

## Profile

**Name** : **Roopa C Shettar**  
Designation : Office Superintendent  
Date of Birth : 16-10-1974  
Phone Number : 8722394722, 8050208979  
E-mail id : roopa.csh@gmail.com  
Qualification : B.Com,  
KAN & ENG Typewriter  
Senior Grade, Diploma in Computer application packages, Tally.



### Job Profile :

- Handling work related to salaries, arrears, Encashment, Pension and other services matters of all Aided and Un-aided staff.
- Correspondence with Management regarding service matters of Aided and Un-aided teaching faculty, Governing council, LIC visits, JDCE visits,
- Various scholarships and distribution of scholarship sanctioned from Scholarship departments and SJRES.
- Maintenance of Service Registrar of all Aided and Un-aided staff
- Assisting other office staff in Monthly / Annual accounts.
- Correspondence with JDCE, SJRES etc.,
- Handling income tax TDS e-filing of Aided staff salaries.
- Supervision and assistance to all office staff in various circumstances.