

**RIGHT TO SERVICE ACT
DETAILS OF DUTIES & RESPONSIBILITIES OF STAFF**

Name of the Department : General and Academic Branch II

Name of the Branch Head Velayudhan Mudikunnath ,I.D.No. 1611

Designation : Joint Registrar (G & A II)

Contact Number (Office) : 0494 7122

I. Smt. Padmaja. S, Assistant Registrar - I ID.No. 2087 - Phone : 0494 7124

Sections Under Assistant Registrar - I

GA II A Section : Section Officer - Smt. Sreelatha. R, ID No. 2458- Phone : 0494 7162

1. GA II A1 – Smt. Mary Suja A. , Senior Grade Assistant I.D.No. 3801

All matters related to the approval of appointments, promotion, staff fixation etc. in respect of the teachers of the following aided colleges: Farook College, Farook, RUA College, Farook, DUA College, Vazhakad, MUA College, Pulikkal, Sullamussalam Arabic College, Areacode, A I A College, Kuniyil, A I W A College, Mongam, Ansar Arabic College, Valavannur, Sunniya Arabic College, Chennamangallur, Darunnajath Arabic College Karuvarakundu, St. Joseph's College, Devagiri, Malabar College of Advanced Studies, Vengara, Farook Training College, Farook, NSS Training College, Ottappalam.

Maintenance of Suit Register/RTI Act Register and other related Registers.

2. GA II A2 – Sri. Ismail. C. , Assistant I.D.No 4113

All matters related to the approval of appointments, promotion, staff fixation etc. in respect of the teachers of the following aided colleges: RSMSNDP Yogam Arts & Science College Koyilandy, Sree Narayana Guru College Chelannur, MPMM SN Trust College Shoranur, Sree Narayana Guru College Alathur. Sree Narayana Guru College Nattika, Sullamussalam Science College, Areacode, PSMO College, Tirurangadi, Korambayil Ahammed Haji Memorial Unity Women's College, Manjeri, Malabar College of Advanced Studies Vengara, Farook Training College, Kozhikode, NSS Training College, Ottapalam.

Maintenance of Suit Register/RTI Act Register/RS Act Register and other related Registers.

3. GA II A3 – Sri. Unnikrishnan. E.G. , Assistant Section Officer I.D.No 3807

All matters related to the approval of appointments, staff fixation etc. in respect of the teachers of the following aided colleges: MES Ponnani College, MES Kalladi College, Mannarkkad. MES Mampad College, MES Asmabi College, P.Vemballur, MES KVM College, Valanchery, Carmel College, Mala, St. Joseph's College Irinjalakkuda, St. Aloysius College Elthuruthu, Providence Women's College, Calicut.

Maintenance of Suit Register/RTI Act Register/RS Act Register and other related Registers.

4. GA II A4 – Sri. Abraham. B.C. , Assistant Section Officer I.D.No 3364

All matters related to the approval of appointments, staff fixation etc. in respect of the teachers of the following aided colleges: MCC Calicut, St. Mary's College, Sulthan Bathery, Vimala College, Thrissur, St. Mary's College, Thrissur, Prajyothi Nikethan College, Pudukad. Marthoma College Chungathara, Amal College of Advanced Studies, Nilambur, Mercy College, Palakkad, Ambedkar College of Arts & Science, Wandoor.

Maintenance of Suit Register/RTI Act Register/RS Act Register and other related Registers.

GAII Special Cell: Section Officer - Smt. Preetha. K. (Kuniyal) ID.No.2722 -Phone 0494 7161

1. GA II Spl. Cell 1 – Sri. Justin Joseph, Assistant I.D.No 4249

All matters related to the approval of appointments in respect of the teachers of Christ College, Irinjalakkuda, Pazhassiraja College, Pulpally, Little Flower College, Guruvayur & St. Thomas college, Thrissur.

