

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

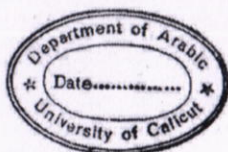
Name of the Department : **DEPARTMENT OF ARABIC**

Name of the Branch Head : Dr.Moideenkiutty A.B

Designation : Head & Associate Professor

Contact Number(Office) : 9447530013

Sl. No	ID. No	Name	Designation	Branch/ Section	Telephone Number (Office)	Duties and Responsibilities
1.	2717	Dr.Moideenkiutty A.B	Head & Associate Professor	Dept. of Arabic	9447530013	Teaching, Research, Research guidance and extention programme etc.
2.	3967	Dr.Abdul Majeed.E	Assistant Professor	Dept. of Arabic	9497343532	Teaching, Research, Esearch guidance and extention programme etc.
3.	3074	Nasirudheen.T	Professional Assistant Grade I	Dept. of Arabic	9447697042	Libaray informative services
4.	3626	Abdul Shukoor.P	Senior Grade Computer Assistant	Dept. of Arabic	9447932448	All the duties related to the electronic communications in the office, typing matters, applying online for scholarships, keeping students records etc.
5.	3975	Febina C.K	Assistant Senior Grade	Dept. of Arabic	9447344521	All the duties related to the office administration of the Department of Arabic like put up file and preparing order as per orders of the authority,fee collection vide TR 5 and remittance of Chalan,preparing data sought by other offices, maintaing admission register,cash book,fee register ,PA register,stock register etc, Preparing TC & CC of the Students,Keeping students records, certificates etc,scholarship claim of the students keeping back files,
6.	4388	Sujitha N.V	Office Attendant	Dept. of Arabic	9946579894	Distributing tapals & currents related to this Office, Opens & closes the doors& windows of Classrooms,office room,HOD room etc, goes to SBT & Chalan counter for financial purposes related to the office.



Abby...
Head of the Dept. of Arabic