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

Name of the Department : DIRECTORATE OF RESEARCH

Name of Branch Head : Smt. GEETHA. M.P.

Designation : DEPUTY REGISTRAR

Contact Number (Office) : 0494-2407497

Sl No	ID No	Name	Designation	Section	Office Tel. No.	Duties & Responsibilities
1	2643	Balachandran.K	Section Officer	RESEARCH-A-SO	0494-2407497	Monitoring the works in the Section-Works connected with the forwarding of new Project Proposals submitted (by teachers in the Depts.)", Issuing Implementation orders, Sanctioning administrative orders, Purchase orders, S.E & U.C approval from Finance and KSAD. etc.
2	4059	Ajithakumari.T.P	Assistant	RESEARCH-A-ASST-1	"	All works related to Major and Minor Research Projects of Teachers in the University Depts.
3	3532	Prajosh.K	Asst. Section Officer	RESEARCH-A-ASST-2	"	All works related to Major and Minor Research Projects of Teachers in the University Depts.
4	4140	Abdul Wahid palakkal	Assistant	RESEARCH-A-ASST-3	"	All works related to Major and Minor Research Projects of Teachers in the University Depts.
5	2935	Rukkiya T	Section Officer	RESEARCH-B-SO	"	Monitoring the works in the Section- Works connected with the registration of PhD and related works (Conversion of mode , Extension, Cancellation and re-registration , Title Change, Guide Change Co- guide induction and PQE Exemption) of all the University Departments , Other research Centres of the University and approved Centers under MOU)
						PhD registration and related works (Conversion of mode ,

6	4292	Murali K	Assistant	RESEARCH -B-ASST-1	0494- 2407497	Cancellation ,Title Change, Guide Change Co guide induction and PQE Exemption) of the University Departments other than Languages and Sciences.
7	4110	Muhammed Sherif K	Assistant	RESEARCH- B-ASST-2	"	PhD registration and related works (Conversion of mode , Cancellation,Title Change, Guide Change Co- guide induction and PQE Exemption) of Research Centres other than University Departments.
8	3298	Money M K	Assistant Sr. Grade	RESEARCH -B-ASST-3	"	Extension of PhD registration and re-registration of all Departments in the University and Other Research Centers . PhD registration and related works (Conversion of mode , Cancellation ,Title Change, Guide Change Co- guide induction and PQE Exemption) of following University Departments. (Physics, Chemistry, Mathematics, Botany Zoology, and Bio -technology)
9	4501	Praseeda S Nair	Assistant	RESEARCH -B-ASST-4	"	PhD registration and related works (Conversion of mode , Cancellation ,Title Change, Guide Change , Co- guide induction and PQE Exemption) of the following University Departments (Languages, Department of History, Economics,Statistics ,Political Sciences and Nano Scinces).
10	2209	Sudha C.	Section Officer	RESEARCH- C-SO	0494- 2407545	Monitoring the works in the Section-Works connected with the PQE syllabus forwarding, conduct of Preliminary qualifying examinations upto the issuance of passmemo,Ph.D thesis submission upto the award of Ph.D Degree, issuance of Ph.D award notification , thesis submission certificate,Provisional certificate, Degree certificate,certificate as per UGC Norms, Genuineness

						certificate ,relevance certificate, soft copy and hard copy of thesis forwarding to CHMK Library and concerned departments.
11	4458	Dilna Balakrishnan	Assistant	RESEARCH-C-ASST-1	0494-2407545	PQE syllabus verification and forwarding to CE's office, preparation of PQE notification, verification of PQE applications, issuance of Halltickets, preparation of nominal roll, conduct of PQE ,sanction from HoN' VC for CV Camp, issuance of passmemo. Thesis submission upto award of Ph.D Degree of Science, Engineering and Medicine faculties, issuance of Ph.D award notification , thesis submission certificate,Provisional certificate, Degree certificate, certificate as per UGC Norms, Genuineness certificate ,relevance certificate, soft copy and hard copy of thesis forwarding to CHMK Library and concerned departments.
12	4185	Meharu Farsana P.	Assistant	RESEARCH-C-ASST-2	"	Thesis submission upto award of Ph.D Degree in faculties of Humanities,Language and Literature , Education , Commerce and Management Studies, Journalism and Mass Communications, Fine Arts etc , issuance of Ph.D award notification , thesis submission certificate,Provisional certificate, Degree certificate, certificate as per UGC Norms, Genuineness certificate ,relevance certificate, soft copy and hard copy of thesis forwarding to CHMK Library and concerned departments.
13	2885	Anilkumar V.	Clerical Assistant		"	All despatching works of DoR C Section
14	3237	Sujith.S	Section Officer	RESEARCH-C-SO	0494-2407497	All general works pertaining to DoR .