All works related to the Placement/Promotion in respect of teachers of Malabar Cristian College, Kozhikode, St. Joseph's college, Devagiri, St. Mary's College, Sulthan Bathery, Farook College, Farook, Sree Narayana Guru College, Chelannur, Sree Narayana College, Alathur, Sree Narayana College, Nattika, MPMMSNT College, Shoranur, RSMSNDP, Koyilandi, Unity Women's College, Manjeri, Sullamussalam Science College Areakode, MES College, Ponnani, MES Kalladi College, Manarkad, MES Mampad College, Mampad, MES Asmabi College, P. Vemballur, Mercy College Palakkad, NSS College of Engineering, Palakkad, (*Only Senior scale placement*), Malabar College of Advanced Studies, Vengara.

Maintenance of Suit Register/RTI Act Register/RS Act Register and other related Registers.

2. GA II Spl. Cell 2 - Sri. Haris M, Assistant I.D.No 4247

All works related to the *placement/promotion* in respect of teachers of NSS College, Nemmara, Zamorin's Guruvayurappan College, Kozhikode, Providence Women's College, Kozhikode, Mar Thoma College, Chungathara, Sree Vivekananda College, Kunnamkulam, Sree Krishna College, Guruvayur, St. Thomas College, Thrissur, Sree Kerala Varma College, Thrissur, Sacred Heart College, Chalakkudy, Little Flower College Guruvayur, NSS College, Manjeri, SVNSS College, Wadakkanchery, NSS Training College, Ottapalam, WMO College, Muttill, Prajyothi Niketan College, Puthukkad, MD College Pazhanhi, NSS College of Engineering (Only non Engineering Subjects), Amal College, Nilambur.

Approval of Appointments of Teachers of Sree Kerala Varma College, Thrissur, Sree Krishna College, Guruvayur, Sree Vivekananda College, Kunnamkulam, M D College, Pazhanhi.

3. GA II Spl. Cell 3 – Smt. Vijayalakshmi.P.M. , Assistant Section Officer I.D.No 3406

All works related to the Placement/Promotion and Approval in respect of teachers of NSS College of Engineering, Palakkad.

Placement/Promotion: MES K.V.M. College, Valanchery, Carmal College, Mala, St. Mary's College, Thrissur, Vimala College, Thrissur, St. Joseph's College, Irinjalakkuda, St. Aloysius College, Elthuruth, NSS College, Ottapalam, Farook Training College, Farook, PSMO College, Tirurangadi, Christ College, Irinjalakkuda, Pazhassi Raja College, Pulpally, VTB College Mannampatta, EMEA College, Kondotty, MAMO College, Mukkam, NSS College of Engineering, Palakkad (*Only Selection Grade Placement*).

Maintenance of Suit Register/RTI Act Register/RS Act Register and other related Registers.

Assistant Registrar - II : Sri. Karunakaran. P.P. I ID.No. 2068 Phone : 0494 7124

Sections Under Assistant Registrar - II

GA II C Section : Section Officer - Sri. Thomas. T.C. ID.No.2759 -Phone 0494 7136

1. GAI C1- Smt. Seema. V., Sr. Grade Assistant. ID.No. 3984

Maintenance of Establishment Register in respect of teachers of University, Communal Rotation Register, Register of Retired Teachers, Publishing of Notifications to Teaching posts, Furnishing of replies to Govt./UGC/General Correspondence/Audit enquiries/Senate interpellations/LA Interpellations.

Maintenance of Suit Register/RTI Act Register/RS Act Register and other related Registers.

2. GAI C2 – Smt. Dhanya P.U, Assistant ID.No.4022

All service matters related to teachers of ASC, Department of Commerce & Management Studies and Director SDE and CDC, Rotation of Headship, Maintenance of Headship Rotation Register, Assignment Transfer of charges in respect of teachers, Consolidation and despatch of replies to queries under RTI Act in respect of GAI Branch.

