PONDICHERRY UNIVERSITY
(A Central University)

Bharat Ratna Dr.B.R. Ambedkar Administrative Building
R. Venkataraman Nagar, Kalapet, Puducherry – 605 014

Dr. S. MANIVANNAN, M.B.A., Ph.D
DEPUTY REGISTRAR (ADMN)

Ref.No.PU/ESTT/NT-7 /2014-15/ 230   Date: 09-09-2014

CIRCULAR

Sub:- PU – Estt – Work Assessment Inspection Committee – Details of Faculty/Staff/Students' Strength, Activities of the School/Department/Centre/Section/Office – Charter of duties and specific allocation of work to Non-Teaching Staff – Particulars Called for – Reg.

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In order to assess the Non-Teaching Manpower Requirements of each School/Department/Centre/Section/Office, the Work Assessment Inspection Committee has decided to collect particulars of Faculty/Staff/Students' Strength, activities of the School/Department/Centre/Section, as the case may be, along with the charter of duties assigned to each Non-Teaching Officer/Non-Teaching Staff and also in respect of personnel engaged on Contract Basis and through Outsourcing agencies in the prescribed format from each School/Department/Centre/Section/Office.

Therefore, it is requested that the particulars may be furnished in the format prescribed for each School/Department/Centre/Section/Office as given in the INDEX along with the charter of duties assigned to each Non-Teaching Officer/Staff and other personnel engaged on contract basis and through outsourcing agencies, at the earliest, to the undersigned for taking further necessary action in this regard.

The details should be furnished on or before 25-09-2014.

// BY ORDER //

DEPUTY REGISTRAR (ADMN)

Encl: As above

To

1. All Directors/Deans/HODs of Schools/Depts./Centres/Sections
2. The Librarian, Central Library, Pondicherry University
3. All Officers, Pondicherry University
4. The Principal, Community College, Pondicherry University
5. The Centre Head, P.G. Centre, Karaikal
6. The Centre Head, Dept. of Ocean Studies, Port Blair,
7. The Centre Head, Dept. of Coastal Disaster Management, Port Blair
8. The Coordinator, DDE Spot Admission Centre, Mahe.

Copy to:

1. The Asst. Registrar, VC's Secretariat, Pondicherry University
2. The Asst. Registrar, Registrar's Secretariat, Pondicherry University

PONDICHERRY UNIVERSITY
PUDUCHERRY

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PONDICHERRY UNIVERSITY
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<u>**FORM NO. 1**</u>

SCHOOL/DEPARTMENT/CENTRE   **:**

NAME OF THE DEAN   **:**

NAME OF THE H.O.D.   **:**
(only in case of Depts./Centres)

<u>**FACULTY STRENGTH**</u>

1. Professors	
2. Associate Professors	
3. Readers	
4. Assistant Professors	
5. Contract	
6. Guest Faculty	

<u>**TOTAL CURRENT STUDENTS STRENGTH (YEARWISE)**</u>

1. M.Sc. (Intgr.)	
2. M.A./M.Sc../M.Com./M.Tech./MBA/MCA.	
3. Add on Courses	
4. M.Phil.	
5. Ph.D.	

<u>**EXISTING PROJECTS**</u>
(All Projects to be enlisted)

1.
2.
3.
4.
5.

<u>**EXISTING LABS**</u>

COMPUTER LAB	**SCIENCE LAB**
Faculty incharge of Computer Lab	Faculty incharge of Science Lab
Details of Computer Systems, Printers/Servers etc.	

