

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE - TRIVANDRUM**

IGNOU/RC-TVM/Work Allocation
1st November, 2017

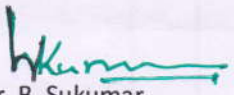
Office Order

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 1st November 2017 :-

DR. B. SUKUMAR REGIONAL DIRECTOR		<ol style="list-style-type: none"> 1. Overall supervision of the Regional Centre 2. Liaison with state / central government departments / organization for the smooth functioning of the RC 3. Establishment of New SCs / PSCs / LSCs 4. Activation of new programmes 5. Appointment of Coordinators / Programme-in-Charge 6. Monitoring of LSCs / Visit to Exam Centres 7. Minutes / Reports / Feedback 8. Promotional Activities - Publicity / Press Meetings / Press Release / Advertisement
RDS SECRETARIAT	<p>Ms. Manirekha MR, JAT Mr. Shibu Kumar, Attendant Mr. Renjith Kumar, Attendant</p>	<ol style="list-style-type: none"> 9. Reception / On-line Help Desk 10. Student support services related to queries student grievances, etc 11. Attending queries from study centres 12. Checking of Counselling Schedules 13. Migration / Course Certificate 14. Sale of Forms / Prospectus 15. Reconciliation & Deposit of Cash / DD to the Account Section 16. Dispatch
	<p>Ms. Sindhu S., JAT Mr. Sooraj S., Attendant Mr. Jeffin Babu, Attendant</p>	
DR. SIBU G. NETTO, ARD		<ol style="list-style-type: none"> 1. All matters related to Admission / Counselling – B. Ed. 2. Re-Registration / Re-admission / Credit Transfer 3. Reconciliation & Deposit of DD to the Account Section 4. Student Support Services related to Admission 5. Organisation of Extended Contact Programmes 6. Change of Address / Course / Region / Elective 7. Appointment and Renewal of Academic Counsellors / Functionaries at LSCs' 8. Renewal of Coordinators / Programme-in-Charges 9. Scholarship / Fellowship / Refund of Fees/ Prorate Fee 10. Promotional Activities – Publicity / Press Release/ Inputs for Advertisements related to Admission 11. Student Support Services related to counselling sessions 12. Organising Induction Meetings / Orientation Programmes 13. Monitoring of LSCs / Visit to Exam Centres 14. Student Support Services related to material distribution 15. Distribution of SLMs 16. Liaison with MPDD – HQ / LSCs
ASST. REGIONAL DIRECTOR - I	<p>Mr. N Rajendran Pillai, EA Mr. Pradeep Chandran, JAT Ms. Kumari Rema V. S., JAT Ms. Sunitha L, Attendant</p>	
	<p>Mr. Sivaprasad S, JAT Ms. Sakthi M., JAT Ms. Maya R, Attendant</p>	
Dr. Priyamol M. S., ARD		<ol style="list-style-type: none"> 1. All matters related to Examination – Term End Exams, Entrance Exams, Practical, Viva etc. 2. Reconciliation & Deposit of DD to the Account Section 3. Appointment of Evaluators 4. Certificates – Preservation & Distribution 5. RC Website, Face Book, Tele / Web Conference, SMS Service, News Letter etc. 6. Assignments, Projects, Field Work Journals etc. 7. Student Support Services related to Exams, Assignments, Projects 8. Convocation and related activities 9. Establishment of New LSCs
ASST. REGIONAL DIRECTOR - II	<p>Mr. Kumar Gaurav, AE Mr. Sajith G, JAT Ms. Anitha S. G., JAT Mr. Sasank Sathyan, Attendant</p>	

		<ul style="list-style-type: none"> 10. Activation of new programmes 11. Library Activities at RC / LSC's 17. Placement Cell 12. Innovation Club 13. Data Base Management – Data Processing, Maintenance of Student Database, Updating records as per directions from Head Quarters and Regional Centre requirement at regular interval 14. Programming works depending on the requirement of Regional Centre 15. Promotional Activities – Publicity / Press Release/ Inputs for Advertisements related to examination 16. Monitoring of LSCs / Visit to Exam Centres
ASST. REGISTRAR	MR. K. M. NAZARUDDIN	<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"> Ms. Sreelekha P., JAT Ms. Preetha, JAT Ms. Arya L. S., 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