

Tel.No:0821-2419806/05

e-mail: msw.mgm.uom@gmail.com

UNIVERSITY OF MYSORE



Estd.1916

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ಮಾನಸಗಂಗೋತ್ರಿ, ಮೈಸೂರು

(re-accredited by NAAC at "A" Grade)

(NIRF ranking 2022 : Ranked 33rd in University Category and 54th in Overall Category)

No. PGSW/ 56B /2023-24

DATE : 01-07-2023

WORKLOAD DISTRIBUTION OF NON-TEACHING STAFF

Sl. No.	Name and Designation	Work Allotted	Signature
1.	Mrs. Priya N Shenoy DTP Operator	MSW Office Letters, MSW Admission Work, MSW Examination Work, Open Elective Students Attendance, Marks Card Distribution, Course Work Examination Work, Invitation, Field Work Letters, Billing Work, Check the UUCMS Portal, Check the mail, Check the University website, Auditing Work, Filing the letters Ph.D. Concern Letters, BSW Letters, Maintenance of Check Leaf, Bank Passbook, MSW Teaching and Non-Teaching Staff Attendance, Ph.D. Scholar Attendance Register Maintenance, Other work Assigned by the Chairperson, BOS (MSW) and BOE (MSW) Meeting Proceedings and Letter, Annual Report, UUCMS Admission entry (MSW), Salary Bill – Teaching and Non-Teaching Staff, 'S' Form generation for foreign national Students, Minutes of the Departmental Council Meeting, Stock Verification,	
2.	Mrs. Mangala N. T.C.C	BSW Admission Work, BSW Examination, BSW Attendance, MSW Attendance. Course Work Attendance, Marks Card Distribution, Invitation, Field Work Letters, Billing Work, Check the UUCMS Portal, Check the University Website, Auditing Work, Filing the letters, BSW Office Letters, BSW Teaching Staff Attendance, Other work Assigned by the Chairperson, BOS (BSW) and BOE (BSW) Meeting Proceedings and Letter, UUCMS Admission entry (BSW),	
3.	Mr. Venkatesh C Attender	BSW and MSW Work : Lock, Tapal, Xerox, Preparation for program with the help of Teaching and Non Teaching Staff, Other works assigned by the Teaching Staffs and Non Teaching Staff, Filing Letter	
4.	Mrs. Asha M. Hostel Assistant	Distribution of Tea, Coffee, Xerox, Cleaning the Cups and Vessels, Preparation for program with the help of Teaching and Non Teaching Staff	

Chairperson

Department of Studies in Social Work
University of Mysore
Manasagangothri, Mysuru - 570 006