



Akkamahadevi Women`s University, Vijayapur
RTI-ACT-2005

4 (1) (b) (IX) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES; OFFICERS OF THE UNIVERSITY:

Officers of the University

SL. No	Designation	Name of the Staff Member	Work assigned / Department	Address	Residence Phone/Cell No.
1	Vice-Chancellor	Prof.Sabiha	As per KSU Act,2000	Jnanashakti Campus, Torvi, Vijayapura	9480657492
2	Registrar	Prof. R.Sunandamma	As per KSU Act,2000	Jnanashakti Campus, Torvi, Vijayapura	9448149124
3	Registrar (Eval)	Prof.P.G.Tadasad	As per KSU Act,2000	Jnanashakti Campus, Torvi, Vijayapura	9448986031
4	Finance Officer	Prof.S.B.Madagi	As per KSU Act,2000	Jnanashakti Campus, Torvi, Vijayapura	9448192024

ADM SECTION

SI No	Name and Designation	Section	Assigned Work
1	Smt.Shailja Padatare, FDA	ADM	Service matter of Teaching Staff Work and Government Correspondent
2	Shri.V.S Hiremath, FDA	ADM	all Misc work of Mandy ,Shindnoor Udatadi P.G Centre
3	Shri.R.A Hikkanagutti ,SDA	ADM	Service matter of all Non-Teaching Staff and Government Correspondent
4	Shri. M,B Kundargi, SDA	ADM	ADM Section Inward Work
5	Shri.M M Umarani, SDA	ADM	Service matter of all Guest Faculty Work
6	Shri, Sudhkar Ukkalli, Orderly	ADM	Office Peon Work
7	Shri, Raghavendra Agasar, Orderly	ADM	Office Peon Work
8	Smt.Krishnabai Sandupatil, Class-IV	ADM	Office Peon Work

EXAM SECTION

Sl.No	Name of the Employee	Nature of Work
01	Sri. Santosh Mohrer S.D.A	B.A First Semester Marks Card/Name Corection/Duplicate Marks card and B.A related B.O.A.E/B.O.E/Evaluation Work
02	Sri. Shrikanth Manur F.D.A	B.A Second Semester Marks Card/Name Corection/Duplicate Marks card and B.A related Evaluation Work
03	Sri.Anil Bagali (PWG)	B.A Third Semester Marks Card/Name Corection/Duplicate Marks card and B.A related Evaluation Work
04	Smt.Rashmi Kulkarni (PWG)	B.A Fourth Semester Marks Card/Name Corection/Duplicate Marks card and B.A related Evaluation Work
05	Sri. Misbaul Hussain FDA	B.A Fifth Semester Marks Card/Name Corection/Duplicate Marks card and B.A related Evaluation Work
06	Sri. M.C Ghorpade FDA	B.A Sixth Semester Marks Card/Name Corection/Duplicate Marks card /marks card verification/Study Certificate 371/Transcript/ Convocation and B.A related Evaluation Work
07	Sri. Riyaz Patel (PWG) Sri. Shashikant Biradar (PWG)	B.Sc First to Six Semester Marks Card/Name Corection/Duplicate Marks card /marks card verification/Study Certificate 371 /Transcript/ Convocation and B.Sc related B.O.A.E/ B.O.E/ Evaluation Work

08	Smt. Padmavati C SDA	PG Science, PG Social Science, PG Commerce/ management Courses and Diploma/Certificate Courses Marks Card/Name Corection/Duplicate Marks card /marks card verification/ /Transcript/ Convocation and PG related B.O.A.E/B.O.E & Evaluation Work
09	Smt. Mallamma Mulimani SDA	M.Phil/P.hD and PG Language Courses Marks Card/Name Corection/Duplicate Marks card /marks card verification /Transcript / Convocation and PG related B.O.A.E/B.O.E & Evaluation Work
10	Sri. Vinod Patil SDA	Exam Section UG/PG University/Colleges Exam Bill /Internal /External/Custodian/Squad Bills College Advance Bills work
11	Smt.Shashipriya yelgond	B.Ed First to Sixth Semester Marks Card/Name Corection /Duplicate Marks card /marks card verification/Study Certificate 371 /Transcript/ Convocation and B.Ed related B.O.A.E/ B.O.E/ Evaluation Work
12	Smt. Laxmi Parsi (PWG) SDA	BBM/BBA/BCA/BFT/B.H.Sc First to Sixth Semester Marks Card/Name Corection/Duplicate Marks card /marks card verification/Study Certificate 371 /Transcript/ Convocation and B.Ed related B.O.A.E/ B.O.E/ Evaluation Work
13	Smt. Shakuntala Kallur SDA	B.Com First to Sixth Semester Marks Card/Name Corection/Duplicate Marks card /marks card verification/Study Certificate 371 /Transcript/ Convocation and B.Ed related B.O.A.E/ B.O.E/ Evaluation Work
14	Sri. Pervez Patel SDA	Convocation / Rank / Goldmedals and P.A to Registrar Evaluation
15	Sri. K.B Inamdar Orderly	Exam Section Inward Register and DD Submitt to Finanace and Exam Arrangement Work
16	M.I Bagayat FDA	Exam Section Store, LAQ letters, RTI Letters, Govt. letters and Internal /External Supervisor/Squad/Factotum Work

