

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

Name of the Department: Russian & Comparative Literature

Name of the Branch Head: Dr. Nagendra Shreeniwas

Designation: Assistant Professor

Contact Number (Office): 0494-2407250, 390.

Sl.No	ID. No	Name	Designation	Branch/ Section	Telephone Number (Office)	Duties and Responsibilities
1	3771	Dr. Nagendra Shreeniwas	Asst. professor & Head	Dept. of Russian & Comparative Literature	2407390	Teaching and over all functioning of the department.
2	4331	Vidya Asokan	Assistant	-do-	2407250	All office works in the dept.
3	3691	Premeela. S	Computer Assistant (Selection Grade)	-do-	2407250	All computer works in the department and other works related to claiming E-Grantz and other scholarships of students.
4	3071	Swapna. M.P	Professional Assistant Gr.1	-do-	2407250	In charge of the Library in the department.

**Dr. Nagendra Shreeniwas**  
**Asst. Professor & Head**