All Correspondence relating to grant of affiliation Periyapatana and Bannur Tq UG Colleges.</li><li>2. Maintaining Stamp Account.</li><li>3. From and To Section work. Maintaining the Inward and Outwards Registers.</li><li>4. Maintenance of Telephone bills.</li><li>5. Such other work assigned by the Superintendent and Director from time to time.</li></ol>
10	Group D	Sri Thejas .Y. R Attender	<ol style="list-style-type: none"><li>1. Office duty/office Key duty.</li><li>2. Maintenance of Cleanliness of the office.</li><li>3. Such other work assigned by the Superintendent and Director from time to time.</li></ol>
11	Group D	Sri. Vinay. S Attender	<ol style="list-style-type: none"><li>1. Office duty/office Key duty.</li><li>2. Maintenance of Cleanliness of the office.</li><li>3. Such other work assigned by the Superintendent and Director from time to time.</li></ol>
12	Group D	Sri Ramakrishna. S Peon.	<ol style="list-style-type: none"><li>1. Office duty/office Key duty.</li><li>2. Maintenance of Cleanliness of the office.</li><li>3. Such other work assigned by the Superintendent and Director from time to time.</li></ol>

  
Director

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