

SANT GADGE BABA AMRAVATI UNIVERSITY

No.:SGBAU/3/ /2008,  
Dated : 19.03.2008.

SUBJECT : DISTRIBUTION THE WORK OF THE OFFICER, SUPERVISORS AND EMPLOYEES OF THE EXAMINATION / ENQUIRY AND EXAMINATION/ ENROLMENT SECTION.

The Distribution of work allotted to the officers supervisors and employees of the Examination/Enquiry and Examination/Enrolment section is given below.

NAME OF SECTION : EXAMINATION/ENQUIRY

Sr. No.	Name of Officers /Employees	Designation	Nature of work distributed
1	Shri P.U.Talan	Asstt. Registrar	Responsible and Controlling officer of Examination/ Enquiry section in 05 Faculties, to get the following works done from the class III & IV employees through the respective superintendent (Exam/Enqui) Section, as per allotted work to these section within the stipulated time.
<b>PRE/POST EXAM AND OTHERS</b>			
			<b>PRE-EXAMINATION WORK</b>
			<ol style="list-style-type: none"> <li>1) Scrutiny of exam. Forms of candidates every year for Summer/Winter Exam. Before their conduction and allot Roll No. to admitted.</li> <li>2) Returning of examination forms to candidates , who found ineligible for appearing in examination.</li> <li>3) Preparing data of examinees for Edit list/ Roll List ( Names, subjects, address etc. as per M.Card) appearing in examinations and to submit to computer unit for programming, within stipulated time, with checking of old marks in exempted subject from the record.</li> <li>4) Checking of Roll List of examinees, obtained from computer.</li> <li>5) Correspondence with colleges in relation to examination application forms etc.</li> <li>6) Despatching of admission cards to examinees/colleges of admitted students, with copy of Time-Table, and Roll List to colleges, within time.</li> <li>7) Despatch of Non-Confidential documents to exam. Centres within time, submission of numericals subjectwise of students appearing in subjects for examination, to the Tabulation section, for question papers despatch.</li> <li>8) Sending letters of discrepancies to external examinees for compliance, as required in exam.forms. Keeping withheld result of such examinees, and also other deserving examinees.</li> <li>9) Submission of item for RRCs for approval of topic of Dissertations. If the ordinance prescribes so and also other subjects to be</li> </ol>

			<p>placed before authorities of the university. Receiving copies of Dissertations and forwarding them to confidential section.</p> <p>10) Enrolment of students admitted to the colleges every year allot enrolment No. Correspondence with colleges, on admission/ enrolment purposes, fine for non-submission of documents in time. Checking of all statements, documents etc. in the light of rules for enrolment purpose.</p> <p>11) Printing of exam. Forms required stationary, Enrolment forms/ formates every year as required. Through university stores. Custody of Blank manual Marklist, Printing of computerized marklist record thereof and enrolment book binding.</p> <p>12) Sanction and tendering of advances for conduct of theory and practical examination at the centre/colleges.</p> <p>13) Initiation of work of printing of answer books every year within the schedule, through university stores.</p> <p>14) Despatch of blank answerbooks to exam. Centres from the store of blank answer books.</p>
<b>POST EXAMINATION WORK</b>			
			<p>15) Return of original marksheets/ T.C. etc. submitted by external candidates to them by Registered Post.</p> <p>16) Refund of exam. Fee in deserving cases.</p> <p>17) Work of checking the output of results sheets, with Green/Black control sheets obtained from computer.</p> <p>18) Convening meetings of Special Exam. Committee for declaration of results and its publication on web-site.</p> <p>19) Despatch of marksheets to every examinees/ College. With Gazette of result publication, w/o, w/t, results.</p> <p>20) Clearing withheld results after compliance and issue notification thereof, time to time.</p> <p>21) Deal Court Cases if any, confirm the documents issued by the university, if asked from Govt./Agencies and for Transcript Certificate.</p> <p>22) Checking Degree list of candidates for award of Degree/Diploma convocation and its related work.</p> <p>23) Publication of merit list of examinees, as provided in concerned ordinance.</p> <p>24) Submission of information to Hon'ble Chancellor regarding declaration of results.</p> <p>25) Preparing through the Tabulators the list of candidates for awarding, prizes, Medals, in convocation every year and submit list within a time to limit to related section.</p> <p>26) Work of grant of equivalence to examination of other universities/ Boards convening meetings of exam. Equivalence committees time to time. Issuance of equivalence certificates or related</p>