FINANCE SECTION

Sl.No	Name	Designation	Section	Assigned Work
1	Geeta Saralaya	F.D.A	Finance	Maintaining of Cash Section of state fund,issue of cheques Preperation Of Budget and all other works related to cash section
2	Surekha Keskar	S.D.A	Finance	Assisting to Smt. Geeta Saralaya FDA in all above works
3	Sugandhamala	S.D.A	Finance	Maintaining of UGC fund,issue of cheques etc and work releated to AG Inspection & Local Aditut inspection etc
4	B.B. Belakod	S.D.A	Finance	Preperation of salary Bills of entire University Issue of salary certificate, Form 16 and all other works related to Establishment.
5	Jyothi. K. Joshi	S.D.A	Finance	Maintaining Account of all types of reciepts of entire University DD Challan etc
6	Nagaraj. M. Mulawad	S.D.A	Finance	Passing of all work bills, supply bills, issue of workdone certificate EMD & FSD, issue of Form 16A & Vat certificate etc.
7	J.G. Inamdar	Class IV	Finance	Office work
8	Jayaram S	Class IV	Finance	Office work

ACADEMIC SECTION

S.No	Name and Designation	Assigned Work
1	Syed Khutube Rabbani Quadri FDA	Affiliated College admissions and issue of eligibility certificates. Issue of Annual Time Table and Conducting the meeting of Affiliated College Principals pertaining to Dharwad, Haveri, Gadag, Belagavi, Bagalkot, Vijayapura & Uttara Kannada Districts
2	Neelkanth Patil Computer Operator	Preparation of Annual Administration report, Computer Work and other works assigned by the higher authorities.
3	Mehrunisa Sutar SDA	Issue of Notifications regarding Ph.D/M.Phil and answering LA Starred Questions and general correspondence.
4	Rahul Chvan SDA	Issue of Migration Certificates of PG Centres and other PG Colleges.
5	Kavita Joshi SDA	Affiliated College admissions and issue of eligibility certificates. Issue of Annual Time Table and Conducting the meeting of Affiliated College Principals pertaining to Gulbarga, Yadgir, Bidar, Raichur, Bellary & Koppal Districts
6	Sridevi Bandegar SDA	All admissions pertaining to PG Courses, Preparation of Annual Time Table, Fixation of Fees and Issue of Transfer Certificates etc. Conducting HOD meetings.
7	Shobha Karpurmath SDA	Issue of Affiliation related notifications and also attending the general correspondence. Affiliation Work relating to Gulbarga, Yadgir, Bidar, Raichur, Koppal districts.
8	Salauddin SDA	Issue of Affiliation related notifications and also attending the general correspondence. Affiliation Work relating to Uttara Kannada, Dharwad, Haveri, Gadag, Belagavi, Bagalkot & Vijayapura districts.
9	Smt. Madhumati. A Kulkarni Clerk (PWG-34)	Conduct of Syndicate & Academic Council Meetings & Preparation of Graduation list of Principals.
10	Sreedhar Panakanavar Clerk (PWG-34)	Affiliated College admissions and issue of eligibility certificates. Issue of Annual Time Table and Conducting the meeting of Affiliated College Principals pertaining to Uttara Kannada, Dharwad, Haveri, Gadag, Belagavi, Bagalkot & Vijayapura Districts
11	Liyakat Clerk (PWG-34)	Inward & Outward, Issue of Indent of Academic Section.

Section wise allocated work

Sl.No	Section	Allotted Work
1	Administration	All Service Matter relating to Teaching, Non-Teaching Staff & Outsource staff of the university.
2	Examination	Conducting the Exam of UG & PG Courses of all affiliated colleges of the university. Valuation of Examination papers, declaration of results of all courses and issue of Certificates.
3	Finance	Preparation of budget of the University and also maintenance of accounts of all types of receipts and expenditure of entire university. Issue of work done certificate, EMD & FSD, 16A & Vat Certificates.
4	Academic	Affiliation of the colleges, Regulating Admissions & issuing of eligibility certificates etc. Preparation of Annual Time Table for all the courses. Issue of Notifications regarding PG/UG/M.Phil/Ph.D and other courses.