

Section : EOT-1

Section Officer : Ambika Arundel.K

Courses : BA Af-Sal-ul-islama Degree

Aelib-1-Fazil Preliminary

Aelib-1-Fazil Final.

Works dealt in the Section that are Common to all the Assistants/Aso's.

Checking of applications, Preparation of Q.P Statements and Covers, Acknowledgement of answer sheet bundles from various exam Centres, false numbering, despatching of answer papers to examiners/Camps, receipts of mark sheets, marks entering, decoding and Comparison, uploading marks in the System, Comparison of TRS, Comparison and issuance of Grade Cards and Provisional Certificates/Extracts to various Colleges, genuineness Verification of documents issued from the University, issuance of unclaimed documents, replies to Requests under RTI Act, effecting revaluation results and issuing revised Marklists/Grade Cards. Works related to Course Cancellation, re-admission, effecting Grace Grade points and issuance of BA Alw Degree Certificates. Issuing duplicate documents and all other general works as and when required by the Students Concerned.

Seat No. 1

Name : Rubena.V.K

ID No : 4209

Designation: Assistant

All works related to Adib-I-Fazil Preliminary and Adib-I-Fazil Final Courses. The examination Centres are

- 1) Govt. Arts & Science College, Calicut
- 2, GVC Palakkad
- 3, Talahiga Arabic College, Malappuram
- 4, St. Thomas College, Thrissur
- 5, Govt. College, Madappally. &

The works related to BA AU in respect of ~~the~~ following  
5 put. Centres

- 1) MES Marmakkad
- 2, SNGS Pattambi
- 3, CKGM, Perambra,
- 4, DUVHSS, Kochi
- 5, WMO Mettil

Seat No. 2

Name : Bindumol.M.K

ID No : 3517

Designation: Asst. Section Officer

The Works related to BA AU Degree Course of following  
Centres regular Colleges.

- 1, AIA College Kunyil
- 2, DA College, Kozhikode
- 3, DMA College, Odungakkad
- 4, Talahiga College, Malappuram
- 5, Al-Hidayath Arabic College, Kondotty
- 6, Talahigga Women's Arabic College, Kuttikkattoor

- 7, KMMMO Arabic College, Tirurangadi
- 8, Jamia Nadwiya Women's Arabic College, Edavanna
- 9, OET Arabic College, Edappery
- 10, Saqafathul Islam Arabic College, Porakkadavu
- 11, Thaswa Alu Arabic College, Andathode
- 12, Sullamussalam Arabic College, Aracode
- 13, Shareetha College for Women's, Thenhipalam
- 14, Al-Abraar Oriental Arabic College, Keddavahikundu
- 15, Markaz Wayanad Women's College, Sulthan Bathery
- 16, Salafiyya Arabic College, Meppayur
- 17, Busthanul Uloom Arabic College, Thrissur.

The works related to BA ALU in respect of the following

PA. Centres.

1. J. N. Edavanna
2. P.S.M.O, Tirurangadi
3. St. Thomas, Thrissur
4. M.E.S, Mampad

Seat No. 3

Name - Vacant- Seat

The works related to BA ALU Degree Course of following  
Regular Colleges

- 1, Ansar Arabic College, Valavanur
- 2, Assabah Arabic College, Panithapuram
- 3, AIWA, Mongam
- 4, AIA, Thiruvarkkad
- 5, Bathul 133a, Nemikuni
- 6, DUA College, Vazhakkad



- 7, Al - Ferozan Arabic College, Nadapuram
- 8, Salafiyya Arabic College, Keninganad
- 9, Jilaliyya Arabic College, Thiruvikkad
- 10, Isha - Ateul Islam Arabic College, Perappanangudi
- 11, Markaz Oriental College, Ottappalam
- 12, MUA College, Pulickal
- 13, Rahmaniyya Arabic College, Kattamari
- 14, RUA College, Feroke
- 15, Sunniyya Arabic College, Chennamangaluru
- 16, Islamiyya College, Alathur (Affiliation till 2011 Admission)