			<p>certificates, and scrutinize application form of name change and submit for further action.</p> <p>27) Preparing Budget Estimates for examinations for placing before the Board of Examination to be included in the Budget of university every year.</p> <p>28) Supply of statistical information to Govt./UGC, etc. on students, courses etc. Also information for inclusion in Annual Report/Quarterly report of the University.</p> <p>29) Issuance of migration certificates to desired candidates.</p> <p>30) Any other work assigned from time to time by the superiors.</p>
2	Sau. N.K.Rangari	Superintendent Class-II	<p>a) Supervision and responsibility of Exam./Enquiry section relating to above mentioned work at Sr.No.(1) to (9),(11, Exam. Form and stationary, manual marksheet), to 23) and (29) to (30). In the faculty of Arts, Social Sciences, Education (including Phy.Edu.), Law, Medicine and Ayurvedic Medicine.</p> <p>b) Marking dak received for the officers of examination department and arrange to send them to officers of concerned sections under exam. deptt. and Controller of Examination.</p> <p>c) Leave sanction/forwarding register of enclosures to meetings under "E".</p> <p>d) Any other work assigned from time to time by the superiors.</p>
3	Shri S.M. Mankar	Jr. Clerk	<p>Deal the work as under.</p> <p>a) Submit the item for administrative approval of Theory and Practical advance op Summer/Winter examination every year.</p> <p>b) Send Theory and Practical advances to centres for summer/winter examination every year.</p> <p>c) Code Plan for each and every examination.</p> <p>d) Send notice to Special examination committee members and arrange meeting time to time.</p> <p>e) Maintain the record of casual and other leaves.</p> <p>f) Submit the over time bills.</p> <p>g) Action on the minutes of senate, M.C.m B.O.E., and Finance Committee from the employes for further desposal,</p> <p>h) Receiving the letters and files from internal inword/outword section and submitted to the higher officer.</p> <p>i) To maintain the record of personal files of all employees and submit the file as per requirement.</p> <p>j) Unfairmean cases note received from confidential section and zerox copy of this note issued to related employees and maintained file.</p> <p>k) Issue Grain and Festival advance form to</p>

			<p>employees for filling the information after collecting the form and note submitted for related section for further action.</p> <p>l) Maintain job-work file and submitted for approval every year.</p> <p>m) Maintain Part-I,II Gazette and office order file yearwise.</p> <p>n) Maintain circular file and intimate every employees about circulars, office orders, syllabus, Part-I,II Gazette order issued by higher officer.</p> <p>o) Maintain examination form printing file and submit proposal for printing every year.</p> <p>p) Submit file for advance of special examination committee for summer/winter examination and maintain register for voucher and submit bills within time period.</p> <p>q) After despatching admission card submit advertisement file for news every summer/winter examinations.</p> <p>r) Keep the stamps of Assistant Registrar, Controller of Examinations in Almirah stamps required for any employees for official work maintain issued register for record.</p> <p>s) Maintain work distribution file.</p> <p>Any other work assigned from time to time by the superiors.</p>
4	Shri S.S. Bonde	Asstt.Suptd.	Deal the work of B.A.-I (Amravati city), including supervision of all B.A.-I examination work as mentioned Sr.No.(1) to (8), (15) to (21) & (30).
5	Shri V.N.Thakur	Sr.Clerk	Concerned work of B.A.-I (Amravati Rural) as mentioned Sr.No.(1) to (8), (15) to (21) and (30)
6	Shri P.V. Deshmukh	Jr.Clerk	Concerned work of B.A.-I (Washim & Buldhana Dist.) as mentioned Sr.No.(1) to (8), (15) to (21) and (30)
7	Shri M.D.Nimbekar	Jr.Clerk	Concerned work of B.A.-I (Akola Dist.) as mentioned Sr.No.(1) to (8), (15) to (21) and (30)
8	Sau. R.S.Chapate	Jr.Clerk	Concerned work of B.A.-I (Yavatmal Dist.) as mentioned Sr.No.(1) to (8), (15) to (21) and (30)
9	Sau A.P.Ganvir	Sr.Clerk	Concerned work of B.A.-II (Amravati Rural) as mentioned Sr.No.(1) to (8), (15) to (21) and (30)
10	Shri V.G. Narkhede	Asstt.Suptd.	Deal the work of B.A.-II (Amravati City) and manually blank marksheet stores and supervision of work of all employees of dealing B.A.-II examination, as mentioned Sr.No.(1) to (8), (15) to (21) and (30)
11	Shri P.N.Deshmukh	Jr.Clerk	Concerned work of B.A.-II (Buldhana & Washim ) as mentioned Sr.No.(1) to (8), (15) to (21) and (30)
12	Shri N.J.Bhagat	Jr.Clerk	Concerned work of B.A.-II (Akola Dist.) as mentioned Sr.No.(1) to (8), (15) to (21) and (30)
13	Shri A.U.Fiske	Sr.Clerk	Concerned work of B.A.-II (Yavatmal Dist) as mentioned Sr.No.(1) to (8), (15) to (21) and