NON-TEACHING STAFF STRENGTH (Regular and on Contract to be indicated)	TECHNICAL STAFF (Regular and on Contract to be indicated)
1. A.R.	1. Technical Officer – I
2. S.O.	2. Information Officer
3. P.S.	3. Programmer
4. P.A.	4. Research Assistant
5. Sr. Asst.	5. Sr. Tech. Asst. (Science)
6. Jr. Gr. Steno	6. Sr. Tech. Asst. (Computer)
7. Asst.	7. Sr. Tech. Asst. (Network/Computer)
8. Jr. Asst.	8. Senior Programming Assistant
9. Group D Staff	9. Technical Assistant (Network/Computer)
10. D.E.O. (on contract)	10. Technical Assistant (Science)
11. Project Staff	11.Technician Grade-II
12. Outsourcing (DEO/Clerical/Group D)	12. Technician Grade-I
13. Library staff if any	13. Senior Lab Assistant
14. Others if any	13. Junior Lab Assistant
	14. Computer Assistant
	15. Project Staff
	16. Outsourcing
	17. Others if any

1. No. of Thapals received by each dealing Assistant for the last
    6 months (month wise) (Dec. 2013 – May 2014)

2. No. of Thapals dealt by each dealing Assistant (if more than 1 Asst.)
    for the last 6 months (month wise Dec. 2013 – May 2014)

3. Work allotted to assistant in conduct of CBCS exams
    and computation of grades

4. Work allotted to assistant in admission work   :

5. For Computer Lab, work allotted to each Computer staff in terms   :
    of Lab sessions for 6 months (month wise Dec. 2013 – May 2014)

6. For Lab Staff, work allotted to each Lab staff in terms of Lab sessions
    attended for 6 months (month wise Dec. 2013 – May 2014)

7. Work allotted to DEO (if available in the School/Dept.)   :

8. No. of Lab users during the last 6 months(month wise   :
    Dec. 2013 – May 2014)

9. Work allotted to Library Staff, if any   :

10. No. of Library users during the last 6 months(month wise   :
    Dec. 2013 – May 2014)

11. Special/Additional works done if any   :

12. Remarks / Suggestions   :

SIGNATURE :
SEAL   :

<div align="center">

PONDICHERRY UNIVERSITY
PUDUCHERRY

</div>

FORM NO. 02

NAME OF THE SECTION   **:**

NAME OF THE OFFICER & DESIGNATION   **:**

<div align="center">

NON-TEACHING STAFF STRENGTH
(Regular and on Contract to be indicated)

</div>

1. D.R.	
2. A.R.	
3. S.O.	
4. P.S.	
5. P.A.	
6. Sr. Asst.	
7. Jr. Gr. Steno	
8. Asst.	
9. Jr. Asst.	
10. Group – D Staff	
11. Technical Assistant	
12. D.E.O. (on contract)	
13. Outsourcing (DEO/Clerical/Group D/Others)	

1. No. of Thapals received by each dealing Assistant for the last 6 months (month wise Dec. 2013 – May 2014)

2. No. of Thapals dealt by each dealing Assistant for the last 6 months (month wise Dec. 2013 – May 2014)

3. No. of current files dealt by each dealing Assistant   :

4.   No. of Service books
maintained by each dealig Assistant   :
(only for Teaching & Non-Teaching Section)

5. No. of cases dealt by each Assistant   :

6. Work carried out by the Despatch Section   :
(only for Admn. (Non-Teaching) Section)

7. Work allotted to DEO (if available in the Section)   :

8. Special/Additional works done if any   :

9. Remarks / Suggestions   :

SIGNATURE :
SEAL   :

NAME OF THE SECTION :

NAME OF THE OFFICER & DESIGNATION:

EXAMINATION WING (REGULAR/DDE)
(Regular and on Contract to be indicated)

1. D.R.	
2. A.R.	
3. S.O.	
4. P.A.	
5. P.S.	
6. Sr. Asst.	
7. Asst.	
8. Jr. Asst.	
9. Sr. Tech. Asst. (Computer)	
10. Group – D Staff	
11. Programmer	
12.Technical Assistant (Network/Computer)	
13. D.E.O. (on contract)	
14. Outsourcing (DEO/Clerical/Group D/Others)	

