

BENGALURU CITY UNIVERSITY
CENTRAL COLLEGE CAMPUS, DR. B.R. AMBEDKAR VEEDI, BENGALURU - 560 031

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REGISTRAR

ಬೆಂಗಳೂರು ನಗರ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ಖಾಯಂ ಬೋಧಕೇತರ ಸಿಬ್ಬಂದಿಗಳ ಪಟ್ಟಿ

ಕ್ರಮ ಸಂಖ್ಯೆ	ಹೆಸರು	ಹುದ್ದೆ	ವಿಭಾಗ
1	ಶ್ರೀಮತಿ. ಎ.ಕೆ. ಕವಿತ	Superintendent	ಶೈಕ್ಷಣಿಕ ವಿಭಾಗ
2	ಶ್ರೀಮತಿ. ಸಿ.ವಿ. ಸುನಿತ	Superintendent	ಹಣಕಾಸು ವಿಭಾಗ
3	ಶ್ರೀಮತಿ. ಟಿ.ಪದ್ಮಮ್ಮ	Superintendent	ಸಿಬ್ಬಂದಿ ವಿಭಾಗ
4	ಶ್ರೀ. ವೀರಣ್ಣ ಡಿ	Assistant	ಹಣಕಾಸು ವಿಭಾಗ
5	ಶ್ರೀ.ವೆಂಕಟಾಚಲಪತಿ	Assistant	ಹಣಕಾಸು ವಿಭಾಗ
6	ಶ್ರೀಮತಿ. ಕಲ್ಪನ ಹೆಚ್. ಪಾಲೇಕರ್	Assistant	ಹಣಕಾಸು ವಿಭಾಗ
7	ಶ್ರೀಮತಿ. ಪಾರ್ವತಮ್ಮ	Group 'D'	ವಿದೇಶಿ ಭಾಷಾ ಕೇಂದ್ರ

Superintendent

Superintendent is the Head of the Section. He/She is responsible for the maintenance of discipline among the officials working in the section. He/She is directly responsible to the Officer under whom he works. It should be his endeavour to ensure efficiency and expeditious transaction of official business at all stages in the Section. He/She should distribute the work assigned to his Section among all the officials of the Section in such a manner as to see that there is equity and guide the officials concerned, especially, the new entrants. He/She should maintain 'Weekly Arrears Statement' and 'Statements of other Periodical Returns' in addition to Section Diary, File Movement Register and such other Registers. He/She should carry out the instructions issued by the official superiors. He/She is responsible for maintaining official secrecy of the work of the Section. All confidential papers should be kept under his personal custody. He/She should see that all papers and files are submitted within six days from the date of receipt of papers and files. He/She should supervise the work of the staff under his control and see that no facts are concealed by the officials while they put up the papers or files to him. He/She should personally arrange for despatch of replies, letters, reminders, etc. It is his responsibility to pursue matters till a decision is arrived at.

Assistants

Assistants work under the Superintendents and do the work entrusted to them by their official superiors. They must attend to the papers / communications within six days and urgent papers should be put up within in three days. Each paper will have to be examined with reference to the Rules in force and suitable drafts and notes must be put up in such a manner as to avoid delay. Files must be maintained neatly; pages and paras must be numbered properly. Receipts must also be numbered properly. While examining cases, relevant provision of the Act, the Statutes, the Ordinance the Rules and the Regulations must be quoted and precedents, if any, must also be indicated before the notes are submitted to the official superiors. All references should be flagged and submitted for ready reference. The noting and drafting should be brief, neat, legible and objective. The Assistants must maintain a diary of work in Form No.3. All reports and returns must be made up-to-date and submitted in time. The Assistants should account for every paper they receive. It is also their responsibility to maintain such registers and prepare such statements as may be required to show that they have attended to the cases / papers promptly. A list of such registers and statements are as follows:-