			(30)
14	Shri H.S. Shrikhande	Sr.Clerk	Deal the work of B.A.-III (Yavatmal Dist.) as mentioned Sr.No.(1) to (8), (15) to (23) & (30)
15	Shri R.P.Ingole	Jr.Clerk	Concerned work of B.A.-III (Buldhana Dist.& Amravati City) as mentioned Sr.No.(1) to (8), (15) to (23) & (30)
16	Sau A.R.Khot	Jr.Clerk (Fix Pay)	Concerned work of B.A.-III (Akola & Washim Dist.) as mentioned Sr.No.(1) to (8), (15) to (23) & (30)
17	Shri P.M.Ingole	Jr.Clerk	Concerned work of B.A.-III (Amravati Rural) as mentioned Sr.No.(1) to (8), (15) to (23) & (30)
18	Shri M.D.Ingle	Sr.Clerk	Concerned work of B.A.-Additional ( All Subject) , B.F.A., Diploma in Functional English & M.A.-I(Eng) as mentioned Sr.No.(1) to (8), (15) to (23) & (30)
19	Sau.V.P.Bharati	Asstt.Suptd.	Concerned work of M.A.-I&II (His.,Hec,Gop, Phi,Psy,Hin,Sns) & M.Phil.(His.,Gop.,Hin,Sns) as mentioned Sr.No.(1) to (9), (15) to (23) & (30)
20	Ku. V.M. Gurnule	Jr.Clerk	Concerned work of M.A.-I&II (Mar,Pali & M.Phil. (Mar.) as mentioned Sr.No.(1) to (9), (15) to (23) & (30)
21	Sau.A.M. Deshmukh	Jr.Clerk	Concerned work of M.A.-I&II (Soc.,Eco.,Mus. & M.Phil. (Eco.,Soc.) as mentioned Sr.No.(1) to (9), (15) to (23) & (30)
22	Shri. Chandrakant W. Kulkarni	Jr.Clerk	Concerned work of M.A.-I&II (Pol.,Urd., & M.Phil. (Pol.) & M.A.-II(Eng) as mentioned Sr.No.(1) to (9), (15) to (23) & (30)
23	Shri V.R.Patil	Sr.Clerk	Concerned work of C.S.W.-I&II, B.S.W.-I,II,III, M.S.W.-I,II, M.M.C.-I,II Sem., B.P.A.-I,II,III & B.M.C. & LL.B.(5 Yr) as mentioned Sr.No.(1) to (9) , (15) to (23) & (30).
24	Sau Sunita B. Mangrulkar	Jr.Clerk	Concerned work of M.B.B.S.-I,II & Final, B.D.S., B.A.M.S-I,II,III,IV, M.D.Pre/ M.S. (Homeopathy, Ayurvedic, Medicine ) , P.G.D.M.L.T., B.H.M.S., B.Pharm-I,II,III,IV, M.Pharm.-I,II, M.P.Ed.-I,II as mentioned Sr.No.(1) to (9) , (15) to (23) & (30).
25	Sau. Smita Amol Mhaisalkar	Jr.Clerk	Concerned work of LL.B.-I,II,III, LL.M.I,II (A/P), LL.B.& LL.M.(Sem.Pattern) (3 Yr.Course) as mentioned Sr.No.(1) to (9) , (15) to (23) & (30).
26	Shri S.R. Bhadange	Sr.Clerk	Concerned work of B.P.Ed., B.P.E.-I,II,III as mentioned Sr.No.(1) to (9) , (15) to (23) & (30).
27	Shri G.A.Kawane	Jr.Clerk	Concerned work of B.Ed., M.Ed., D.Y.Ed., P.G.D.In Yoga Theorapy, C.Lib.,B.Lib., M.Lib., M.Phil. as mentioned Sr.No.(1) to (9) , (15) to (23) & (30).
28	Shri A.B. Deshmukh	Jr.Clerk	Received Migration Certificate form, Scrutiny, verification of record and issued Migration certificate.
29	Shri D.V.Ghube	Jr.Clerk	a) Look after and deal, watch blank Answerbooks store, and its related work.
30	Shri R.F.Jagtap	Jr.Clerk	b) Note down the numbers of students for last two examinations as per their subjects in register and doing work for printing the answer sheets within time limit. c) Arrange serially received blank Answer books in store.