The works related to BA ALU inspects of the following  
put. Centres

1. Govt Arts & Science College, Kozhikode
2. MES College, Ponnani
3. S.S. Thaliparamba
4. MES, Kalladi

ATC



Sheet1

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Duties and Responsibilities | <p>Checking of applications, Preparation of QP Statement and Covers, Acknowledgement of Answer paper bundles from examination Centres, False Numbering, Despaching of answer papers to Examiners/ Camps, Receipt of Marksheets, Entering of marks on the Counter and Comparison, Decoding, Uploading of marks in the Digital System, Coparison of TRs, Correction of marks, Comparison of Grade Cards, issue of Grade Cards to The examination Centres and other allied works of the following Centres.</p> <ol style="list-style-type: none"> <li>1. Al Furqan Arabic College, Nadapuram ✓</li> <li>2. Anwarul Islam Arabic College, Tirurkad ✓</li> <li>3. Busthanul Uloom arabic College, Kaipamangalam ✓</li> <li>4. Darul mUloom Arabic College, Vazhakkad ✓</li> <li>5. Ilahiya Arabic College, Tirurkad ✓</li> <li>6. Rahmaniya Arabic College, Katameri ✓</li> <li>7. Salafiya Arabic College, Karinganad ✓</li> <li>8. Markaz Oriental Arabic College, Ottapalam ✓</li> <li>9. Ansar Arabic College, valavannur ✓</li> <li>10. Sullamussalam Arabic College, Areacode ✓</li> <li>11. MES College, Ponnani ✓</li> <li>12. MSM, Kayamkulam ✓</li> <li>13. St. Thomas College, Thrissur ✓</li> <li>14. MES College, Mampad ✓</li> <li>15. MES College, Mannarkad ✓</li> </ol> |
| ID No. No: 3                | 3554                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Name                        | Sujatha K K                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Designation                 | Assistant Section Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Duties and Responsibilities | <p>Checking of applications, Preparation of QP Statement and Covers, Acknowledgement of Answer paper bundles from examination Centres, False Numbering, Despaching of answer papers to Examiners/ Camps, Receipt of Marksheets, Entering of marks on the Counter and Comparison, Decoding, Uploading of marks in the Digital System, Coparison of TRs, Correction of marks, Comparison of Grade Cards, issue of Grade Cards to The examination Centres and other allied works of the following Centres.</p> <ol style="list-style-type: none"> <li>1. Darunnajath Arabic College, Karuvarakundu ✓</li> <li>2. Baithul Izza, Narikkuni ✓</li> <li>3. Ishaathul Islam Arabic College, Parappanangadi ✓</li> <li>4. Assabah Arabic College, Pavittapuram ✓</li> <li>5. Anwarul Islam Arabic College, Kuniyil ✓</li> <li>6. Roulathul Uloom Arabic College, Feroke ✓</li> <li>7. Jalaliya Arabic college, Kuttikattoor ✓</li> <li>8. Al-Abrar Koduvalikundu ✓</li> <li>9. Jamia Nadwiyya Arts Edavanna ✓</li> <li>10. GVC Palakkad ✓</li> <li>11. WMO Muttill ✓</li> <li>12. Govt Arts Calicut ✓</li> <li>13. Govt College Mokeri ✓</li> <li>14. Govt College, Madappally ✓</li> <li>15. Shareeath Womens Arabic College, Chenakkalangadi ✓</li> </ol>                                  |

