

RIGHT TO SERVICE ACT – Details of duties & responsibilities of staff

Name of the Department: VC's Office

Name of the Branch Head: George Joseph

Designation: PS to VC & Assistant Registrar

Contact Number(Office): 0494 2407150

Sl.No	ID. No	Name	Designation	Branch/Section	Telephone Number (Office)	Duties and Responsibilities
1	2979	Abdul Jabbar. P.C	Office Attendant	VC's Office	0494 2407150	Helping degree certificate dispatch, Office work like tappal entry etc.
2	3026	Unnikrishnan. T.P	Office Attendant	VC's Office	0494 2407150	Help in office work like tappal entry, general entry, comparison of data and running errands
3	3002	Shabu T.T	HV Driver	VC's Office	0494 2407150	Vice-Chancellor's Driver
4	3779	Shaji. A	Computer Assistant	VC's Office	0494 2407150	Printing of Degree Certificates, verification and dispatch
5	3688	Ali Moidu Thuppilikat	Assistant Section Officer	VC's Office	0494 2407150	Engineering, Pl.D, Plan Fund utilization, purchase, preparation of minutes of the meeting convened by Vice-Chancellor, Follow up with Governor's office and communication of Trimonthly report
6	3742	Mujeeb Rahman. P.P	Assistant Section Officer	VC's Office	0494 2407150	Syndicate, Senate, Convocations, AC Board of Studies, Faculties, Election

7	3662	Binu. D	Assistant Section Officer	VC's Office	0494 2407150	Travel arrangements of Vice-Chancellor, preparation of TA Bills of Vice-Chancellor, Tax return, Medical reimbursement, Finance, email and phone tracking, Enquiry over phone on exam, take follow up action on daily press notes from PRO
8	3630	Sareena. M.P	Office Superintendent	VC's Office	0494 2407150	All typing works, preparation of Attendance statement, Receipt of Tappals, Documentation (Technical) of VC's programme, Place programme chart of Vice-Chancellor on the previous day
9	2559	Damodaran. T.P	Section Officer	VC's Office	0494 2407150	All matters connected with GA, CDC and all Directorates and Printing of Degree Certificates
10	1898	Abdunnasir. P.S	Assistant Registrar	VC's Office	0494 2407150	AR in charge of legalcell. General supervision of office and Degree Certificate printing.
11	1975	George Joseph	PS to VC & Assistant Registrar		0494 2407150	Dealing visitors of the Vice-Chancellor –Programme chart of Vice-Chancellor, Administration, Legal and General Supervision

Sd/-
Name & Signature of the Branch Head