1. No. of courses dealt by each dealing Assistant for the
   last 6 months (month wise Dec. 2013 – May 2014)

2. No. of students dealt by each dealing Assistant for the
   last 6 months (month wise Dec. 2013 – May 2014)

3. Work allotted to DEO (if available in the section)   :

4. Special/Additional works done if any   :

5. Remarks / Suggestions   :

SIGNATURE :
SEAL   :

FORM NO. 04

NAME OF THE SECTION   :

NAME OF THE OFFICER & DESIGNATION:

LEGAL CELL
(Regular and on Contract to be indicated)

1. Sr. Asst.	
2. Asst.	
4. Outsourcing (DEO/Clerical/Group D/Others)	

1. No. of Thapals received for the last 6 months (month wise)
   (Dec. 2013 – May 2014)

2. No. of Thapals dealt by each dealing Assistant for the last
   6 months (month wise Dec. 2013 – May 2014)

3. No. of current files dealt by each dealing Assistant   :

4. No. of cases dealt by each dealing Assistant   :

5. Special/Additional works done if any   :

6. Remarks / Suggestions   :

SIGNATURE :
SEAL   :

NAME OF THE SECTION   :

NAME OF THE OFFICER & DESIGNATION:

PROJECT CELL
(Regular and on Contract to be indicated)

1. Sr. Asst.	
2. Asst.	
4. Outsourcing (DEO/Clerical/Group D/Others)	

1. No. of Thapals received for the last 6 months (month wise)
      (Dec. 2013 – May 2014)

2. No. of Thapals dealt by each dealing Assistant for the last
6 months (month wise Dec. 2013 – May 2014)

3. No. of current files dealt by each dealing Assistant   :

4. No. of Projects with Funding Agency   :

5. No. of Fellowships   :

6. University   :

7. Project   :

8. Research   :

9. Special/Additional works done if any   :

10. Remarks / Suggestions   :

SIGNATURE :
SEAL   :

FORM NO. 06

NAME OF THE INSTITUTION :

NAME OF THE OFFICER & DESIGNATION :

No. of courses offered presently and students :
strength with breakup details

Faculty Strength :

Total current Students strength course wise :

COMMUNITY COLLEGE
(Regular and on Contract to be indicated)

1. D.R.	
2. A.R.	
3. S.O.	
4. Academic Coordinators	
5. Assistant Librarian	
6. Professional Assistant	
7. Group – D Staff	
8. Junior Assistant	
9. Senior Lab Assistant	
10. Outsourcing (DEO/Clerical/Group D/Others)	

EXISTING LABS

COMPUTER LAB	SCIENCE LAB
Faculty incharge of Computer Lab	Faculty incharge of Science Lab
Details of Computer Systems, Printers/Servers etc.	

1. No. of Thapals received for the last 6 months (month wise)
   (Dec. 2013 – May 2014)

2. No. of Thapals dealt by each dealing Assistant
   for the last 6 months (month wise Dec. 2013 – May 2014)

3. For Lab Asst./Lab Attendant. No. of Lab sessions attended
   for the last 6 months (month wise Dec. 2013 – May 2014)

4. For Computer Labs, no. of lab sessions attended by
   Lab Technician for last 6 months (month wise Dec. 2013 – May 2014)

5. No. of current files dealt by each dealing Assistant :

6. Work allotted to DEO (if available) :

7. Work allotted to Library Staff :

8. Details of Projects :

9. Special/Additional works done if any :

10. Remarks / Suggestions :

SIGNATURE :
SEAL :

NAME OF THE INSTITUTION :

NAME OF THE OFFICER :

No. of Courses offered with breakup :

Faculty Strength :

Students strength course wise :

DIRECTORATE OF DISTANCE EDUCATION
(Regular and on Contract to be indicated)