Us  
30/12/16

Abdul Karim M  
Section Officer  
DOT 4

Sheet1

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SECTION                     | EOT II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Course                      | Afzal-ul-Ulama Preliminary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Branch                      | BA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Telephone                   | 4942407457                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Section Officer             | Abdul Kareem M                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| ID No.                      | 2532                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>No: 1</b>                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| ID No.                      | 3402                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Name                        | Sushama K                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Designation                 | Assistant Section Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                             | <p>Checking of applications, Preparation of QP Statement and Covers, Acknowledgement of Answer paper bundles from examination Centres, False Numbering, Despatching of answer papers to Examiners/ Camps, Receipt of Marksheets, Entering of marks on the Counter and Comparison, Decoding, Uploading of marks in the Digital System, Comparison of TRs, Correction of marks, Comparison of Grade Cards, issue of Grade Cards to the examination Centres and other allied works of the following Centres.</p> <ol style="list-style-type: none"> <li>1. Anwarul Islam Arabic College, Mongam ✓</li> <li>2. FALAHYA ARABIC COLLEGE, MALAPPURAM ✓</li> <li>3. MADEENATHUL ULOOM ARABIC COLLEGE, PULIKKAL ✓</li> <li>4. Jamia Nadwiyya Women's Arabic College, Edavanna ✓</li> <li>5. ORPHAN'S EDUCATIONAL TRUST COLLEGE, EDAYUR ✓</li> <li>6. SUNNIYYA ARABIC COLLEGE, CHENNAMANGALLUR ✓</li> <li>7. AL-HIDAYATH ARABIC COLLEGE, THURAKKAL, KONDOTTY ✓</li> <li>8. SAQAFATHUL ISLAM ARABIC COLLEGE, UMMAQTHUR ✓</li> <li>9. THAQWA AFZAL-UL ULAMA ARABIC COLLEGE, ANDATHODE ✓</li> <li>10. DARUL MAARIFA ARABIC COLLEGE, ODUNGAKAD ✓</li> <li>11. CKG MEMORIAL GOVT COLLEGE, PERAMBRA, KOZHICODE ✓</li> <li>12. DUVHSS, Kochi ✓</li> <li>13. KMMMO ARABIC COLLEGE, TIRURANGADI, MALAPPURAM ✓</li> <li>14. PSMO COLLEGE, TIRURANGADI, MALAPPURAM ✓</li> <li>15. SNGS Pattambi ✓</li> </ol> |
| Duties and Responsibilities |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| ID No. <b>No: 2</b>         | 4282                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Name                        | Ansy Alex N                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Designation                 | Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



work details of EA - I section

Section No: EA - I Section, BA Branch  
P.B.

Section officer: Neetha. K.

work details

Preparation of original and Duplicate certificates,  
mark lists, preparation of provisional certificate,  
Transcript verification in % numerical  
Registration ~~numbered~~ numbered candidates of  
all colleges of all districts.  
works related to RTI, name correction,  
cancellation, statement of marks, offer  
certificates, affixing Duplicate seal on  
Duplicate. TC and Plus +2 / Pre-degree mark list.

Searching of TR'S from record section.

File works related to all old cases  
upto 2005.

All the works related to Alphanumerical  
AKard AL Series of  
registered candidates <sup>^</sup> 4 colleges.



## Record Section

- 1) Issuance of Unclaimed marklists and Provisional certificates
- 2) Issuance of Tabulation Registers to all tabulation sections on demand
- 3) works related to timely binding of Tabulation Registers, keeping upto date work register binding helpers.

| <u>Serial no.</u> | <u>Assistant</u>    | <u>Serial Designation</u><br><u>ID no.</u> | <u>District/colleges</u><br><u>in/to which the</u><br><u>works as listed</u>                                                                                    | <u>Remarks</u> |
|-------------------|---------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| EA-2 ASST I       | Aysha Mumtaz<br>T.K | A.S.O., 3398                               | Thrissur, Palakkad,<br>Ernakulam,<br>Tvm District and<br>National<br>college, Puliyave<br>and Sefa college<br>pookattiri.                                       |                |
| EA-2 ASST II      | Kiran Jose          | Asst., 4506                                | Kozhikode, and<br>malappuram<br>Districts, except<br>psmo college,<br>Govt college, mlpm<br>and MES mampad.                                                     |                |
| EA-2 ASST III     | Subrahmanian<br>V.P | Asst., 4042                                | Kasaragod, Kannur,<br>Wayanad Districts;<br>Psmo college,<br>Govt college mlpm<br>and MES mampad<br>in mlpm Dist.<br>and MET nedapuzha<br>MES college vadakwara |                |

Record  
Assistant  
(Custodian)

Pushpa. I

clerical,  
Asst.

