

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

Name of the Department: DEPARTMENT OF POLITICAL SCIENCE

Name of the Branch Head: DR. K.S. PAVITHRAN

Designation: PROFESSOR AND HEAD

Contact Number (Office): 0494-2407388

S.N o	ID.No	Name	Designation	Branch/Section	Telephone Number (Office)	Duties and Responsibilities
1	3777	Dr. K.S. Pavithran	Head of the Department	Department of Political Science	0494- 2407388	1. Overall control in Academic matters. 2. Full control over the Department 3. Administration of Office 4. Maintenance of Office discipline. 5. Observation of the teaching and non-teaching staff in performing the duties allotted to them efficiently. 6. Approval of Orders regarding the Department.
2	3076	Bindu. K	Professional Assistnat Gr. I	Department of Political Science	0494- 2407389	1. Management and Administration of the Library. 2. Acquisition Work 3. Classification and Cataloging of Books 4. User guidance 5. Safe custody of books and records in the Library 6. Library routine works like issue and return of books, stock maintenance, data entry of newly accessioned books.
3	4279	Shibin Joseph	Assistant	Department of Political Science	0494- 2407388	1. Processing of files allotted by the Section officer. 2. Registering of papers 3. Maintaining the registers prescribed. 4. Preparing the notes containing the summary of facts. 5. Proper arrangement of files (Flagging, referencing, etc.) 6. Submission of Drafts to the Section Officer. 7. Safe custody of files/records

4	3729	Sreejith. K	Computer Assistant Gr. I	Department of Political Science	0494- 2407388	1. Faircopying of drafts. 2. Taking print out of documents. 3. Technical processing of inwards in Digital Document Filing System. 4. Data entry works related to e-grantz.
5	4363	Sunil Kumar. T	Office Attendant	Department of Political Science	0494- 2407388	1. Attend the work assigned by the superior officers



Dr. K.S. Pavithran

Dr. K.S. Pavithran
Professor and Head
Department of Political Science