


UNIVERSITY OF MYSORE

Department of Studies in Physical Education and Sports Sciences, Sports Pavilion, Mysore

No.DPESS/ /2023-24

Dated: 04-09-2023

Dr. C. Venkatesh
Chairman

Off.Ph.0821-2419256/583

ALLOCATION OF RESPONSIBILITIES TO NON-TEACHING STAFF MEMBERS OF DEPARTMENT OF STUDIES IN PHYSICAL EDUCATION AND SPORTS SCIENCES, MYSORE – 570 005

01	Yathish First Division Clerk	Service record book/ Establishment File/ Guest Faculty Salary/ Non Teaching Temporary Staff Salary/ Staff Attendance Maintenance / Income tax /CL/EL/ Cash Book Maintenance & Admission work.
02	Chethan Kumar K L Second Division Clerk	Scholarship (SC/ST,OBC)/ Stationary Maintenance/ Examination work / Office Contingency / Sports Materials and Related Maintenance/ Billing /Stock Book/Quotation /New Equipments.
03	Abhilasha H B DTP cum Clerk	Computer Typing/ Letter Correspondence/ Ph.D/ NCTE / BOS / BOE/NAAC.
04	Yogananda .C Library Assistant	Books related Bills / News paper / Library Maintenance & Digital Work
05	Smt. Jyothi M Library Assistant	Books related Bills / News paper / Library Maintenance & Digital Work
06	Krsihakumar M Attender	Tappal / (From/To) Bills Register, Maintenance, Library Maintenance
07	Desigowda Groundmen	Ground Work
08	Mahesh C Groundmen	Ground Maintenance / Gym Maintenance
09	Kumarashiva Groundmen	Office Work and D Group Employees Maintenance
10	Guru R Groundmen	Store Room / Auditorium Maintenance
11	Hemanth Kumar D Groundmen	Store Room / Auditorium Maintenance
12	Manohara S.B Groundmen	B.P.Ed Rooms Maintenance/ Sports Equipments Maintenance, Office Work and Establishment Work.
13	Umesh H M Groundmen	M.P.Ed Rooms Maintenance/ Sports Equipments Maintenance.



CHAIRMAN