

## **UNDER GRADUATE SECTION**

### **Superintendent.**

1. To supervise working staff members working in the section and guide them regard to the allocation of individual port-folios assigned to the staff members working in the section.
2. To exercise check on day by day work and follow-up letters, information received from the Government agencies/University Grant Commission and other Universities.
3. To deal independently with the cases which are of routine in nature and to submit proposals with reference to the relevant rules, regulations etc.,
4. To point out mistakes and misstatements, if any, and draw attention, wherever necessary to the applicability of Ordinances, Regulations etc.
5. To maintain the Muster roll of the staff working under charge.
6. To scrutinize the notes submitted by the sectional staff. Put own remarks/suggestions, if any.
7. To attend any such work assigned by the A.R./D.R. from time to time.
8. To attend the visitors to explain them and to solve their queries.

### **Head Clerk.**

1. To follow-up action on the various resolutions of A.C. and M.C. including action of the Vice-Chancellor. On receiving communication from the Academic Authorities Unit.
2. To send Circular/Appendix for Xeroxing and keep records of the same.
3. Correspondence relating to the leave record of the persons working in the section.
4. To distribute daily post to the Staff members.
5. To attend the Court matter/Student Grievance.
6. To contact the Academic Authorities Unit whenever required if any difficulty in the Circular/Ordinances/Regulations.
7. To attend the enquiries.
8. Any other work that may be assigned by Superintendent/authorities from time to time.

**Head Clerk.**

1. Correspondence regarding syllabus.
2. To send the Master-Script of different courses for page-proofing to the Controller of Printing Stationery.
3. To check the page-proofing of different syllabi at random before sending them to the Controller of University press.
4. To look after the correspondence regarding RTI act.
5. To attend the correspondence of the Section which is not related to the port-folio assigned to the other colleagues.
6. To supply the syllabus to M.K.C.L., & H.C.I.
7. To attend the enquiries.
8. Any other work that may be assigned by Superintendent from time to time.

**Sr. Ty-Clerk.**

1. To attend the written inquiries received from various agencies, bodies in respect of syllabus, reference books etc.
2. Correspondence regarding admission/examination of Faculty of Engineering.
3. To attend the correspondence regarding the courses.
4. To provide back references circulars to the colleges.
5. To look after the work internship.
6. To issue NOC.
7. To look after the all correspondence with DTE.
8. To attend the typing work & inquiry on personally as well as Telephonically.
9. To send the proposal for approval at amended ordinances & New courses to the Hon'ble Chancellor office Raj Bhavan.

### **Sr. Ty-Clerk.**

1. To prepare and maintain Register for the Circular issued for the various courses.
2. To make entries of circulars issued by the section from time to time.
3. To attend the enquiries of the students/parents.
4. To maintain the record of Revised Syllabus.
5. To maintain up to date list of new courses.
6. To prepare and update the Index & Course Book.
7. Any other work that may be assigned by the Superintendent from time to time.

### **Sr. Ty-Clerk.**

1. To insert the amended/additional portion in the existing syllabi as per Circular.
2. To send the Master-Scripts of the different courses for page-proofing to the Controller of Printing Press after checking.
3. To send syllabi to the Publication Section whenever required for selling and to keep the record.
4. Correspondence regarding admission/examination Faculty of Commerce/Arts required by students, colleges from time to time.
5. To search the old syllabus.
6. Any other work that may be assigned by the Superintendent from time to time.

### **Sr. Ty-Clerk**

- 1. Maintain of Stationary required by section.**
- 2. Typing work related to the office work.**
3. Correspondence regarding admission/examination Faculty of Law /Arts required by students, colleges from time to time.
- 4 To attend the enquiry** regarding the attestation of syllabus/ Circulars etc.

There is one Junior Typist Clerk in the Section, he shall carry on the present duties assigned to his and shall also responsible to undertake any additional assignment given to his by the Superintendent from time to time.

There is one permanent and one temporary peon in the section. They shall carry on their duties assigned to them and also responsible to undertake any additional work given to them by Superintendent/Head-clerk from time to time. There are six computers (essential) in the section.