15	4500	Midhun.P.M	Assistant	RESEARCH-D-ASST-1	0494-2407497	All general works including RTI , LA Interpellation, and consolidation of various reports & Establishment work.
16	3503	Letha.C.G	Asst. Section Officer	RESEARCH-D-ASST-2	"	All currents related to granting of Guideship, Recognition as Research Centres/All matters related to signing of MOU with other Educational and Research Institutions/Re-induction of Research Guides.
17	4472	Keerthi Sankar.K	Assistant	RESEARCH-D-ASST-3	"	Payment of remuneration to Examiners related to research.
18	3240	Saritha.S.V	Section Officer	RESEARCH-E-SO	0494-2407545	Monitoring the works in the Section connected with sanctioning of fellowship and contingent grant, granting of leave (other than duty leave) with & without fellowship, upgradation of fellowship in respect of Full time research scholars and M.Phil / Ph.D students in the University Departments and works related to unassigned Grant- Group A,B, C and D and Non DDFS work such as processing of Fellowship Bills, maintenance of Individual Registers of scholars and Re-Appropriation Registers.
19	4310	Nigina.P	Assistant	RESEARCH-E-ASST-1	"	1.UGC-JRF/SRF (all Departments except Dept. of Education & Malayalam)
20	4061	Diby.K.G	Assistant	RESEARCH-E-ASST-2	"	1.University Fellowship (MPhil/Ph.D) 2.CSIR 3. Bureau of Police Research & Development (BPRD) 4. Paristhithi Poshini
						1.UGC-Unassigned Grant 2.UGC-RGNF 3.UGC-PDF for women 4.UGC-PDF for SC/ST 5.UGC-PDF-Dr.S.Radhakrishnan 6.UGC-Emeritus

21	4469	Sumana.T.V	Assistant	RESEARCH- E-ASST-3	0494- 2407545	7.KSCSTE-Emeritus 8.UGC-National Fellowship for OBC 9.UGC-National Fellowship for ST 10.UGC-Swamy Vivekananda Scholarship for single girl child 11.KSCSTE 12.Research Award
22	4427	Divya.P.U	Assistant	RESEARCH- E-ASST-4	"	1.UGC-JRF/SRF (Department of Education & Department of Malayalam) 2.UGC-BSR 3.UGC-MANF 4.DST-INSPIRE 5.ICHR 6.ICPR 7.ICSSR 8.ICMR
23	2298	Anil Kumar.B.S.	Section Officer(Hr. Gr)	PA To DoR	0494- 2407495	The work allotted by Director, DoR .
24	3621	Sindhu.K	Computer Asst.Sel.Gr.	DOR- TAPPAL- ASST	0494- 2407497	<u>Supervision of Thappal Section.</u> Checking of e-mail of Director, DoR and forwarding it to the sections with signature of DR Scanning of Tappal Documents Receipt/Aknowledge of Tappal Submission of daily Tappal to the Deputy Registrar and forwarding the same to the sections concerned for further action.
25	4511	Sarath.S	Computer Assistant	DOR-DR- STENO	0494- 2407497	All the confidential/emergency typing works allotted by the DR , DoR from time to time. Purchase -E tender related works of the Project Section of DoR -DoR A Section . Preparation of the Annual Report '2016 pertaining to DoR. Maintenance of the Website of the Directorate of Research.
26	4390	Rajani.K.P	Office Attendent		0494- 2407497	Attending all the despatch works at

27	4391	Manoj.P.P	Office Attendent	0494- 2407497	the office of the DoR
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Geetha M.P.

Deputy Registrar