All works related  
to the record  
section mentioned  
above.

Heetha. K.

Section officer Heetha. K. Section officer, she will supervise  
the work all assistants



# Duties and Responsibilities of Employees in EAT II

| St. No. | ID No. | Name | Desig. | Duties & Responsibilities |
|---------|--------|------|--------|---------------------------|
|---------|--------|------|--------|---------------------------|

Section No. 1

|            |      |             |       |                  |
|------------|------|-------------|-------|------------------|
| EAT II / 1 | 4503 | Reshma, V.R | Asst. | Work relating to |
|------------|------|-------------|-------|------------------|

renovation of  
manuscripts of

|            |      |            |     |                     |
|------------|------|------------|-----|---------------------|
| EAT II / 2 | 3387 | Saranan, T | SGA | BA / BA Afsal U Ukm |
|------------|------|------------|-----|---------------------|

BA / BA Afsal U Ukm

|            |      |                    |     |                   |
|------------|------|--------------------|-----|-------------------|
| EAT II / 2 | 3864 | Bhagnalakshmi, T.P | SCA | Afsal Afsal U Ukm |
|------------|------|--------------------|-----|-------------------|

Preliminary & Final  
Adib I Fazil etc

Section No. EAT II

Section Officer

2293 Sadasivan Pillai N

"

M  
30/12/16  
SO, EAT II



EA-3

## Right to Service Act - Details of duties & Responsibilities

Name of Dept: University of Calicut -

Name of branch: P.B, EA-3 Section

Designation: Assistant

Contact. No (office): 0494 - 2 407460

| <u>Sl.No</u> | <u>ID No</u> | <u>Name</u> | <u>Designation</u> | <u>Branch/section</u> | <u>Tel</u>        |
|--------------|--------------|-------------|--------------------|-----------------------|-------------------|
| 1.           | 4181         | Mejor B.G   | Assistant          | BA, EA-3              | 0494 -<br>2407460 |

EA-3

Duties / Responsibilities  
Semester Year Wise :- (from AM Series)

- 1) LISSAH College, Karthapoyal
- 2) PTM Govt. College, Perinthalmanna
- 3) MESS Asmabi College, Vembalhur
- 4) Govt. College, Chelakara, T.S.R
- 5) Chetana College of Media, Chiyarom, T.M

Year Wise

- 1) MESS Ponnani
- 2) MESS Marjeri
- 3) S.V. Kunnankulam

— Attending all types of works related to genuiness verification, Duplication/issue, ~~some~~ cases of S.M.B and irregularities at exams, cancelling of registration, paper despatch, etc



EA3/B<sub>2</sub>

Right to Service Act - Duties and Responsibilities of Stabt.

Name of the Department : Pareeksha bheavan

Branch - BA Branch

Section - EA-III

4261 JENSY.R ASSISTANT BA  
EAIII 04942407460

Semester wise college distribution

1. Alivshad - Kozhikode → Eco - 9
2. National Arts science college. Puliyeem 38
3. Alphonsa - Sullthan Battery → Mala 25  
→ FINE 8  
→ Travel - 30
4. Saji - Vazhayur → Eco - 36  
→ Islamic - 20
5. Divine institute - Chalekandy → Eng 38  
→ Eco 46  
→ BSW - 27
6. MET - Thadapwam → Eng 38  
→ Eco 46
7. Ideal Katakaseem → Eng - 38  
→ BSW - 27

Total Marks → 338  
Year wise College - distribution

- 1 - Zamorins Guruswamyappan college - Calicut
- 2 - RSMNDP College - Koyilandy
- 3 - EMCA - Kondaatty.

- Attending all types of work related to genuine verification, issue of duplicate M/L, cases of SMC and other irregularities at exams, cancellation of registration



63

Name of department - Pareeksha Bhavan

Branch - BA - Branch

Section - EA3

1- 3584 Asst Section officer BA EA3 OAT 2407460 - Tabulation work.