1. Form No. 03

2. Standing Guard File.

ಬೆಂಗಳೂರು ನಗರ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ

ತಾತ್ಕಾಲಿಕವಾಗಿ ಸಮಾಲೋಚಕರಾಗಿ ಸೇವೆ ಪಡೆಯಲಾಗುತ್ತಿರುವ ನಿವೃತ್ತ ಅಧಿಕಾರಿ/ನೌಕರರ ಪಟ್ಟಿ

ಕ್ರಮ ಸಂಖ್ಯೆ	ನಿವೃತ್ತ ಅಧಿಕಾರಿ/ನೌಕರರ ಪಟ್ಟಿ	ಹುದ್ದೆ	ವಿಭಾಗ
1	ಶ್ರೀ ಆರೋಕ್ ಕುಲಕರ್ಣಿ	ಸಮಾಲೋಚಕರು	ಸಿಂಡಿಕೇಟ್ ಮತ್ತು ಕುಲಪತಿಗಳ ಆಪ್ತಕಾರ್ಯಾಲಯ
2	ಶ್ರೀ ಪುಟ್ಟಸ್ವಾಮಿ	ಸಮಾಲೋಚಕರು	ಪರೀಕ್ಷಾ ವಿಭಾಗ
3	ಡಾ.ಎಂ.ಸಿ. ಶ್ರೀನಿವಾಸ್	ಸಮಾಲೋಚಕರು	ವಿದ್ಯಾರ್ಥಿ ವೇತನ ವಿಭಾಗ
4	ಶ್ರೀ ಸುಧರ್ಶನ್	ಸಮಾಲೋಚಕರು	ಹಣಕಾಸು ವಿಭಾಗ
5	ಶ್ರೀ ವಿನಯ್‌ಶಂಕರ್ ಈ	ಸಮಾಲೋಚಕರು	ಅಭಿಯಂತರರ ವಿಭಾಗ
6	ಶ್ರೀ ಜನಾರ್ದನ್	ಸಮಾಲೋಚಕರು	ಸಂಪತ್ತಿ ವಿಭಾಗ
7	ಶ್ರೀಗುರುಸ್ವಾಮಿ	ಸಮಾಲೋಚಕರು	ಶೈಕ್ಷಣಿಕ ವಿಭಾಗ
8	ಶ್ರೀ ಬಾಲಸುಬ್ರಮಣ್ಯಂ	ಹಿರಿಯ ಬೆರಳಚ್ಚುಗಾರರು	ಸಿಂಡಿಕೇಟ್ ವಿಭಾಗ
9	ಕಾಂತರಾಜು	ಗ್ರೂಪ್ 'ಡಿ'	ಜೀವರಸಾಯನಶಾಸ್ತ್ರ ವಿಭಾಗ
10	ಆನಂದ್ ಪೂಜಾರಿ	ಗ್ರೂಪ್ 'ಡಿ'	ಕುಲಪತಿಗಳ ಆಪ್ತಕಾರ್ಯಾಲಯ
11	ಶ್ರೀ ಸ್ವಾಮಿನಾಥನ್	ಗ್ರೂಪ್ 'ಡಿ'	ಅಭಿಯಂತರರ ವಿಭಾಗ

ಬೆಂಗಳೂರು ನಗರ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ

ತಾತ್ಕಾಲಿಕವಾಗಿ ಸಂಚಿತ ವೇತನದಲ್ಲಿ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿರುವ ನೌಕರರ ಪಟ್ಟಿ

ಕ್ರಮ ಸಂಖ್ಯೆ	ನೌಕರರ ಪಟ್ಟಿ	ಹುದ್ದೆ	ವಿಭಾಗ
1	Sharathchandra Hj	Accounts Assistant	Vice Chancellor Personal Section
2	Nethra Mr	Typist/DEO	Vice Chancellor Personal Section
3	Rajeev Br	Driver	Vice Chancellor Personal Section
4	Prathap G	Driver	Vice Chancellor Personal Section
5	Sachin H	Group 'D'	Vice Chancellor Personal Section
6	Santhosh Kumar.C	Group 'D'	Vice Chancellor Personal Section
7	Prashant Rn	Driver	Registrar Personal Section
8	Thyagaraju B.P	Office Work	Examination Branch
9	Puneeth N	Office Work	Examination Branch
10	Arunkumar V	Office Work	Examination Branch
11	Supriya Manjunath	Office Work	Examination Branch
12	Sanjaykumar N	Office Work	Examination Branch
13	Kousthubha C	Office Work	Examination Branch
14	Babajan .	Office Work	Examination Branch
15	Akshaykumar P	Office Work	Examination Branch
16	Malini C.N	Office Work	Examination Branch
17	Kusuma K.R	Office Work	Examination Branch
18	Vinay Kumar S	Office Work	Examination Branch
19	Shrikanth M.T	Office Work	Examination Branch
20	Vidya Shree G V	Office Work	Examination Branch
21	Sharath K G	Office Work	Examination Branch
22	Manikantha C M	Office Work	Examination Branch
23	Pradeep Kumar S	Office Work	Examination Branch
24	Sachin R	Office Work	Examination Branch
25	Munesh D S	Group 'D'	Examination Branch
26	Vijaykumar V	Driver	Examination Branch
27	Sushma N	Office Work	Finance Section
28	Anusha S	Office Work	Finance Section
29	Rakesh R	Group 'D'	Finance Section

