

**UNIVERSITY OF CALICUT**  
**(Planning and Development Branch)**

No. PID/DR/2016

<b><i>Deputy Registrar: Smt. Sumangala V.K – (1886) -(0495-2407109)</i></b> Overall supervision of the Branch
<b><i>O.S &amp; Steno to DR–Smt.Sheena T.C-(3669) - (0495-2407109)</i></b> Distribution of Tappal, Scanning of Inwards, Mail checking of DR and Typing works related to DR's Office
<b><i>Office Attendant : Sri.Haridasan K.K (3025) - (0495-2407109)</i></b> Attending the duty in the DR's Office
<b><i>Assistant Registrar I: Sri. Premarajan P -(2012) - (0495-2407109)</i></b> Overall supervision of the <b>Sections C,E &amp; H</b>
<b>PI.D C SECTION</b>
<b><i>Section Officer (Hr.Gr.) : Smt.Jayasree M.K -(2495) - (0495-2407110)</i></b> Supervision of the works in the Section
<b><i>Assistant Section Officer – Smt.Surekha Somaraj K (3750) - (0495-2407110)</i></b> Preparation of 5 year plan proposal for UGC a)Inviting requirements from all departments b) Compilation of data received
Allocation of General Development Grant received from UGC among various Departments. a) Keeping account of the expenditure incurred by various departments b) Forwarding the bills submitted by Departments after countersigning it to the Finance Branch for effecting payments
Review of utilization a) Getting Utilization Certificate and Statement of Expenditure audited for onward transmission to UGC
Planning Board a) Constitution b) Convening meetings to review utilization of grants received.
All miscellaneous works related to UGC including a) Implementation of change in regulations b) Providing statements to UGC on request in the required format
Works related to RUSA/Inflibnet/DRS Scheme/Radiological Inventory
<b><i>Assistant – Smt. Sinimol T- (4448) - (0495-2407110)</i></b> Grants received under other schemes from UGC for EMMRC, Centre for Women Studies, Dept. of Lifelong Learning, Centre for Indian Ocean Studies, UGC HRD – Centre (Formerly Academic Staff College) a) Appointment of project staff b) Work related to project like communicating to various offices

<p>Work related to DBT funds for Department of Biotechnology</p> <p>a) Appointment of project staff</p> <p>b) Constitution of advisory committee</p> <p>c) Administrative sanction for conduct of its meetings</p>
<p>Starting of new teaching departments/School System</p> <p>a) Placing the matter before the Syndicate</p> <p>b) Preparation of Note to Academic Council after approval of the matter by the Syndicate.</p> <p>c) Preparation of Draft Statute amendment after approval by Academic Council for consideration of Senate.</p>
<p>Works related to School of Drama</p> <p>a) Administrative sanction for conduct of programmes like CULT, Production expenses, TV &amp; Film training seminar etc.</p>
<p>Publication of journals</p> <p>a) Administrative sanction for publication of journals to language Departments</p>
<p>Endowments</p> <p>a) Work related to institution of Endowments</p> <p>b) Disbursement of award of endowments which are long pending.</p>
<p><b>Assistant Section Officer – Smt. Asmabeevi Puthiyath –(3553) - (0495-2407110)</b></p>
<p>Allocation of UGC 5 year plan funds other than GDA</p> <p>a) Administrative sanction for utilization of funds under schemes.</p> <p>b) Appointment of Co-ordinators to</p> <p>i) SC/ST/OBC/Coaching Minorities</p> <p>ii) Day Care Centre</p> <p>iii) Equal Opportunity Cell</p>
<p>Constructions undertaken utilizing 5 year Plan fund of UGC and RUSA</p> <p>a) Preparation of necessary documents like approval of building committee for onward transmission to UGC.</p> <p>b) Constitution/convening meetings of Building Committee</p> <p>c) Forwarding progress report of ongoing construction</p>
<p>DSIR Certificate</p> <p>a) Issue of DSIR and Essentiality Certificate</p> <p>b) Preparation of document for DSIR Certificate renewal</p> <p>c) Maintenance of Register of Essentiality Certificate and Copy of DSIR Certificate issued for purchase of various equipments under projects</p>
<p>Membership subscription to Associations.</p> <p>a) Renewal of memberships/subscriptions to various associations like AIU, ACU etc.</p>
<p>Work related to staff of Day Care Centre (Caretaker &amp; Ayyahs)</p>

