

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

IGNOU/RC-TVM/Work Allocation
23rd November, 2015

Office Order - 2

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 December 2015:-

RDS SECRETARIAT	DR. GIRIJA DEVI 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/Observers 6. Monitoring of LSCs / Visit to Exam Centres 7. Promotional Activities - Publicity / Press Meetings / Press Release / Advertisement 8. Minutes / Reports
	Ms. Manirekha MR, JAT Mr. Shibu Kumar, Attendant	<ol style="list-style-type: none"> 9. Information Desk 10. Attending queries from study centres / students 11. Student support services related to student grievances, queries etc
ASST. REGIONAL DIRECTOR - I	DR. SIBU G. NETTO, ARD	<ol style="list-style-type: none"> 1. All matters related to Admission / Counselling – B. Ed. & M. Ed. 2. Re-Registration / Re-admission / Credit Transfer / Migration 3. Reconciliation & Deposit of Fee to the Bank 4. Organisation of Extended Contact Programmes 5. Student Support Services related to Admission 6. Scholarship / Fellowship / Refund of Fees/ Prorate Fee 7. Change of – Address / Course / Region / Elective 8. Appointment and Renewal of Academic Counsellors / Functionaries at LSC's 9. Renewal of Coordinators / Programme-in-Charge 10. Inward / Dispatch 11. Sale of Forms / Prospectus 12. Reconciliation & Deposit of Cash / DD to the Account Section 13. Promotional Activities – Publicity / Inputs for Advertisements related to Admission 14. Monitoring of LSCs / Visit to Exam Centres 15. Any other work assigned by the Regional Director
	Mr. N Rajendran Pillai, EA Ms. Sindhu S, JAT Ms. Sakthi, JAT Mr. Muhammad Shah S, JAT Mr. Pradeep Chandran, JAT Ms. Kumari Rema VS, JAT Ms. Geetha S, Attendant	
ASST. REGIONAL DIRECTOR - II	Dr. Satyakeethy TR, ARD	<ol style="list-style-type: none"> 1. Establishment of New LSCs 2. Activation of new programmes 3. Checking of Counselling Schedules 4. Student Support Services related to counselling sessions and material distribution 5. Procurement & Distribution of Materials 6. Liaison with MPDD – HQ / LSCs 7. Organising Induction Meetings / Orientation Programmes 8. Library Activities at RC / LSC's 9. Placement Cell 10. Innovation Club 11. Promotional Activities - Publicity / Press Meetings / Press Release / Advertisements 12. Monitoring of LSCs / Visit to Exam Centres 13. Any other work assigned by the Regional Director
	Mr. Sivaprasad S, JAT Mr. Sasank Sathyan, Attendant Ms. Maya R, Attendant Ms. Sunitha L, Attendant Mr. Renjith Kumar, Attendant	

ASST. REGIONAL DIRECTOR - III	Dr. Priyamol MS, 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 Fee to the Bank 3. Preparation of Report & Feedback, MMR etc. 4. Appointment of Evaluators 5. Certificates – Preservation & Distribution 6. RC Website, Face Book, Tele / Web Conference, SMS Service 7. Assignments & Projects 8. Student Support Services related to Exams, Assignments, Projects, Convocation 9. Data Base Management – Data Processing, Maintenance of Student Database, Updating records as per directions from Head Quarters and Regional Centre requirement at regular interval 10. Programming works depending on the requirement of Regional Centre 11. Maintenance of Computers & peripherals 16. Promotional Activities – Publicity / Inputs for Advertisements related to exams 12. Monitoring of LSCs / Visit to Exam Centres 13. Any other work assigned by the Regional Director
	<p>Mr. Kumar Gaurav, AE Mr. Sajith G, JAT Ms. Anitha SG, JAT Mr. Shibu Kumar, Attendant</p>	
ASST. REGISTRAR	Mr. Jojy S. Pattathil	<ol 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 & Disposal of old files and records 11. Housekeeping 12. Any other work assigned by the Regional Director
	<p>Mr. KM Nazaruddin, SO Ms. Soudamini, JAT Ms. Sreelekha P, JAT Ms. Geetha, Attendant Ms. Ambika, Sweeper</p>	


 (V. Girija Devi)
 Regional Director

Copy to:-

1. All concerned
2. Office Order File