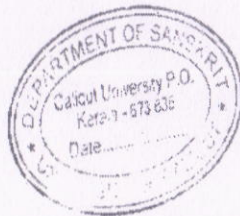


RIGHT TO SERVICE ACT – Details of duties and responsibilities of staff

Name of the Department: Department of Sanskrit
Name of the branch Head: Dr. N.K. Sundarewaran
Designation: Associate Professor
Contact Number (Office): 04942407398

Sl. No	ID No.	Name	Designation	Branch/Section	Telephone No. (Office)	Duties and Responsibilities
1	3147	Dr. N.K. Sundareswaran	Associate Professor & Head	Dept. of Sanskrit	04942407398	1) To deliver lectures, conduct classes, carryout research (2) Administrative works of the department. (3) To ensure overall supervision of the department (4) To supervise the work of the research students in the department
2	2934	Dr. K.K. Geethakumary	Associate Professor	Dept. of Sanskrit	04942407398	To deliver lectures, conduct classes, engaged in research and supervise the work of research students under her.
3	3143	Sri. K.K. Abdul Majeed	Assistant Professor	Dept. of Sanskrit	04942407398	To deliver lectures, conduct classes
4	2649	Sri. K. Abdul Rasak	Section Officer	Dept. of Sanskrit	04942407258	Responsible for the prompt and efficient disposal of the work in the section
5	3123	Smt. Shakeela Kari	Professional Assistant Grade I	Dept. of Sanskrit	04942407258	In charge of department library issue and returns of books to the students and teachers, stock entry of books purchased, annual verification of stock of the books
6	3624	Smt. Aseema. U	Computer Assistant	Dept. of Sanskrit	04942407258	Fair copying of references, typing of extract, important notes, University orders for circulations and work related to various scholarships
7	4389	Sri. Santhosh Kumar. P.P	Office Attendant	Dept. of Sanskrit	04942407258	Despatching of office letters, U O's etc. and attending other works to assist the office staffs

CU Campus
24.12.2016



HEAD OF THE DEPARTMENT

Dr. N.K. SUNDARESWARAN
Associate Professor & Head
Department of Sanskrit
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