

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

Name of the Department: Department of Chemistry

Name of the Branch Head: Dr. K. Muraleedharan

Designation: Professor

Contact Number (Office): 04942407413

Sl. No	ID. No	Name	Designation	Branch/ Section	Telephone Number (Office)	Duties and Responsibilities
1	3859	Dr. Abdul Mujeeb V.M	Professor	Department of Chemistry	0494-2407413	Teaching, Research and Guidance
2	3129	Dr. K. Muraleedharan	Professor	Department of Chemistry	0494-2407413	Overall administration, Teaching, Research and Guidance
3	3061	Dr. Abraham Joseph	Professor	Department of Chemistry	0494-2407413	Teaching, Research and Guidance
4	3077	Dr. P. Raveendran	Professor	Department of Chemistry	0494-2407413	Teaching, Research and Guidance
5	2962	Dr. Renuka N.K.	Assistant professor	Department of Chemistry	0494-2407413	Teaching, Research and Guidance
6	3060	Dr. M.T. Ramesan	Assistant professor	Department of Chemistry	0494-2407413	Teaching, Research and Guidance



7	2817	Satheessan K.	Technician (Hr.Gr.)	Department of Chemistry	0494-2407413	Technical Support, Ensure the Proper functioning of Equipments.
8	3129	Mohanan A.	Professional Assistant	Department of Chemistry	0494-2407413	Maintenance of the Department Library, help students and faculty with finding and recommending resources
9	4105	Sugamia U.	Assistant	Department of Chemistry	0494-2407413	Administrative Support of the Department, Organizing & maintaining files, resolves routine questions & problems,
10	4444	Beena K Raghavan	Assistant (Store Keeper)	Department of Chemistry	0494-2407413	Handling purchases, student's Scholarships and Maintenance of Stock Register.
11	3703	Satheedevi C.	Computer Assistant	Department of Chemistry	0494-2407413	Typing and Word processing work along with other clerical duties as assigned by the Department Head
12	2422	Chinnammu E.K.	Lab Assistant	Department of Chemistry	0494-2407413	Day to day work in the Laboratory Assisting students and Faculty in the Laboratory
13	2887	Balakrishnan C. K.	Lab Assistant	Department of Chemistry	0494-2407413	Day to day work in the Laboratory Assisting students and Faculty in the Laboratory
14	4356	Jinson C.A	Office Attendant	Department of Chemistry	0494-2407413	Day to day duties as assigned by the Department Head

**Name & Signature of the Branch Head**