NEUPA/AISHE
a) Updation of data with regard to University and affiliated colleges
<b>Pl.D E SECTION</b>
<b><u>Section Officer (Hr.Gr) : Smt.Smitha Bharathan -(2566) - (0495-2407111)</u></b>
Supervision of the works in the Section
<b>Assistant Section Officer – Sri. Vinu T.P – (3449) - (0495-2407111)</b>
Works related to allocation/utilization of State Plan Grant.
Implementation of plan proposals and related correspondences with State Government.
Works relating to consolidation of audit objections in connection with State Plan
Preparation and submission of Annual State Plan including collection of proposals from the Departments and consolidation and submission of proposals to the Government.
Preparation of Notes for Governor's speech.
Maintenance of Appropriation Registers.
Work related with furnishing of reports to RTI and LA interpellation in respect of SPG
Online updation of details of SPG in Plan Space and Working Group site.
<b>Assistant Section Officer – Sri. Sanathan S.R (3448) - (0495-2407111)</b>
Work related to Cable connection, NMEICT
Wireless Campus Networking and Network Auditing
Work related to WiFi in the Campus
Works related to DDFS
Works related to E-Governance
Work related to GIMC and UIMC including holding of meeting of UIMC and submission of proposal to the GIMC for approval.
Payment of AMC and Insurance for DDFS, Internet (12 mbps), Online Certificate verification, Firewall etc.
Works related to Digitization of Thaliyola & Students Web Centre
Works related to the project 'Forest Neighbourhood'.
Work related to DDFS Public Portal
Work related to STQC online banking, M Governance and U-tube
Work related to Bulk SMS/Bulk Email
Work related to ERNET -INDIA- Domain Registration and Web Hosting, Online verification of the genuineness of certificates
Work related to Cyber Crimes in work place – Implementation of User Level Login.
Work related to Digital India Programme and E-Thaal

Work related to new bank (Federal Bank) in the campus and collection of fees through Post Office
Work related to Spoken Tutorial Project.
Payment of Cable T V Charges, installation and shifting
Work related to BNPL Agreement - Renewal
<b>Assistant Section Officer –Sri. Samson Arooja (3345)-(0495-2407111)</b>
Sanction of New Telephone/Internet Connection, Transfer, Shifting, extension etc. of existing Telephone.
Work related to ICPB
Work related to ITSr
Maintenance of P.A for Rs. 1,00,000/- of Deputy Registrar for payment of Telephone bills, Maintenance of Cash Book and PA Register
Payment of Telephone Bills including Mobile, Individual Telephones, CENTREX and Internet
Correspondence with Telecom Departments
Work related to Haritha Keralam
<b>Office Attendant : Sri. Sabeesh T (4345) - (0495-2407111)</b>
Attending the duties of Sections in the Pl.D Branch except Pl.D 'A' Section
<b>Pl.D H SECTION</b>
<b>Section Officer : Sreejith P – (3283) - (0495-2407110)</b>
Supervision of the works in the Section
<b>Assistant – Sri. Abdul Shajeer M.I (4465) - (0495-2407110)</b>
Sanctioning of MR Bills (Ayurveda, Allopathy & Homeopathy upto Rs.10,000/-) & Interest free advance on Medical Grounds
Medical Reimbursement – cost of spectacles
Work related to Staff Welfare Fund, Granting interest free Loan from SWF and conduct of farewell function to the retiring employees. Preparing cheques and arranging mementos to retiring staff.
Assistance to the legal heir of deceased persons
Observance of National Days – Independence Day/Republic Day, Special weeks etc.
Work related to National Savings Scheme
Work related to Unnat Bharat Abhiyan
Work related to Global Education Meet
Work related to Swachh Bharat Abhiyan, NICER, Clean Campus Committee etc
<b>Assistant Section Officer - Smt. Deepa K – (3343) - (0495-2407110)</b>
Work related to House Building Advance & Additional Loan from outside Agencies, Maintenance of original documents and its registration.
Work related to Inter University Centres

