

ಕ್ರ. ಸಂ	ಪ್ರಸ್ತುತ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿರುವ ಅಧ್ಯಾಪಕೇತರ ಉದ್ಯೋಗಿಯ ಹೆಸರು ಮತ್ತು ಹುದ್ದೆ	ಉದ್ಯೋಗಿ ಗಳ ವೃಂದ	ಕರ್ತವ್ಯ ಮತ್ತು ಹೊಣೆಗಾರಿಕೆ	ಷರಾ
1	Smt. Pushpavathi Chandrashekarappa (S D C)	C	<p>Roles and responsibilities of Second Division Clerk at the Department of Studies in Library and Information Science, University of Mysore, Mysuru</p>	
2	Smt. Chayadevi B. (Temporary S D C)		<p>The role of the Second Division Clerk is to act as the manager of the department's office, serve as a liaison between students and the chairperson, act as the custodian of office records, supervise office attendants, and coordinate housekeeping and facilities.</p> <p>The following responsibilities are among those specifically assigned, in addition to any additional tasks delegated by the Chairperson in times of exigent circumstances:</p> <p>Office Administration:</p> <ol style="list-style-type: none"> 1) Maintaining records for faculty, students, research scholars, office staff, alumni, and visitors 2) Tracking attendance for faculty (permanent and guest) and non-teaching staff 3) Collecting and providing data to upkeep the department's webpage 4) Maintaining and up-keeping classrooms, laboratories, restrooms 5) Maintaining facilities (e.g. lighting, plumbing, electrical items) 6) Managing the department's computer and other equipment with the help of the ICD 7) Maintaining telephone and WiFi connectivity 8) Managing inventory and conducting stock verifications 9) Estimating and managing stationary and contingency supply needs 10) Managing postal stamps 11) Protecting student admission documents (e.g. marks cards, certificates) 12) Assisting in the preparation of legal documents 13) Overseeing overall office operations 14) Keeping classrooms open before the start of classes 15) Managing the department library <p>Financial Administration:</p> <ol style="list-style-type: none"> 1) Maintaining expenditure records and conducting audits (e.g. cash book, cheque book, pass book, BR register and others) 2) Assisting with internal auditing and providing 	

			<p>necessary documents</p> <ol style="list-style-type: none"> 3) Preparing financial reports 4) Assisting in the preparation of the department's budget 5) Processing TA/DA bills for examiners according to rules 6) Maintaining records for student scholarship, freeships, and other financial information 7) Preparation of statistics/documents related to student fee for admissions and examinations 8) Preparing letters, documents, and bills for procurement, repairs, and maintenance <p>Office Communication:</p> <ol style="list-style-type: none"> 1) Handling correspondence for the chairperson (e.g. drafting, typing, approving, sending letters) 2) Assisting with answering RTI and other public queries 3) Maintaining inward and outward registers (e.g. tappal book) 4) Circulating circulars, meeting notices, and other communications from the university and other institutes 5) Answering telephone calls and emails 6) Communicating with the administrative office to resolve student issues 7) Sending annual progress reports for PhD students 8) Assisting faculty in preparing letters to examiners 9) Sending fellowship bills, salary bills, and other bills in a timely manner 10) Working with administration, finance, and evaluation staff to resolve issues that may arise 11) Verifying bills and letters submitted by students and research scholars to reduce mistakes 12) Updating students on changes to the class timetable through social media or email <p>Academic Assistance:</p> <ol style="list-style-type: none"> 1) Preparing class timetables 2) Displaying student attendance on a monthly basis 3) Managing answer books for both theory and practical exams 4) Preparing indent for theory exam question papers 5) Assisting with the preparation of exam schedules and seating arrangements 6) Maintaining records for student grades and academic progress 7) Arranging meetings for the Department Council, BoS, BoE, and admission committees 	
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3	Sri Prakash M. (Peon)	D	<p>In general, the role of a/an attender / peon is to help ensure that the office runs smoothly and efficiently by handling a wide range of duties that keep the space organized and functional.</p> <p>The following responsibilities are among those specifically assigned, in addition to any additional tasks delegated by the Chairperson in times of exigent circumstances:</p> <ul style="list-style-type: none"> • Providing general assistance to office staff and visitors • Answering and routing phone calls • Handling incoming and outgoing postal mail and packages • Maintaining cleanliness and organization in common areas, such as conference rooms and restrooms • Providing support for meetings and events as needed • Assisting with basic office tasks, such as making 	
4	Sri Mohan Kumar (Temporary Attender)			

			<p>copies or filing documents</p> <ul style="list-style-type: none">• Performing errands and tasks as assigned by office staff• Assisting in arranging for refreshments during meetings and other special occasions	
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