ಕ್ರಮ ಸಂಖ್ಯೆ	ನೌಕರರ ಪಟ್ಟಿ	ಹುದ್ದೆ	ವಿಭಾಗ
30	Naveena R	Office Work	Syndicate Section
31	Soniya P	Office Work	Syndicate Section
32	Nagendra S	Typist/DEO	Establishment
33	Pooja S	Office Work	Establishment
34	Yamkar	Office Work	Academic Section
35	Kalpana.D	Office Work	Academic Section
36	Srilakshmi Bs	Office Work	Academic Section
37	Dr. Venkatesh	Consultant	Library
38	Mamatha Bk	Office Work	Library
39	Rakshak H	Office Work	Arts Department
40	Raghavendra D	Group 'D'	Arts Department
41	Mallikarjun Malli	Lab Assistant	Bio-Chemistry Department
42	Abhishek R	Office Work	Bio-Chemistry Department
43	Sowmya JN	Office Work	Canara Bank School of Management Studies
44	Praveena Sadasivam	Typist/DEO	Centre for Global Language
45	Sharathkumar Gmurty	Lab Assistant	Chemistry Department
46	Varun Kumar	Lab Assistant	Chemistry Department
47	Vinod Kumar	Lab Assistant	Chemistry Department
48	Mohan Kumar	Group 'D'	Chemistry Department
49	Vinod Ms	Lab Assistant	Chemistry Department
50	Shivu Br	Group 'D'	Chemistry Department
51	Usharani R	Office Work	Commerce Department
52	Veena K	Office Work	Communication Department
53	Muralikrishna	Consultant	Engineering Division
54	Arunkumar S	Electrician	Engineering Division
55	Ashwini S	Office Work	Engineering Division
56	Asha Dr	Office Work	Fashion and Apparel Design
57	Mahadevaswamy M	Office Work	Mathematics Department
58	Mohammed Sibgathulla	Office Work	Physical Education Department
59	Mallappa L	Office Work	Students Scholarship Department
60	Renuka	Group 'D'	Receipt and Dispatch section

ಕ್ರಮ ಸಂಖ್ಯೆ	ನೌಕರರ ಪಟ್ಟಿ	ಹುದ್ದೆ	ವಿಭಾಗ
61	Yashvanth	Office Work	BCU-MCDW
62	Devaraj	Office Work	BCU-MCDW

Note: The Staff who were designated to do office work / Typist / DEO are doing the work equivalent to the Junior Assistant/ Typist work as prescribed in the office manual.

Junior Assistants

Junior Assistants generally assist the Assistants and the Superintendent. However, those who have the aptitude and experience may also be given some amount of case –working. The Junior Assistants are entrusted with the routine duties of maintaining prescribed registers and the work pertaining to dispatching, indexing stitching and recording of files etc. They are required to prepare statements and periodical returns also. They will assist the Assistants in comparing the typed matters/fair copies. It will be the responsibility of the Junior Assistants to distribute the receipts and files to the concerned Assistants promptly. However, they should maintain the file-movement registers and prepare arrears statement everyday in Form No.2.

Typists

The typists should attend to the typing work of the Section. It is one of the duties of the typists to assist in comparing the fair copies. The typists should put their initials and the date at the left-hand bottom corner of the fair copies typed by them. They should maintain work-sheet regularly in Form No.5.