Series (er

1- Farook College - (AM - AN Series) AO Series)

|                                |   |       |                                |
|--------------------------------|---|-------|--------------------------------|
| <u>AO Series</u>               | 6 | Alais | a) Arabic Islamic History - 60 |
| (Ap Series onwards Autonomous) |   |       | b) Economics - 61              |
|                                |   |       | c) English - 41                |
|                                |   |       | d) Function & History - 36     |
|                                |   |       | e) Malayalam - 40              |
|                                |   |       | f) Sociology - 60              |
|                                |   |       | <u>298</u>                     |

2 - Christian Miller (FE) - 13

3. Govt. Arts Thiruvananthapuram (Eng) - 40

Sociology - 40

4. Institute for Tribal Studies,  
(Ap Series) Cheluvayur - 40 - AP onwards -  
(Sg)

Total No - 391 - AO Series.



①

Section No: EA IV

Section Officer: Neethu. A.P.

Works dealt in the section that are common to all Assistants:

QP cover preparation

QP statement preparation

False numbering

Despatching answerscripts, marklists, provisional certificate

Decoding

Mark entry

DCB preparation

Readmission of students

Jayaram College, Pulapally  
 Ban Boro, Hukkam  
 SUDP Yogan, Pulapally  
 NMSM, Kappotha  
 TMD, Tiru  
 Varsity College, Harkur

EA 4/2 Assistant 4154

EA 4/I Assistant T. Neethu A.P. 3438



(2)

| <u>Seat No.</u> | <u>Name of Asst.</u> | <u>Designation, ID No.</u> | <u>Colleges assigned</u>                                                                                                                                                                                                                                |                                       |
|-----------------|----------------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| EA 4/I          | Preetha. T           | A.S.O<br>3438              | govt. College, Malappuram<br>govt. College, Tanur<br>govt. College, Kondootty<br>Al Jamia, Perinthalmanna<br>Jayamee College, Pulpally<br>JM college,<br><br>SKVC - Regular candidates<br>- History main<br>- Numerical candidates<br>- PoT<br>RSM SNDP | <div>Semester</div> <div>Annual</div> |
| EA 4/2          | Greeshma.K           | Assistant<br>4154          | Unity College, Manjeri<br>TMC, Tirur<br>NMSM, Kalpetta<br>SNDP Yogam, Pulpally<br>Don Bosco, Makkam<br>Jayamee College, Pulpally                                                                                                                        | Semester                              |



③

SKVC - Economics  
Political Sc.  
Malayalam  
Unity College, Manjeri

Annual

EA 4/3

Raheena. K.P.

ASO  
3607

Don Bosco, Sultan Bathery  
CAS, Thamarassery  
Dayapuram College, Hekkom  
NMSS Kalpetta  
Alphonsa, Thiruvampady  
NSS Manjeri

Semester

SKVC - English  
- Sociology

Annual

St. Mary's, Puthanathan



EA-V.

03.01.2017

Works dealt in the Section that are Common to all the Assistants/ASOs.

SECTION OFFICER: VINOD KUMAR.C.

I.D. 2435

| Seat NO | Name of the Assistant/ASO | Designation of ID NO | District/colleges/ other criterion) in respect of which the works as listed above are assigned to the person and other works if any. | Remarks. |
|---------|---------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------|----------|
| EA/V/1  | Asha Jose. V.             | 4203                 | Degree Certificate preparations and genuines verification, Duplicate D.C,                                                            |          |
| EA/V/2  | Rajesh.                   | 4164                 | Degree Certificate preparation                                                                                                       |          |
| EA/V/3  | Shikha P                  | 4304                 | Degree Certificate preparation                                                                                                       |          |

All District under the City of Calicut (urgent applications)

*[Signature]*  
03/1/2017

S.O.