1. D.R.	
2. A.R.	
3. Asst. Director	
4. S.O.	
5. SAO	
6. Sr. Asst.	
7. Assistant Librarian	
8. Asst.	
9. Jr. Asst.	
10. Academic Coordinator Levels – I, II, III	
11. Professional Assistant	
12. Driver	
13. Sr. Tech. Asst. (Computer)	
14. Group – D Staff	
15. D.E.O. (on contract)	
16. Outsourcing (DEO/Clerical/Group D/Others)	

1. Details of work attended by the Faculty for the
   last 6 months (month wise Dec. 2013 – May 2014)

2. Details of work attended by the Coordinators for the
   last 6 months (month wise Dec. 2013 – May 2014)

3. No. of Thapals received for the last 6 months
   (month wise Dec. 2013 – May 2014)

4. Details of Twinning Programmes with courses
   offered & students strength

5. No. of Grievances attended by each dealing Assistant :

6. No. of current files dealt by each dealing Assistant :

7. No. of users of Library for the last 6 months :
   (month wise Dec. 2013 – May 2014)

8. Special/Additional works done if any :

9. Remarks / Suggestions :

SIGNATURE :
SEAL :

FORM NO. 08

NAME OF THE OFFICE   :

NAME OF THE OFFICER & DESIGNATION :

NON-TEACHING STAFF STRENGTH (Regular and on Contract to be indicated)	TECHNICAL STAFF (Regular and on Contract to be indicated)	LIBRARY STAFF (Regular and on Contract to be indicated)
1. Sr. Asst.	1. Computer/Information Scientist	1. Deputy Librarian
2. Asst.	2. Technical Assistant (Network/Computer)	2. Assistant Librarian
3. Jr. Asst.		3. Professional Assistant
4. Group – D Staff		4. Semi Professional Assistant
5. D.E.O. (on contract)		5. Library Assistant
6. Outsourcing (DEO/Clerical/Group D/Others)		6. Library Attendant

1. No. of Thapals dealt by Non-Teaching Assistant
   for the last 6 months (month wise Dec. 2013 – May 2014)

2. Works in e-journal   :

3. Works in e-learning   :

4. Books accession by each staff for the last 6 months   :
   (month wise Dec. 2013 – May 2014)

5. Books issued by each staff for the last 6 months   :
   (monthwise Dec. 2013 – May 2014)

6. No. of RFID issued for the last 6 months   :
   (monthwise Dec. 2013 – May 2014)

7. Special /Additional work done if any   :

8. Remarks / Suggestions   :

SIGNATURE :
SEAL   :

NAME OF THE SECTION :

NAME OF THE OFFICER & DESIGNATION:

ENGINEERING WING (CIVIL)
(Regular and on Contract to be indicated)

1. E.E.	
2. A.E.	
3. J.E.	
4. Sanitary Inspector	
5. Sr. Asst.	
6. Asst.	
7. Jr. Asst.	
8. Engineering Assistant	
9.Engineering Attendant	
10. Tech. Asst.	
11. Group – D Staff	
12. D.E.O. (on contract)	
13. Outsourcing (DEO/Clerical/Group D/Others)	

1. No. of works done by each Engineer during
   the last 6 months (month wise Dec. 2013 – May 2014)

2. No. of works done by each Engineer as deposit work for
   the last 6 months (month wise Dec. 2013 – May 2014)

3. No. estimates prepared with plan by each Engineer :

4. No. of cases dealt by each Eng. Asst./Tech. Assistant :

5. No. of Tapals received by Non-Teaching Staff :

6. No. of Tapals dealt by Non-Teaching Staff :

7. Special/Additional works done if any :

8. Remarks / Suggestions :

SIGNATURE :
SEAL :

NAME OF THE SECTION   :

NAME OF THE OFFICER & DESIGNATION:

ELECTRICAL WING
(Regular and on Contract to be indicated)

NON-TEACHING STAFF STRENGTH (Regular and on Contract to be indicated)	TECHNICAL STAFF (Regular and on Contract to be indicated)
1. Sr. Asst.	1. A.E.
2. Asst.	2. Tech. Asst.
3. Jr. Asst.	3.Technician (Air Conditioning)
4. Engineering Assistant	4. Audio Technician
5. Group – D Staff	5. C Holder
6. D.E.O. (on contract)	6. Electrician
7. Outsourcing (DEO/Clerical/Group D/Others)	7. Electrical Helper
	8. Lift Operator
	9. Stores incharge
	10. Others if any.

