



ASSAM DON BOSCO UNIVERSITY

Tapesia Gardens, Kamarkuchi, Sonapur – 782 402, Assam, INDIA

Ref. No. F23A/JJ/23-023 dated 29 April 2023

To,
The Secretary
Union Grants Commission
New Delhi

Sir,

Subject: Deputation of Necessary staff for Department of "Centre of Open and Distance Education"

I am herewith deputing necessary staff to Department of "Centre of Open and Distance Education", as per the required strength and ration stipulated in the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020

Type of Staff*	Total No of Staff Exclusively for OL
Deputy Registrar	1
Assistant Registrar	1
Senior Officers	1
Assistants	1
Computer Operators	2
Class-IV/ Multi-Tasking Staff	2
Technical/Professional	1

Administrative Staff for OL Programmes	Total No of Staff on Fulltime & Dedicated Basis for online education
Deputy Director	1
Assistant Director	1
Technical Manger (Production)	1
Technical Associate (Audio-Video Recording and Editing)	1
Technical Assistant (Audio-Video Recording and Editing)	1
Technical Manager (LMS and Data Management)	1
Technical Assistant (LMS and Data Management)	2
Technical Manager(Admission, Examination and Result)	1
Technical Assistant (Admission, Examination and Result)	2
Examiner(s)	1


Registrar
Assam Don Bosco University
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