Public Private Partnership (PPP)
Malayaleekarana Samithy
Administrative sanction for the conduct of Conference, Workshops, Seminars in Departments (under Non-Plan Head, and those funded by KSCSTE/ KSHEC), Study Tour in the Departments, Frontier Lecture, Erudite Programme.
<b>Assistant – Smt. Prabitha K – (4430) - (0495-2407110)</b>
Sanctioning MR bills more than Rs.10,000/-
Sale of Stamps, Coupons, Flags, Tokens, etc.
Starting new Information Centre
Award of Mess Contract in Ladies Hostel, Men's Hostel, University Canteen, DPE and ITSR
Hostel Development Committee
Other works allotted by the DR.
<b>Assistant Registrar II : Sri. Augustine K.V – (1917) - (0495-2407140)</b> <b>Overall supervision of the Sections A, B, D &amp; Despatch</b>
<b>Pl.D A SECTION</b>
<b>Section Officer : Sri.Muhammedali C – (3220) - (0495-2407144)</b> Supervision of the works in the Section
<b>Assistant (Sr.Gr) – Sri.Najeeb E M – (3998) - (0495-2407144)</b>
Works related to the Syndicate a) Convening the meeting of the Syndicate b) Convening the meeting of the Standing Committees of the Syndicate c) Preparation of Agenda, placing them in the meeting and monitoring the implementation of the decision of the Syndicate, etc.
<b>Assistant Section Officer – Sri.Madhu Kumar P - (3567) - (0495-2407144)</b>
Works related to the Senate a) Convening the meeting of the Senate b) Convening the meeting of the sub committees of the Senate c) Preparation of Annual Report of the University and Year Planner. d) Conferment of Honorary degree of D.Litt by conducting special convocation e) Preparation of Agenda, preparing answers to the questions raised by various senators etc.
<b>Computer Assistant (Sr.Gr) : Smt. Beena K – (3628) - (0495-2407144)</b>
All the typing works in the section
<b>Office Attendant: Sri. Najeeb Kattali. – (2991) - (0495-2407144)</b> Attending the duties in the Pl.D 'A' Section
<b>Pl.D B SECTION</b>
<b>Section Officer : Sri.Chandra Kumar P – (3238) - (0495-2407110)</b> Supervision of the works in the Section
<b>Assistant – Smt. Sajeena M – (4097) - (0495-2407110)</b>
Approval of quotations, estimates and tenders of i. <u>all Civil works of Hostels in CU Campus</u> , road works, water, plumbing and pump house, work related to land and boundary of University, civil work of Quarters in the campus, other civil works such as felling of trees, cleaning wells, compound walls and developments of parking area. Preparation of parawise statements to the Legal Cell
<b>Assistant Section Officer – Sri. Rajeev P.V – (3557) - (0495-2407110)</b>
Approval of quotations, estimates and tenders of i. <u>all electrical works in the Calicut University Campus and outside Campus.</u>

ii. all external civil works of the Calicut University.
<b>Assistant – Sri. Dinesan T.C – (3833) (0495-2407110)</b>
Approval of quotations, estimates and tenders of i. all construction works of the Calicut University Campus except the Civil works allotted to the seat of Assistant 1 Works related to CASLAB
<b>Pl.D D SECTION</b>
<b>Section Officer : Smt. Deepa G.H – (3186) - (0495-2407111)</b> Supervision of the works in the Section
<b>Assistant – Smt. Shameema M.C– (4074) - (0495-2407111)</b>
Allotment of <u>staff quarters/Hostels</u> (Working Men's Working Women's, Single Officer's Hostel, Teachers' Hostel and Teacher's Flat) – Preparation of seniority list for the allotment. Work related to verification and vacation of quarters Allotment of <u>Tagore Nikethan Auditorium</u> including PA System, mess payment, inviting quotations, approval, orders issuing (annual) Laundry charges of Guest House – Inviting quotations, approval, Orders issuing property tax – Payment of Land tax/building tax of University land and buildings. Payment order for guest house mess bills
<b>Assistant (Sr.Gr) – Smt. Sudha R (3816) - (0495-2407111)</b>
Preparation of demand notices, monthly collection of rent, electricity and water charges from the occupants of snack bars/police and other quarters not occupied by the University staff/Canteen/Guest house/Cooperative societies/BSNL/ SBT/Post Office/ University High School and L P School, STD booths etc. and their renewal. Permission for fixing the Arch in front of the main gate. Preparation of Statement of Rent/Electricity and water charges of quarters/hostels/teachers' flats and teachers' hostels (monthly statement) for deducting from the salary of occupants and entries be made in the Register concerned. Issue of Non Liability Certificate, Residence Certificate, renewal of License Fee (CU Press) Machinery Insurance.
<b>Assistant – Sri. Jamsheed A.T (4443) -(0495-2407111)</b>
Monitoring work related to the implementation of Syndicate decision pertaining to Pl.D Branch especially that of University Engineering Department, keeping record of status of completion of work, fund availability and utilisation in a financial year etc. Allotment of space in University buildings for various purposes other than open space allotted to D2 Seat
Allotment of Senate House, University Auditorium (including PA System) Seminar Complex (including PA System) Guest House, Open Space
<b>DESPATCH SECTION</b>
<b>Pool Officer : Smt. Narayani K P (2184)-(0495-2407137)</b>
Works related to the Franking Machine and all despatch works related to Pl.D and Ad Branch, Office of the Registrar/PVC/VC and L.D Cell
<b>Assistant (Sr.Gr.)- Smt. Gangadevi M (2836) – (0495-2407137)</b>
All despatch works of Pl.D Branch, Ad Branch, Office of the Registrar/ PVC/VC and L.D Cell.

Preparation of Note to Syndicate, issuing orders, correspondence with other departments and Govt. Bodies, dispatch work, typing works, LA Interpellations, RTI replies, other miscellaneous works related to the seats and any other work allotted by the Branc.

Oh Officer shall also be done by the incumbents in the respective seats.

**DEPUTY REGISTRAR (P1.D)**