1. No. of works done by each Technical Assistant
   for the last 6 months (month wise Dec. 2013 – May 2014)   }

2. No. of estimates prepared with plan by each Tech. Assistant :

3. No. of works assisted by the Technical Assistants   :

4. Details of AMC maintained   :

5. No. of Thapals received by Non-Teaching Staff   :

6. Special/Additional works done if any   :

7. Remarks / Suggestions   :

                                        SIGNATURE :
                                        SEAL   :

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NAME OF THE SECTION   :

NAME OF THE OFFICER & DESIGNATION:

HORTICULTURE WING
(Regular and on Contract to be indicated)

1. S.O.	
2. Sr. Asst.	
3. Asst.	
4. Jr. Asst.	
5. Junior Field Assistant	
6. Horticulture Attendant	
7. Group – D Staff	
8. D.E.O. (on contract)	
9. Labourer on Contract (LoC)	
10. Casual Labourers	
11. Outsourcing (DEO/Clerical/Group D/Others)	

1. Details of gardens maintained by Horticultural Department :

2. Work performed by Horticulture Staff   :

3. No. of Thapals received byNon-Teaching staff for the last
    6 months (month wise Dec. 2013 – May 2014)

4. No. of current files dealt by each Assistant   :

5. No. of cases dealt by each dealing Assistant (NT)   :

6. Details of work entrusted with outside agencies   :

7. Special/Additional works done if any   :

8. Remarks / Suggestions   :

SIGNATURE :
SEAL   :

NAME OF THE SECTION   :

NAME OF THE OFFICER & DESINGATION:

COMPUTER CENTRE
(Regular and on Contract to be indicated)

1. System Analyst	
2. Programmer	
3. Asst.	
3. Jr. Asst.	
4. Sr. Tech. Asst.	
5.Senior Technical Assistant (Network / Computer)	
6. Computer Assistant	
7. Tech. Asst.	
8. Lab Assistant	
9. Office Attendant	
10. D.E.O. (on contract)	
11. Outsourcing (DEO/Clerical/Group D/Others)	
12. Trainees employed	

1. No. of Lab sessions attended by each Technical Staff during the last 6 months (month wise Dec. 2013 – May 2014)

2. Work attended by supporting staff for the last   :
   6 months (month wise Dec. 2013 – May 2014)

3. Work involved in Net maintenance   :

4. No. of Thapals received by Non-Teaching Staff   :

5. No. of Thapals dealt by Non-Teaching Staff   :

6. Special/Additional works done if any   :

7. Remarks / Suggestions   :

SIGNATURE :
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NAME OF THE SECTION   :

NAME OF THE OFFICER & DESIGNATION:

HEALTH CENTRE
(Regular and on Contract to be indicated)

1. Medical Officer	
2. Staff Nurse	
3. Pharmacist	
4. Nursing Attendant	
5. Jr. Asst.	
6. Office Attendant	
7. Outsourcing (DEO/Clerical/Group D/Others)	

1. No. of cases attended by para-medical staff for the last
   6 months (month wise Dec. 2013 – May 2014)

2. Work carried out by the Pharmacist for the last
   6 months (month wise Dec. 2013 – May 2014)   :

3. Work carried out by the Nursing Attendant for the last
   6 months (month wise Dec. 2013 – May 2014)   :

4. No. of Thapals received by Non-Teaching Staff   :

5. Special/Additional works done if any

6. Remarks / Suggestions   :

SIGNATURE :
SEAL   :