			<ul style="list-style-type: none"> <li>d) Distribute blank Answerbooks to all centres within a time limit for summer &amp; Winter examination every year.</li> <li>e) Collect remaining materials/Blank Answerbooks from centres and distribute to related section.</li> <li>f) Maintain stock book properly and signature on it by superintendent and Assistant Registrar.</li> <li>g) Remaining 24/8 pages blank Answerbooks received back from centres are noted down in stock book and signature on it by superintendent and Assistant Registrar.</li> <li>h) One bunch of keys permanently in his custody, having with him, If any one proceeded on leave, hand over the bunch of key to another authorised employee.</li> <li>i) At the closing time of office sealed the locks every day.</li> <li>j) If any problem created at the centres forward note urgently to higher officers time to time.</li> <li>k) Submit Bill/Voucher for distributing the answerbooks out of advance within time limit.</li> <li>l) Received "B" formate from centres and calculate the expenses of answerbooks and submit file for approval.</li> <li>m) Any other work assigned from time to time by the superiors.</li> </ul>
31	Sau P.P.Deshmukh	Skilled Light	<ul style="list-style-type: none"> <li>a) Responsibility of Outword/ Inword section of examination.</li> <li>b) Receive files and letters from outside/other sections. Note down in register and hand over to related section.</li> <li>c) Note down the outword files in register and hand over to related employees.</li> <li>d) Receiving the fee receipts, exam.etc., forms, discrepancies letters from finance section and hand over to related section.</li> <li>e) Sorting the examination forms and note down it in the register and hand over to related employees within time limit.</li> <li>f) Submit the postal discrepancies &amp; Important letters for marking to superintendent urgently.</li> <li>g) If Shri C.N.Tagade on leave look after his work.</li> <li>h) Any other work assigned from time to time by the superiors.</li> </ul>
32	Shri C.N.Tagade	Jr.Clerk	<ul style="list-style-type: none"> <li>a) Submit the proposal of mark sheet, tabulation register and other formate etc to store section for printing within a time period every year time to time.</li> <li>b) Received proof from store section to hand over to related employees for checking and then note down in register and submit store section for further action.</li> <li>c) Hand over the mark sheets, tabulation registers, and other formates to related</li> </ul>

