

Profile

Name : **Poovaiah N A**
Designation : Office Assistant
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Qualification : B.A, Diploma in Computer Science



Job Profile :

- Checking University Website, JD website.
- Collection of Admission application form, scrutiny of the application and preparation of list of students. (UG + PG), Online Registration for 1st Year Degree students completes details.
- Maintenance of admission Register. (Entering of the details of the students)
- Collection of Original T.C, PU Marks Card and Migration Certificate to submit to University for admission approval. Return of Original documents to the students.
- Issue of identity cards to the student, Issue of all kinds of certificates (Bonafide certificate, Study Certificate, Railway Concession Form and No Objection Certificate).
- Students Bus Pass verification in online, Correspondence letters to university regarding Non-Receipt of result Marks Cards.
- Preparation list of SC, ST and other Students information submission of the University/Govt.
- Preparing result analysis course wise, subject wise, Sem wise and category wise UG / PG,

UUCMS EXAMINATION SECTION

- Online Registration for All Degree students (Fresher's & Repeaters)
- Collection and scrutiny of examination application forms, Preparation of question paper indents, issue of admission tickets to the students.
- Work related to Theory and practical examination, submission to University, Entering faculty details in university examination UUCMS portal (HRM).
- Announcement of Results to the students, downloading result sheets, passing it to all departments, Collection and issue of Marks Cards from University.
- Submission of convocation application forms, candidate list, financial statement and DD to BU.
- Issue of Degree Certificates, Issue of PDC Certificate (The Marks Cards of all the attempts have to be verified with the original documents in the college) to the students..
- Final Submission of internal Assessment Marks of all UG, PG Course semester wise to BCU (UUCMS), Verification of students details received by online, Attending education verification of students.
- Guide to Students NAD / Digilocker / ABC ID Registration