

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

Name of the Department : **PUBLIC RELATIONS WING**

Name of the Branch Head : Sri. Zakariya. M.V.

Designation : Public Relations Officer

Contact Number(Office) : 0494 2407230

Sl. No	ID. No	Name	Designation	Branch/ Section	Telephone Number (Office)	Duties and Responsibilities
						Assistance to preparing and proof reading of daily press releases.
1	4220	Abdussalam Puvakkatt	Assistant	Public Relations Wing	0494 2407230	Collecting the news clippings from various news papers regarding the University. Assisting in forwarding advertisement to be published in the print media for various offices/ departments. Office works like establishment, CLR Peon wages, RTI etc.
2	3292	Krishnakumar.P.	Assistant (Senior Grade)	"	"	Special assignment under the Section Officer--preparatory work of the revised edition of University Act & Statutes.
3	3664	Abdul Manaf.V.	Office Superintendent	"	"	Preparing Press Releases (Typing, translating). Collecting the news clippings & sending it to higher Officers. Scanning the tappals for creating files.

4	2650	Mohammed Basheer.P.	Section Officer	"	"	Special assignment -- preparatory work of the revised edition of University Act & Statutes. Supervision of the Office.
4	22717	Zakariya.M.V.	Public Relations Officer	"	"	Dissemination of information through print, audio and visual media to the public which include information related to various programmes conducted by Departments of the University, Information related to conducting of examination, publishing of results and all related matters. Arranging press conferences. Monitoring media and informing relevant matters to the authorities and issuing rejoinders if necessary. Conducting Cultural programmes and also assisting various Departments in conducting programmes. Issuing advertisements to the media for various Departments. Attending public functions, Senate meeting & Academic Council for the preparation of press releases. Providing information to University Information Centres. Organizing Drama shows of Kerala Sangeetha Nataka Akademi in the Campus.

Sd/-
ZAKARIYA. M.V.
PUBLIC RELATIONS OFFICER