



**Karnataka State Akkamahadevi Women University,
Vijayapura
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. B.K. Tulasimala	As per KSU Act,2000	Jnanashakti Campus, Torvi, Vijayapura	9448269687
2	Registrar	Prof. B.S. Navi	As per KSU Act,2000	Jnanashakti Campus, Torvi, Vijayapura	9448149124
3	Registrar (Eval)	Prof. H.M Chandrashekhar	As per KSU Act,2000	Jnanashakti Campus, Torvi, Vijayapura	9448192024
4	Finance Officer	Shri Ramanna Athani	As per KSU Act,2000	Jnanashakti Campus, Torvi, Vijayapura	9448138124


REGISTRAR
KARNATAKA STATE AKKAMAHADEVI WOMEN'S UNIVERSITY,
VIJAYAPURA.

ADM SECTION

Sl. No.	Name of the Employee	Nature of Work
01	Shri Rabbani Khadri, F.D.A	Conduct of Syndicate & Academic Council Meetings & Other Office Work.
02	Smt. S.A. Dakhani, F.D.A	Inward and other office work
03	Shri M.B. Kundaragi S.D.A	Outward and other office work.
04	Shri Ashok Palayi Clerk	Service of Matter of all Non-Teaching staff and Government Correspondent and other office work.
05	Kum. Rajashree Biradar Clerk	Service of Matter of all Guest Faculty, Honorary Staff and Government Correspondent and other office work.
06	Smt. Shashipriya Yalagond	Office work
07	Shri R.M. Kaladagi Class-IVth	Office work
08	Shri Achyut Kulkarni Class-IVth	Office work
09	Smt. Sunanda Hubballi Class-IVth	Office work
10	Shri Siddappa Mellenavar Class-IVth	Office work

DPAR SECTION

Sl. No.	Name of the Employee	Nature of Work
01	Mrs. Shailaja Padatare FDA	All permanent staff SR Book mentainance, CAS under Promotion Work, Government correspondence related work, Assistant Professor Personal File work, Seniority, Recruitment Related work, AGP, Increments, Retirements Works, Associate Professor and Professor Personal Files works and PBAS Reports, Permanent Teaching and Non-Teaching Staff Leave Encashment, Commutated Leave and Earned Leave Work, BOA, Non-Teaching Staff Personal File work, other office related circulars and other office work,
02	Mr. Satish Indi Class-IV	Office Work
03	Mr. Anil Halemani Class-IVth	Office Work

EXAMINATION SECTION

Sl. No.	Name of the Employee	Nature of Work
1	Smt. Rajeshwari Badanur Assistant Registrar	Overall supervision of all case workers of Exam section. All drafts and assignment of other work given by Registrar Evaluation.
2	Mr. Arun Madagi Comp. Operator	All Confidential Works (UG/PG/B.Ed), result processing (Through UUCMS. In the absence of his official duty concerned caseworker should assign the charge to Mr. Bhagyavant
3	Mr. Bhagyavant F.D.A	UUCMS related works in coordination with Mr. Arun Madagi and Printing of Convocation Certificates and Transcript. In the absence of his official duty concerned caseworker should assign the charge to Mr. M.S.Patel
4	Mr.M.S. Patel Jr. Technical Assistant	NAD/Digilocker/ABC, attending DR login/Coordinator login Queries/Problems (College/Students) that occur during result processing, valuation works and all QP Indent. In the absence of his official duty concerned caseworker should assign the charge to Mr. Bhagyavant
5	Mr. Bagayat F.D.A	All PG/Diploma/Certificate/Fashion technology Courses, BOAE, BOE QP setting, Exam permission (special cases), transfer permission/lateral entry/Golden chance/improvement etc. Exam notification – fees, theory & practical time table and IA marks all related work, exam centres/tag centres, Internal, External, squad, question paper distribution team, all advances and orders (i.e. squad, QP distribution team etc.), Receiving theory and practical answer booklets, bifurcating course wise and opening covers of received answer booklets, handover to logisys with details count courses wise for coding. Valuation orders, approval of staff for valuation duty center wise, Result announcement, Revelation / photocopy / Re-totaling, Distribution of marks cards, PPC, Rank verification, rank announcement etc. Convocation, Name Corrections, Duplicate marks cards, NCL, withheld results. Marks cards verification, Transcript, 371J, All bills related to above said works, DCB maintenance. In the absence of his official duty concerned caseworker should assign the charge to Mr. Siddu Kattimani