			<p>employees.</p> <p>d) To Collect the stationery and syllabus from store section and hand over to related employees as per need.</p> <p>e) Maintain stock book of furnitures, computer equipments, electric equipments etc. properly and note down entry of new items within time limit.</p> <p>f) Main results notifications collected from all employees and publish every year index and binding work of those record.</p> <p>a) Publish index every year and send to various authority and officers of the university and respective colleges.</p> <p>b) Get cleaning of examination enquiry/enrolment section time to time.</p> <p>c) If any fault occurred in electrification i.e. tube lights, fans, buttons etc. submit notes for repair to related section.</p> <p>d) If any fault accured in computer machine, printers and UPS etc. submit notes for repairs and maintain file for record.</p> <p>e) If Sau P.P.Deshmukh is on leave look after his work.</p> <p>f) Any other work assigned from time to time by the superiors.</p>
33	Shri S.M.Kuralkar	Unskilled Light	<p>a) In enquiry section and distribute the dak to employeecs and other sections.</p> <p>b) Attend the bell of Assistant Registrar, Suptd.etc.</p> <p>c) Orders issued by superintendent and higher officers.</p> <p>d) Any other work assigned from time to time by the superiors.</p>
34	Shri P.S.Dhote	Unskilled Light	<p>a) Distribute the dak to other sections.</p> <p>b) Distribute the meeting notices of Special Examination Committee members and result sheets for press publication result in news papers.</p> <p>c) Cleaning tables of officers and clerks every day.</p> <p>d) Any other work assigned from time to time by the superiors.</p>
<b><u>NAME OF SECTION : EXAMINATION/ENROLMENT</u></b>			
1	Smt.S.M.Mohod	Asstt. Registrar	Responsible and Controlling officer of Examination/ Enrolment section in 04 Faculties, to get the following works done from the class III & IV employees through the respective superintendent (Exam/Enrol) Section, as per allotted work to these section within the stipulated time.
2	Shri M.R.Gulhane		<p>Supervision and responsibility of Examination/ Enrolment section. Relating to all works to examinations in the faculty of Science, Commerce, Home-Science, Engg. &amp; Tech. With the assistance of following class-III staff.</p> <p>a) Receiving the dak from examination and</p>

			<p>enrolment section and mark to related employees and instruct to distribute in a time limit.</p> <p>b) To maintain the file office order, circular and part-I,II Gazette and also the signature stamps of Controller of Examination and Assistant Registrar(Exam./Enrol).</p> <p>c) To maintain minutes file of various authorities submit proposals as per requirement from various authority time to time.</p> <p>d) To maintain the records of personal files of all employees and submit the file as per requirement.</p> <p>e) Works as mentioned at Sr.No.(1) to (10),(11 Enrolment forms/ computerized Marklist,(15) to (30).</p>
3	Shri Najjimuddin Hakimuddin	Sr.Clerk	Deal the work of first year M.E.Part-I & II (All Branch) Second Yr.M.E.Part-I&II (All Br.) Final Yr.M.E.and old Course branches M.C.A.(First to Final), M.Sc.(A/E) as at Sr.No.(1) to (9), (15) to (23) and 30.
4 5	Shri A.B.Vibhute Shri. S.R. Alaspure	Sr.Clerk Sr.Clerk	Concerning work of first year B.E.(A/P), B.Text.(A/P), First B.E.(PT), First & Second Sem. B.E., B.Text(S/P), as mentioned Sr.No.(1) to (8), (15) to (23) and (30).
6 7	Sau.I.K.Munshi Shri Deepak P. Wankhade	Jr.Clerk Jr.Clerk	Concerning work of Second year B.E.(A/P), Second B.E.(PT), Third & Fourth Sem. B.E., as mentioned Sr.No.(1) to (8), (15) to (23) and (30).
8 9	Sau. M.A. Deshmukh S.B.Kharkar	Jr.Clerk Jr.Clerk	Concerning work of Third year B.E.(A/P), (B/P) Third B.E.(PT), Fifth & Sixth Sem. B.E., B.Arch(First to Final), P.G.D.C.S.Part-I&II, as mentioned Sr.No.(1) to (8), (15) to (23) and (30).
10 11	Shri S.W.Gulhane Shri R.P.Palekar	Sr.Clerk Jr.Clerk	Concerning work of Final year B.E.(A/P), (B/P) (P/T) B.Tech.(First to Final), B.Tech. Sem. Pattern Seventh & Eight Sem. B.E.,as mentioned Sr.No.(1) to (8), (15) to (23) and (30).
12	Shri Panjab Manware	Jr.Clerk	<p>a) Concerning work of B.Sc.-I, B.Sc.-I(Hsci.), B.C.S.-I, B.Tech.-I (Cos), B.C.A.-I, as mentioned Sr.No.(1) to (8), (15) to (21) and (30).</p> <p>b) Collect the information from exam. Enquiry enrolment section and submit proposal for computer mark sheets for printing and maintain stock register, as at Sr.No.(11)</p>
13	Shri A.R. Kalbande	Jr.Clerk	Concerning work of B.Sc.-II, B.Sc.-II(Hsci.), B.C.S.-II, B.Tech.-II,III (Cos), B.C.A.-II, as mentioned Sr.No.(1) to (8), (15) to (21) and (30).
14	Shri Telharkar	Jr.Clerk	Concerning work of B.Sc.-III, B.Sc.-III(Hsci.), B.C.S.-III, B.Tech.-IV (Cos), B.C.A.-III,B.Sc.(Add.), as mentioned Sr.No.(1) to (8), (15) to (23) and (30).
15	Shri L.M. Lonarkar	Jr.Clerk	Concerning work of M.Sc.-I&II, M.Sc.-I&II (Hsci.), M.Sc.(Cps), M.Sc.(Comp.Software), M.Tech.(Cos)(All Sem.), M.Sc.(Bio-Tech)(All Sem.), as mentioned Sr.No.(1) to (8), (15) to (23) and (30).
16	Shri P.N.	Jr.Clerk	Concerning work of B.Com-I, B.B.A.-I, as