NAME OF THE SECTION :

NAME OF THE OFFICER & DESIGNATIION:

DAY CARE CENTRE & PRE-PRIMARY SCHOOL
(Regular and on Contract to be indicated)

1. Jr. Asst.	
2. Group – D Staff	
3. Care Taker	
4. Pre-Primary Teacher	
5. Outsourcing (DEO/Clerical/Group D/Others/Helpers)	

1. No. of Children attended by each Teacher for the last
    6 months (month wise Dec. 2013 – May 2014)

2. Work done by the Care-taker :

3. No. of Thapals received by Non-Teaching Staff :

4. Special/Additional works done if any :

5. Remarks / Suggestions :

SIGNATURE :
SEAL :

SCHOOL/DEPARTMENT/CENTRE :

NAME OF THE DEAN :

NAME OF THE H.O.D. :
(only in case of Depts/Centres)

FACULTY STRENGTH

1. Professors	
2. Associate Professors	
3. Readers	
4. Assistant Professors	
5. Contract	

STUDENTS STRENGTH (YEARWISE)

1. M.Sc. (Intgr.)	
2. M.A./M.Sc../M.Com./M.Tech./MBA/MCA.	
3. Add on Courses	
4. M.Phil.	
5. Ph.D.	

EXISTING PROJECTS

1.
2.
3.

EXISTING LABS

COMPUTER LAB	MEDIA LAB
Faculty incharge of Computer Lab	Faculty incharge of Media Lab
Details of Computer Systems, Printers/Servers etc.	Details of Media Labs

NON-TEACHING STAFF STRENGTH
(Regular and on Contract to be indicated)

1. Assistant	
2. Lab Assistant	
3. Group D Staff	
4. Producer	
5. Production Assistant	
6. Graphic Assistant	
7. Technician	
8. Cameraman	
9. Shooting Assistant	
10. Laboratory Assistant	
11. Lab Attendant	
12. D.E.O. (on contract)	
13. Outsourcing (DEO/Clerical/Group D/Others)	

1. No. of Thapals received by each dealing Assistant for the last
   6 months (month wise Dec. 2013 – May 2014)

2. No. of Thapals dealt by each dealing Assistant (if more than 1 Asst.)
   for the last 6 months (month wise Dec. 2013 – May 2014)

3. For Lab Asst./Lab Attendant
   No. of Lab sessions attended for 6 months (Dec-May)

4. Work allotted to dealing assistant in conduct of CBCS exams
   and computation of grades

5. Work allotted to dealing assistant in admission work   :

6. Special/Additional works done if any   :

7. Remarks / Suggestions   :

SIGNATURE :
SEAL   :

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NAME OF THE SECTION   **:**

NAME OF THE OFFICER & DESIGNATIION:

F.M COMMUNITY RADIO STATION
(Regular and on Contract to be indicated)

NON-TEACHING STAFF STRENGTH (Regular and on Contract to be indicated)	TECHNICAL STAFF (Regular and on Contract to be indicated)
NON- TEACHING STAFF	1. Programme Executive
1.Sr. Asst.	2. Station Engineer
2. Jr. Asst.	3. Translator – Cum – Announcer
3. Group – D Staff	4. Technician (FM Radio)
4. Outsourcing (DEO/Clerical/Group D/Others/Helpers	5. Sound Recordist
	6. Audio Assistant
	7. Outsourcing (Technical)

1. No. of Programmes conducted by FM station during the last 6 months (month wise Dec. 2013 – May 2014)

2. Work done by 1. Station Engineer   :
           2. Translator – Cum – Announcer
           3. Technician (FM Radio)
           4. Sound Recordist
           5. Audio Assistant

3. No. of Thapals received by Non-Teaching Staff   :

4. Special/Additional works done if any   :

5. Remarks / Suggestions   :

SIGNATURE :
SEAL   :