6	Mr. Siddu kattimani S.D.A	All tenders pertain to exam section, Convocation related works, UG Exam notification – fees, theory time table and IA marks circular, exam centres/tag centres, theory Internal, External, squad orders and advance, question paper distribution team order (advances & bills,. Results Declaration of all U.G. courses Revaluation/ photocopy/ Re-totalling Notification. Distance Education related works, All UG examination circulars. B.Ed. BOAE, BOE QP setting, Exam permission (special cases), transfer permission/lateral entry/Golden chance/improvement etc. Exam notification – fees, theory & practical time table and IA marks all related work, exam centres/tag centres, Internal, External, squad, question paper distribution, all advances and orders (i.e. squad, QP distribution etc.), Receiving theory and practical answer booklets, bifurcating course wise and opening covers of received answer booklets, handover to Logysis with details count coursewise for coding. Valuation orders, approval of staff for valuation duty center wise, Result announcement, Revaluation/ photocopy/Re-totalling, Distribution of marks cards, PPC, Rank verification, rank announcement etc. Convocation, Name Corrections, Duplicate marks cards, NCL, withheld results. Marks cards verification, Transcript, 371J, All bills related to above said works, DCB maintenance. In the absence of his/her official duty concerned caseworker should assign the charge to Mr. Bhagyavant
7	Mr.Manohar Shetti SDA	B.Com. course works, marks cards verification, Transcript, 371J, marks cards and convocation distribution and BOAE/BOE of B.Com. course, Name Corrections, Duplicate marks cards, NCL, withheld results, Internal/External/practical orders & bills, marks cards and convocation distribution. DCB maintenance of B.Com. In the absence of his/her official duty concerned caseworker should assign the charge to Mr. Anil Bagali
8	Ku.Ganga Hiremath F.D.A	MPhil/Ph.D. related works. Exam permission (special cases), transfer permission/lateral entry/ improvement through academic council/Syndicate committee/MPC meetings,

		result analysis meeting related work. In the absence of his/her official duty concerned caseworker should assign the charge to Mr. Bhagayat
9	Smt. Rohini Hiremath Health Assistant	B.A./BSW course NCL, Name Corrections, RV/RT, B.A./BSW convocation distribution and verification. Transcript, 371J. In the absence of his/her official duty concerned caseworker should assign the charge to Mr. Anil Bagali
10	Mr. Anil Bagali Attender	BOAE/BOE of B.A/ B.S.W. course Duplicate marks cards, withheld results, college enquiries, DCB maintenance of BA/BSW course. Internal/External/practical orders & bills. In the absence of his/her official duty concerned caseworker should assign the charge to Smt. Rohini Hiremath
11	Mr. Rahul Chawan SDA	Exam Store, Distributions of Answer booklet theory and practical to all UG colleges, UG exam college advance and bill settlements, Overall Maintenance of DCB (audit), RTI, In the absence of his/her official duty concerned caseworker should assign the charge to Mr. Liyakat Attar
12	Mr. Shashikanth Biradar Clerk	BOAE/BOE B.Sc course Name Corrections, Duplicate marks cards, NCL, withheld results, marks cards and convocation distribution, marks cards verification, Transcript, 371J, marks cards and convocation distribution, Internal/External/practical orders & bills. DCB maintenance of B.Sc. course. In the absence of his/her official duty concerned caseworker should assign the charge to Mr. Rahul Chavan
13	Mr. Shoaib Inamdar Literate Asst	BCA/BBA/BBM/BFT/BFAD/CND/Home Science course works, marks cards verification, Transcript, 371J, marks cards and convocation distribution and BOAE/BOE of BCA/BBA/BBM/BFT/BFAD/CND/Home Science course, Name Corrections, Duplicate marks cards, NCL, withheld results, Internal/External/practical orders & bills. marks cards and convocation distribution. DCB maintenance of BCA/BBA/BBM/BFT/BFAD/CND/Home Science. Annual Report, SC/ST/OBC Balance fee. In the absence of his/her official duty concerned

		caseworker should assign the charge to Mr. Liyakat Attar
14	Mr. Liyakath Attar Clerk	Squad bills settlements, Golden chance related works, Audit reply in coordination with caseworkers, UG Rank verification committee, rank announcement. In the absence of his/her official duty concerned caseworker should assign the charge to Mr. Shoaib Inamdar
15	Smt. Soumya Ghatage Clerk	Inward/Outward, e-office, All DD's sent to finance, Exam section staff attendance/leave management. In the absence of his/her official duty concerned caseworker should assign the charge to Mr. Liyakat Attar
16	Smt. Anita Koli Class-IVth	Office work
17	Shri Shrikant Class-IVth	Office work
18	Shri Suresh Lamani Class-IVth	Office work
19	Shri Yusuf Najrekar Class-IVth	Office work
20	Shri Z.H. Horti Class-IVth	Office work