	Sadavarte		mentioned Sr.No.(1)to(8),(15) to (21) and 30
17	Shri G.G. Vyawahare	Jr.Clerk	Concerning work of B.Com-II, B.B.A.-II, as mentioned Sr.No.(1)to(8),(15) to (21) and 30
18	Shri M.K.Chepe	Jr.Clerk	Concerning work of B.Com-III, B.B.A.-III,D.B.M., D.F.M., D.M.M., D.Tax., as mentioned Sr.No.(1)to(8),(15) to (23) and 30
19	Shri S.G.Adewar	Sr.Clerk	<p>a) Concerning work of M.Com.-I&amp;II, M.Com.(All Sem.), M.C.M.-I&amp;II, M.I.R.P.M. (All Sem.&amp; A.P.), M.B.A.(All Sem.), M.Phil.(Com.), as mentioned Sr.No.(1) to (9), (15) to (23) and (30).</p> <p>b) Maintain job work file and forward every year for approval.</p> <p>c) Maintain the record of casual and other leaves.</p> <p>d) Maintain meetings register,</p> <p>e) Submit over-time bills &amp; maintain its file.</p> <p>f) Unfairmeans cases note received from confidential section and xerox copy of this note issued to related employees and maintain unfairmeans file.</p> <p>g) Issue grain and festival advance form to employees for filling the information after collecting the forms and note submitted for related section for further action.</p> <p>h) Maintain Part-I&amp;II Gazette &amp; Officed order file yearwise.</p> <p>i) Maintain circular file and intimate every employees about circulars, office orders, syllabus, Part-I&amp;II Gazette order issued by higher officer.</p>
20	Shri S.G.Taiwade	Statistician	Concerning work of statistical and other information work as at Sr.No.(24) to (25), (27) to (28) and (30). Draft Ordinances makings
21	Shri S.M.Tayade	Jr.Clerk	Concerning the work of Washim Dist and as mentioned Sr.No.(10),(21),(26) and (30)
22	Shri M.V.Barbade	Jr.Clerk	Concerning the work of Amravati City and as mentioned Sr.No.(10),(21), and (30)
23	Shri M.D. Deshpande	Sr.Clerk	Concerning the work of Amravati Rural and as mentioned Sr.No.(10),(11 Enrolment form printing),(21) and (30)
24	Ku.A.D.Bokey	Jr.Clerk	Concerning the work of Akola Dist. and as mentioned Sr.No.(10),(11 Enrolment Book Binding),(21) and (30)
25	Shri D.B.Roy	Jr.Clerk	Concerning the work of Yavatmal Dist. and as mentioned Sr.No.(10),(21) and (30)
26	Ku.P.S.Khadse	Jr.Clerk	Concerning the work of Buldhana Dist. and as mentioned Sr.No.(10),(21) and (30)
27	Shri A.V.Chavan	Peon	<p>a) In enrolment section and distribute the dak to employees and other sections.</p> <p>b) Result sheets for press publication result in news papers.</p> <p>c) Orders issued by superintendent and higher officers.</p> <p>d) Any other work assigned from time to time by the superiors.</p>
28	Smt. S.R. Khandare	Peon	<p>e) Distribute the dak to other sections.</p> <p>f) Attend the bell of Assistant Registrar, Suptd.etc</p> <p>g) Cleaning tables of officers and clerks every day.</p>

			Any other work assigned from time to time by the superiors
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As the nature of working of this sections relating to student therefore no pendency is acceptable.

Asstt.Registrar(Exam.),  
S.G.B.Amravati University.