

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

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

Name of the Branch Head: Prof (Dr). K. MANIKANDAN

Designation: PROFESSOR & HEAD

Contact Number (Office): 04942407358, 04942407518

Sl.No	ID. No	Name	Designation	Branch/ Section	Telephone Number (Office)	Duties and Responsibilities
1	3148	Prof (Dr). K. Manikandan	Professor & Head	Department of Psychology	04942407358	<p>1. HoD, Dept of Psychology Teaching, Research, Extension, Administration of Academic & Non-academic matters related to this Department. Guide-ship of 6 PhD students & 3 M. Phil students. Handling the matters related to PGDRP course. Verification or Register maintained in the office and supervision of office staff. Valuation of Answer scripts</p> <p><u>Additional duties</u></p> <p>2. Director, CDMRP Administration of staff and therapists related tot he CDMRP clinics running in the Department, sponsored by Department of Social Justice Department. Verification of Registers of work schedule, cash dealings and conducting of camp for disabled children out the campus.</p>

3. **Director, DSFC**

Administration of various self financing courses directly run by University. Verification of files related to this.

Teaching, Research, Extension, Guideship- PhD and M. Phil students, Valuation of Answer scripts

2	2733	Dr. Baby Shari. P. A	Associate Professor	-do-	04942407358	<u>Additional duties</u> PG Board Chairman (Psychology), Chairperson- Complaint's Committee, Overall supervision of the staff of this Department. Custodian of cash book and various Registers maintained in the section . Dealing of DDFS files. Communicating the academic & non academic matters with Pareeksha Bhavan, Administration and other Department in consultation with HoD, Collecting fee from students
3	2634	Ramjoola I Ram	Section Officer	-do-	04942407358	Assisting the various works related to this office as directed by the HoD. Drafting the letters and other matters related to academic & Non-academic matters of the students.
4	3648	Dhanalekshmi. K. K	Computer Assistant	-do-	04942407358	

5	3010	Gokul Raj. P. K	Junior Librarian	-do-	04942407358	Custodian of Library Books and Registers related to it. Issuance of return of Library Books to students. Maintenance of Accession Register, distribution Register, dealing the matters related to purchase books
6	2996	Purushothaman. P	Skilled Assistant	-do-	04942407358	Custodian of various Laboratory Equipments, Test Materials related to practicals of the students. Maintenance of stock Register, Purchase of the Lab equipments.
7	4342	Aneesh. N	Office Attendant	-do-	04942407358	Carrying the Official communications between this Department and Pareeksha Bhavan, Administration, Finance, PID, Tagore Nikethan, Other Departments etc. Duties related tot he Bank transactions, Chalan remittance. Closing the doors & windows of this Department after the office hours.

Sd/-

Name & Signature of the Branch Head