

FUNCTIONS OF BRANCHES/CENTRES/CELLS

Administration Branch

- Governance
- Establishment
- Coordination

Examination Branch

- Student Evaluation
- Conduct of Examinations
- Award of Degrees/Dip./Certificates

Academic Branch

- Planning & Design of Programmes
- Development of Self Learning
- Materials Research

Library

- Library Services to Staff
- Library Services to Learners
- Documentation

Student Services Branch

- Admissions
- Management of Study Centres
- Learner Support Systems

Computer Centre

- Student Data
- LAN, WAN, Website
- Computer Applications

Material Production Branch

- Learning Material Production
- Delivery and Distribution
- Purchase and Supply

Centre for Skill Dev. and Career Planning

- Planning Activities
- Student Guidance

AVPRC

- Use of Electronic Media
- Media Research & Training
- KU-Band Programmes

Engineering Branch

- Construction
- Maintenance
- Greening the Campus

Centre for Staff Training & Development

- Competency Building
- Training in Application of New Technologies
- Training Material Development

Public Relations Branch

- Information Services
- Maintaining Media & Public Relations
- Student Guidance

GRADE & CIQA

UGC & DEB

- Research/Consultancy/
- Quality Monitoring &
- Networking/Fellowships
- Quality Assurance
- Database on
- Building Quality
- Distance Education
- Management System

Special Cell (SC/ST)

- Promotion of SC/ ST Enrolment
- SC/ST Staff Welfare Activities

Finance Branch

- Budget Preparation & Execution
- Maintenance of Accounts &
- Internal Audit

Women's Development & Extension Centre

- Promotion of Womens' Enrolment
- Women's Dev. & Welfare Activities
- Extension Activities