Maintenance of Suit Register/RTI Act Register/RS Act Register and other related Registers.

3. GA II C3 – Smt. Raji R., Assistant Section Officer ID.No. 3490

All matters related to the approval of appointment of teachers of the following Colleges - VTB College, Mannampatta, EMEA College of Arts & Science, Kondotty, Sacred Heart College, Chalakkudy, Zamorin's Guruvayurappan College, Kozhikode, NSS College, Nemmara

All service matters relating to the teachers of the Department of Sanskrit, Philosophy, Library & Information Science, Centre for Women's Studies, History and Education.

Maintenance of Suit Register/RTI Act Register/Right to Service Act Register and other related Registers.

4. GA II C4 – Smt. Alice A.M., Assistant ID.No. 3417

All work related to the service matters of the teachers of the following Departments: Economics , Computer Science, Nano Science, Political Science/ Kunhali Marakkar Centre for West Asian Studies & Indian Ocean Studies, Physical Education and English.

Work related to the appointment of Guest Lecturers in the University Departments and maintenance of related registers.

GA II F Section: Section Officer - Sri. Suresh.V.B ID.No.2544 Phone No7168

1. GAI F1 Smt. Sumitha. K. , Assistant ID.No.4426

Work related to the service matters of the teachers of the Department of Mathematics, Statistics, Physics, Chemistry, Botany, Zoology, Life Science, Psychology, Journalism, School of Drama, EMMRC, Folklore Studies. Work related to the appointment of Guest Lecturers in the University Departments.

Maintenance of Suit Register/RTI Act register, Register of Guest Lecturers in the Department of F Section and other related registers.

2. GA II F2 Sheena Issac , Assistant Section Officer ID.No.3217

All work related to the service matters of the teachers of the Department : Arabic, Bio-technology, Hindi, Malayalam & Kerala Studies, Russian & Comparative Literature and Department of Folklore Studies. Approval of appointment of teachers of NSS College, Ottapalam, Manjeri, SVNSS College, Vadakkanchery, WMO College, Muttill, MAMO College, Mukkam, MD College Pazhanhi,

Maintenance of Suit Register/RTI Act Register and other related Registers.

3. GAII F3 – Sri. Muhammed Kabeer., Assistant. ID.No.4246

All works related to the Amendment to Calicut University Acts, Statutes, Ordinances and Regulations with regard to qualification, workload etc. of teachers of affiliated colleges and University teachers.

Implementation of various Government orders/UGC regulations related to the qualification and appointment of teachers.

General work related to qualifications and service matter of teaching and non teaching staff of all affiliated colleges.

Preparation of panel of subject experts for affiliated colleges, other miscellaneous work relating to GA II Branch, Maintenance of Suit Register/RTI Act register and other related registers.

Steno to JR: Sri. Balaraman. M. (Section Officer (FC &D) I.D.2302

He will receive all Tapals/Files (hard copy as well as soft copy in respect of GA II Branch and submit the same for perusal by the JR and after his attestation, distribute the same to the Section concerned through the respective Assistant Registrar. He will verify the e-mail in respect of DR,GAII and will send replies to queries in consultation with JR/DR/AR's in general matters. E-mail queries related to section have to be transferred to respective sections. He will attend to the general typing work in respect of GA II Branch. He will maintain registers/files related to general matters of GA II Branch such as keeping of attendance registers, details regarding engagement of CLR/Contract staff etc. He will prepare and forward the monthly attendance statement in respect of staff of GAII Branch as per direction of JR/DR/ARs. He will maintain incumbent Registrar of GA II Branch.

Despatch Section

Aboo.T. Office Supeintendent I.D 2597

The despatch works in respect of G & A, purchase, CDC and Finance.

Clerical Assistant : Smt. Subisha. K. I.D.2881

Peon : Smt. Hazeena.I.D 4364.

**VELAYUDHAN MUDIKUNNATH,
JOINT REGISTRAR (G & A II)**

