

Sr. No.	Name of the Employee	Description of Work
1	Mr. Ashok Dange (Office Superintendent)	Overall Supervision, Bill Processing & Authorization, Attend Auditors, Correspondence with Govt.; UGC University etc. RTI, Recruitment Process, Assist Principal in discharge of duties, any other work assigned by the Principal.
2	Mr. Mohd. Mumtaz (Senior Clerk)	Maintain Cash Book Ledger, Bill Processing, Assist Office Superintendent in all Administrative Work, Voucher Files, Attend Audit Work, and Govt. Assessment.
3	Mr. Yaqub Ali / Mr. Ibrahim Khan	Maintain of Service Books, Correspondence related to Joint Director, workload, ZP, Senior Auditor, CAS & Pension Cases.
4	Mr. Mohd. Zaid	Collection of Fees, Income Tax, Salaries Related work, GPF, DCPS, NPS, LIC.
5	Mr. Syed Mateen-ul-Haque / Dr. Anees-ur-Rahman Khan	Admissions & Examination work, students' statistics, Distribution of Marks Memo, Degree distribution & all related work of students.
6	Mr. Vinay Kulkarni / Mr. Masiuddin Siddiqui	Maintain of Admission Record, Leaving Certificates & Mother Register.
7	Mr. Syed Imran	Sale of various forms, EBC, Scholarship works.
8	Mr. Mohd. Iqbal	Inward & Outward Section, Maintain Daily Attendance Register, Post Collection & Leave record.
9	Mr. Jamirkhan Pathan	Maintain Petty Cash, Subsidiary Books & Payments



## Maulana Azad College of Arts, Science & Commerce

### WORK ALLOCATION OF ADMINISTRATIVE OFFICE

Sr. No.	Name of the Employee	Description of Work
10	Mr. Asgar Farooqui	University Affiliation Work, AISHE, Academic Audit MIS
11	Mr. Rauf Khan	Online Admissions, Examination & Redressal etc. All University related correspondence work.
12	Mr. Muqtadeer Farooqui	UGC Grants, Senior Auditors, Assessment, Correspondence, Accounts, MCVC & Bifocal all related work.
13	Mr. Syed Zia	All Typing work, Data Entry, Bonafide Certificates & Hall Tickets.
14	Mr. Sohail Khan	Foreign Students Cell
15	Mr. Mohd Muqtadir	Work of Non-Grant Courses, Accounts and Audit. EPF, Maintaining PhD Research Centre, and Personal Files of Employees.
16	Mr. Sayed Ahmed Noor	Issue & Collection of Challan of Admission and Examination Fees for UG, PG & PhD Research students, Bonafide Certificates and Maintaining Proposals
17	Mr. S.A. Majeed	Admission of Non-Grant Courses of UG & PG form sales, issue of Marks Memo and All related university correspondence
18	Mr. Shoeb Akram	Issue of Bonafide Certificates, Leaving Certificates, & Other Certificates and Maintain of Mother Register.