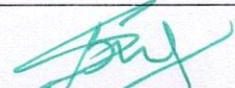

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FINANCE SECTION

Sl. No.	Name of the Employee	Nature of Work
1	Smt.Geeta Saralaya FDA	Maintenance of Cash Section pertaining to State Fund, Preparation of Budget, Annual Accounts and all other work related to the Cash Section.
2	Smt.Surekha Keskar SDA	Maintenance of Cash Section pertaining to State Fund, Preparation of Budget, Annual Accounts and all other work related to the Cash Section.
3	Smt.Mahalingamma Patil SDA	TA & DA Bills, LIC Bills, MCA & ICT Bills, IQAC/NAAC bills, PG Valuation bills, Practical bills, Factotum bills and All Programmes bills & Project bills of entire University etc.
4	Sri. M C Ghorapade FDA	Finance section Inward & OutWard and Contingency bills of entire University etc.
5	Sri.Jeelani Inamdar Accountant/ G.A	Preparation of salary bills of entire University issue of salary certificate, Form-16, Syndicate & AC Meeting TA/DA bills & Hon'ble VC Travelling TA/DA bills, VC & Registrar Hospital Reimbursement bills and all other works related to Establishment.
6	Sri.Abdulkhadar M Sanglikar Clerk	Preparation of UG College Exam. Bills & Advance Adjustment Bills of Colleges, B.Ed. Theory & Practical Exam. Bills, B.Ed. Valuation Bills, Exam. Automation Bills, VRL & Post Office Bills & Exam. Printing Bills, Tender Notification Bills etc.
7	Sri.Shreedhar Panakkanavar Clerk	Advance payment and Adjustment Bills and all other works related to Establishment.
8	Ku.Pratibha Shivanakar Clerk	M.Phil. & Ph.D. SC/ST Scholarship Bills, SC/ST Hostel Mess Bills, UG Valuation & Practical Bills & External examiner Bill, UG/PG/BOE & BOS Bills, Library Bills etc.
9	Sri.Ajit Kanamadi Clerk	Maintaining of UGC fund, Remittance of Cheques/DD's, All Accounts receipts reconciliation and all other works related to Establishment.
10	Sri.Mohammad Shakeb Kolar Stenographer	Passing of all work bills, supply bills, issue of work done certificate EMD & FSD, issue of Form 16A & Vat certificate, AG Inspection & Local Audit inspection, Finance Meeting, squad bills etc.
11	Sri.M S Kalli Class 4th	Office Work
12	Sri.Jayaram S, Class 4th	Office Work
13	Smt.Suvarna Pandit Class 4th	Office Work


ACADEMIC SECTION

Sl. No.	Name of the Employee	Nature of Work
1	Sri. Siddappa Madarkhandi F D A	All admissions pertaining to P.G courses, P.G Centers and Other P.G Colleges and Issue of Migration Certificates, Transfer Certificates.
2	Sri. Neelkanth Patil Computer Operator	Issue of Notifications regarding Ph.D/M.Phil and answering LA Starred Questions and General Correspondence.
3	Shri Rabbani Khadri, F.D.A	Board of Studies
4	Smt. Arati Baliganur S.D.A	Affiliated college admissions and issue of eligibility certificates. Issue of Annual Time Table and Conducting the meeting of affiliated college principals pertaining to all Districts
5	Sri. Vinod Patil S.D.A	UUCMS Work
6	Sri.K.B Inamdar	Academic section Inward, Affiliated B.Ed college's admissions and issue of eligibility certificates


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Section wise allocated work

Sl. No.	Section	Allotted Work
1	Administration	All Service Matter relating to Permanent/ Guest Faculty, Temporary, Outsource , PWG-34 and Honorary Non-Teaching Staff of the university and Supervision 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.


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