

**WORK DISTRIBUTION IN THE SCHOOL OF DISTANCE EDUCATION**

SECTION	Work assigned to the Section	Name of Officers	Name of AR/DR Concerned
A	Establishment, CLR Appointment and payment of CLR wages, All payments made from SDE, Maintenance of Registers related to payments PI and PA and advances drawn by the Director and final adjustments of advances, all other matters related to accounts including rectification of audit objections, Preparation of Budget estimates and annual report, All matters related to all Entrance Examination, Conduct of meetings of Standing Committee on SDE, AAB meeting and other general meetings, Utilization of grants/advances from UGC/DEC, Publication of admission notification, Clearing the pending works of HWD (District Development Officer for SC/ST/OEC).	Smt. Savitha Nair Smt. Bindu Smt. Archana Lal.A.M Sri. Sreeraj.K.P	Smt. Deena Justus - AR 1 Sri. Abdul Ahad Pathiyil - DR
B	All works related to the registration of M.Com	Sri. Ramachandran.P Smt. Shiji.K.S Sri. Jayesh Kumar.P.R	Smt. Deena Justus - AR 1 Sri. Abdul Ahad Pathiyil - DR
C	Arrangement of contact classes at UG and PG level, appointment of teachers and staff for the classes, arrangement of resource persons for the preparation and scrutiny of study materials for all the courses, preparation of butter prints, issue notice and instructions relating to all general matters, Identification of new programmes/courses and convening BOS meeting for approving syllabi, purchase of paper upto 2012.	Smt. Preethy.T Smt. Mini.V Smt. Asha .P. Abraham Smt. Rajani.E.P	Smt. Padmaja.C.V.- AR II Sri. Abdul Ahad Pathiyil - DR
D	Registration of candidates for <del>BBA</del> Gulf candidates and related works, all works related to the granting and renewal of Counselling Centre status in India and abroad, all works related to the candidates prior to 2001 admission, work related to MBA.	Sri. Ebrayi Kaniyankandimeethal Sri. Vinod.M.C Sri. Jayadevan.P.V Smt. Radha.R	Smt. Deena Justus - AR 1 Sri. Abdul Ahad Pathiyil - DR
E	All works related to the registration of MA/MSc Programme	Sri. Abdul Hakeem.M Sri. Abdul Majeed Karalotti Sri. Sudheer.T	Smt. Deena Justus - AR 1 Sri. Abdul Ahad Pathiyil - DR



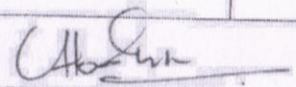
F	Registration and related works of all Regular courses (with contact classes) within and outside the state, Issue of TC Open Stream candidates 2001 admission	Sri.Jayarajan.N Smt. Nazeethath.M.T Smt. Sinjusha.K Smt.Vijimol	Smt. Deena Justus - AR I Sri. Abdul Ahad Pathiyil - DR
G & H	Works of Open Entrance Exam, registration and all related works of Open Stream BA candidates Works of Open Entrance Exam, registration and all related works of Open Stream B.Com. candidates. Works relating to DCB, Profit & Loss details. All works related to the registration of BMMC, BID, B.Sc. Counselling Psychology, Gemmology, DHM and all other new programmes like PGDM, PGDTVPP, PGDTVPA, PGDWT, DMA, BGDA & Auto CAD, Diploma in Architectural visualization, Laptop and Desktop Engineering etc.	Sri.Viswanathan Kunhattaparambil Sri.George.M.J Smt.Fouzi.T.K Smt.Bindu.P Sri.Rajan.A	Smt. Deena Justus - AR I Sri. Abdul Ahad Pathiyil - DR
J	Registration and related works of B.Com candidates (without contact class) of Thrissur District	Smt.Saraswathy.N Smt.Sabitha.K Smt.Reena Vargheese Sri.Dhanesh.L	Smt. Deena Justus - AR I Sri. Abdul Ahad Pathiyil - DR
K	All works related to paper purchase from 2013, all printing works, distribution of study materials, maintaining stock, purchase related to SDE, works related to Pre-degree old cases, B.Com. regular candidates prior to 2000 admission and DFA, disposal of outdated materials, work related to disbursement of Cash Award to top scores in SDE	Sri.Baburaj.C.K Sri.Manoj.U.K Sri.Unnikrishnan.K.V	Smt. Padmaja.C.V.- AR II Sri. Abdul Ahad Pathiyil - DR
M	Works related to registration of BA candidates (without contact class) from all states in India and all districts in the state except Malappuram and Thrissur districts.	Sri.Abdul Azeez Kunnoth Smt.Thanooja.K Sri.Suresh Babu.K.K Smt.Majida Beegum	Smt. Padmaja.C.V.- AR II Sri. Abdul Ahad Pathiyil - DR
N	Registration and related works of B.Com. without contact class of Kozhikode district.	Smt.Bhagyalakshmi.G Smt.Haseena.M Smt.Fasna.M.T	Smt. Padmaja.C.V.- AR II Sri. Abdul Ahad Pathiyil - DR



P	Registration and related works of B.Com without contact class of Malappuram, Wayanad and Palakkad districts and all other states and districts except Calicut and Thrissur. Popularizing the different programmes of SDE through print /electronic media.	Sri.Reji.E.K Smt.Mini.K Sri.Latheesh.K Smt.Khairunnisa.M.C Sri.Shon Joseph.	Smt. Padmaja.C.V.- AR II Sri. Abdul Ahad Pathiyil - DR
S	Registration and related works of BA without contact class of Thrissur and Malappuram districts	Smt.Mercy John Sri.Sunesh.K Smt.Vrinda.K Smt.Sreeshma.P	Smt. Padmaja.C.V.- AR II Sri. Abdul Ahad Pathiyil - DR
Despatch	Despatching all documents related to SDE, safe custody of Franking Machine, payment of service postage stamps, drawal of advance for the purchase of service stamps and adjustment of advances	Sri.Hamza Koya.I Sri.Abhilash.T.V	Smt. Padmaja.C.V.- AR II Sri. Abdul Ahad Pathiyil - DR
Tapal I & Tapal II	Work related to all registered, courier, ordinary and internal tapals.	Smt.Lakshmikutty.K.P Sri.Bhaskaran.M	Smt. Padmaja.C.V.- AR II Sri. Abdul Ahad Pathiyil - DR
Computer Cell	All typing works, DTP of study materials, receipt and distribution of communication through e-mail, scanning/verification of UG/PG applications	Sri.Sudhi.C Smt.Sarada.N Smt.Khadeeja.E	Smt. Padmaja.C.V.- AR II Sri. Abdul Ahad Pathiyil - DR
Enquiry	Answering all queries and maintain Telephone Register	Sri.Abul Azeez Palathingal Sri.Aboobackar.A	Smt. Deena Justus - AR 1 Sri. Abdul Ahad Pathiyil - DR



Each of the following institutions in the School of Distance Education, 4500

  
 DEPUTY REGISTRAR  
 SCHOOL OF DISTANCE EDUCATION  
 Deputy Registrar  
 School of Distance Education  
 University of Calicut