EA-V



|   | IDNO | Name       | Designation   | Branch<br>Section  | Telephone           | Duties                                                                                                                                                                                                                                                  |
|---|------|------------|---------------|--------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | 4123 | Savitha.   | Assistant     | EA 6/<br>BA Branch | 0494<br>24074<br>58 | Tabulation works of<br>Z.G college,<br>MD Pazamby,<br>ACKA memorial college<br>KRRR college<br>and related other<br>works                                                                                                                               |
| 2 | 3851 | Sajeewan.T | Sr. Assistant | EA 6/3<br>1 1      | 1<br>1              | Tabulation work of colleges<br>as follows:<br>1 MIC Valluvamban<br>2 Blossom Kondotty<br>3 MHS cherandathur<br>4 MES Mappadam<br>5 RMSNP Koylady<br>6 Soe Vivekananda Kunnankal<br>and<br>genuiness verification, false numbers,<br>related other works |
| 3 | 3429 | Sunitha.G. | ASO           | EA 6/2<br>1<br>1   | 1<br>1<br>1         | 1 PR College Pulpally,<br>2 Madin college<br>3 Govt college Kaduvally<br>4 Mar osthathees college<br>5 College of applied sciences<br>6 Kms CT College.                                                                                                 |
| 4 | 2661 | Shabeesh.T | SO            | 1<br>1             | 1<br>1              | Supervision and<br>Verification of<br>work - Assistant's<br>work,                                                                                                                                                                                       |

138  
30/12/16  
SO EA 6



SECTION NO: EA.VII

SECTION OFFICER: HARI GOVINDAN. K.B. (ID- 2613)

WORKS ~~DEALT~~ DEALT IN THE SECTION } DEGREE CERTIFICATES PREPARATION.  
THAT ARE COMMON TO ALL ASSISTANTS } (ORDINARY)

| SEAT NO: | NAME OF ASSISTANTS / A.S.O. | DESIGNATION<br>ID.                      | DT. COLLEGES -                                  | REMARKS |
|----------|-----------------------------|-----------------------------------------|-------------------------------------------------|---------|
| VII/1    | SAJITH KUMAR. C.K.          | St: Gr: Asstl-<br>ID- 3853              | ALL CENTERS<br>ASSIGNED BY S.O.<br>TIME TO TIME |         |
| VII/2    | VACANT                      |                                         |                                                 |         |
| VII/3    | KAMALA. K.K.                | A.S.O.<br><del>ID-3461</del><br>ID-3461 | ALL CENTERS.<br>ASSIGNED BY SO<br>TIME TO TIME. |         |

Ch  
30/12/16  
SO. EA VII

30/12/16  
AR VII



Section No : FA IX

Section officer : P. R. SADHANA (1949)

Workes dealt in the section that are common to all the Assistants / ASOs

Marks entry, Preparation of Marklists, Grade Card & PC Duplicate Marklists, genuineness verification, Name correction. Preparation of AP statement and cover. False numbering of Answer scripts, Answer script despatch for C.V. Camp / Home valuation. Decoding of marks received after valuation, distribution of the marks to the concerned sections. Preparation of DCB Issuing of documents kept with the application (original certificates, Plus two Marklists 1<sup>st</sup>, 11<sup>nd</sup> & 111<sup>rd</sup> year or supply). etc and disposal of daily currents

| Seat No | Name of the Asst / ASO | Designation & ID Number | Colleges in respect of which the workes as listed above are assigned to the person and other workes if any                                                                                                                                                                                                           | Remarks             |
|---------|------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 1       | DIVYA . K              | Asst.<br>4169           | 1) Govt. College Thrissur<br>2) Regional coll. of Science & Humanities Kuzhunnur<br>3) Thunchath Ezhuthachan College Elavanchery<br>4) Govt. Arts and Science College Thruthala<br>5) Elegant College<br>6) Nalath College. Karuvakkund<br><br>Govt. College Thrissur (year)<br>Little Flower Coll. Guruvayur (year) | Disposed<br>correct |
| 2       | SMITHA CHANDRAN. P     | Asst.<br>4182           | 1) Balthur Izza Arts & Science Coll. Narakkini<br>2) Silver Arts & Science Coll. Perambra<br>3) Safa Coll. of Arts & Science Pookkattiri                                                                                                                                                                             |                     |



