

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE - TRIVANDRUM

IGNOU/RC-TVM/Work Allocation
18th September, 2017

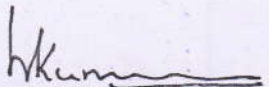
Office Order

In supersession of earlier order(s) regarding allocation of work, the distribution/ allocation of work is decided as under and the same will be in force from 18th September 2017 :-

DR. B. SUKUMAR REGIONAL DIRECTOR		<ol style="list-style-type: none"> Overall supervision of the Regional Centre Liaison with state / central government departments / organization for the smooth functioning of the RC Establishment of New SCs / PSCs / LSCs Activation of new programmes Appointment of Coordinators / Programme-in-Charge Monitoring of LSCs / Visit to Exam Centres Promotional Activities - Publicity / Press Meetings / Press Release / Advertisement Minutes / Reports
RDS SECRETARIAT	Ms. Manirekha MR, JAT Mr. Renjith Kumar, Attendant	
	Ms. Sindhu S, JAT Ms. Sakthi M., JAT Mr. Sooraj S., Attendant	
DR. SIBU G. NETTO, ARD		
ASST. REGIONAL DIRECTOR - I	Mr. N Rajendran Pillai, EA Mr. Pradeep Chandran, JAT Ms. Kumari Rema VS, JAT Mr. Sivaprasad S, JAT Mr. Shibu Kumar, Attendant Mr. Sasank Sathyan, Attendant Ms. Maya R, Attendant Ms. Sunitha L, Attendant	
	Dr. Priyamol MS, ARD	
ASST. REGIONAL DIRECTOR - II	Mr. Kumar Gaurav, AE Mr. Sajith G, JAT Ms. Anitha SG, JAT Ms. Arya L. S., JAT Mr. Jeffin Babu, Attendant	<ol style="list-style-type: none"> All matters related to Examination – Term End Exams, Entrance Exams, Practical, Viva etc. Reconciliation & Deposit of Fee to the Bank Preparation of Reports, Feedback, Press Release etc. Appointment of Evaluators Certificates – Preservation & Distribution RC Website, Face Book, Tele / Web Conference, SMS Service, News Letter etc. Assignments, Projects, Field Work Journals etc. Student Support Services related to Exams, Assignments, Projects

		<ul style="list-style-type: none"> 9. Convocation and related activities 10. Establishment of New LSCs 11. Activation of new programmes 12. Checking of Counselling Schedules 13. Library Activities at RC / LSC's 14. Placement Cell 15. Innovation Club 16. Data Base Management – Data Processing, Maintenance of Student Database, Updating records as per directions from Head Quarters and Regional Centre requirement at regular interval 17. Programming works depending on the requirement of Regional Centre 18. Promotional Activities – Publicity / Inputs for Advertisements related to exams 19. Monitoring of LSCs / Visit to Exam Centres
ASST. REGISTRAR	DR. SIBU G. NETTO, ARD (I/c)	<ul style="list-style-type: none"> 1. General Administration 2. All Works related to Finance & Accounts, Cash, Payments etc 3. Preparation of pay bills and maintenance of pay bill register 4. Reconciliation of Bank Accounts 5. Stationery Purchase & Stock at RC / LSCs, 6. Legal Matters / RTIs / Parliament Questions 7. All financial matters pertaining to Printing / Advertisements 8. Hospitality for Experts, Meetings, Convocation etc. 9. Hiring of Taxi / Contract Vehicles 10. Maintenance of Computers & peripherals 11. Maintenance & Disposal of old files and records 12. Housekeeping
	<ul style="list-style-type: none"> Mr. K. M. Nazaruddin, SO Ms. Preetha, JAT Ms. Sreelekha P, JAT Ms. Geetha, Attendant Ms. Sreekumari, Sweeper 	

Besides the above, the Officers and Staff members are to abide by any other time to time orders / responsibilities assigned by the Regional Director.


 Dr. B. Sukumar
 Regional Director

Copy to:

- 1. All concerned
- 2. Office Order File