|                                                                                |                             |              |                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------|-----------------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                |                             |              | <p>4) Mankada Govt. college<br/>Kolathur</p> <p>5) Darunmyooin Arts &amp; Science Coll.<br/>Perambra</p> <p>PSMO Tiruranyadi (year)</p>                                                                                                                                                                       |
| 3                                                                              | NISHA<br>THAZHATH<br>VEETIL | Asst<br>4319 | <p>1) Govt. Arts &amp; Science Coll. Calicut</p> <p>2) Priyadarshini Arts &amp; Science<br/>Coll. Melmuri</p> <p>3) MES Arts &amp; Science Coll. Amayur<br/>Pattambi</p> <p>4) Anvarul Islam Wamees College</p> <p>5) Malabar Coll. of Commerce &amp;<br/>Science. Manoor.</p> <p>SARBTM Kojilandy (year)</p> |
| <p><i>P. R. Sadhana</i><br/>31/12/16<br/>P. R. Sadhana<br/>Section Officer</p> |                             |              | <p>MAMMED KUTTY K.<br/>DEPUTY REGISTRAR.</p>                                                                                                                                                                                                                                                                  |



Section No : EA X

Section Officer : Murukan V  
ID No. 3326

### Duties and Responsibilities of Staff

Registration of Candidates verification of Qualifying Certificates, check to fulfill the Criteria of admissions, issue of hall tickets, maintain, check and prepare nominal roll of candidates registered for the University Examinations, preparation and sending of Question paper Cover to Centres through CE, take numbering in manual work, packing and sending of answerscripts of candidates to Camp/home valuations, collection of marks from the concerned examiners, checking of internet uploaded marks/grades, distribution of marks of various papers to respective sections, tabulation of marks, effecting moderation, grace marks, publication of results in time, sending marklets/Grade cards, Cancellation of Registration/course/exam, genuineness verification, issue of Duplicate marklet, preparation of DCB Statements, preparation of notes to Syndicate, Disposal of Currents, Miscellaneous.

| Seat No. | Name of Assistant | Designation & ID No.        | District / Colleges (Other Centres) in respect of which the work as listed or as assigned to the person and other works if any                                                         | Remarks |
|----------|-------------------|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| EA XI    | SURESH K          | Sr. Grade Assistant<br>3846 | 1. Govt College Chittoor<br>2. Holy Cross Nadakkavu Calicut<br>3. Golden Hills Kottai<br>4. GC Balussery<br>5. Fatima Arts Nilambur<br>6. JDT Vellimadukunna<br>7. St. Joseph Devagiri |         |



| Seat No. | Name of Assistant       | Designation & ID No.           | District / College (other criterion) in respect of which the work as listed or as assigned to the person and other works if any                                                                                                                                                                                                                                                                                                                                | Remarks |
|----------|-------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| EAX/1    | Suresh . K              | Sr. Grade Asst<br>3846         | 8. PTM College Perinthalmanna.<br><del>9. MCC Calicut</del>                                                                                                                                                                                                                                                                                                                                                                                                    |         |
| EAX/2    | SHARKEFA . K            | Asst. Section Officer<br>3393. | 1. PSMO College Tiruvaypadi<br>2. Govt College Kodercherry<br>3. Nasra College Tirurkad<br>4. Misbahul Huda Kutthadi<br>5. Moulana College of Arts, Science Commerce Kuttlaiji<br>6. SI Womeurs Parakkadavu<br>7. ST. Joseph College Pavanatty<br>8. MES Kalladi Mannarkk<br>9. SS College Mukkam<br>10. Ansar Perumbilavu<br>11. JDT Vellimadukunnu<br><del>12. SN Alathur.</del><br><del>13. Carmel Mata.</del><br><del>14. Farook College Chenguvetty</del> |         |
| EAX/3    | MUHAMMED BASHEER<br>P.H | Sr. Grade Asst<br>3852         | 1. ST. Joseph Irinjalakuda<br>2. VTB Mannampalattu<br>3. GC Kozhinyampara<br>4. St. Mary's Bathery<br>5. GC Mokeri<br>6. St. Thomas TCR                                                                                                                                                                                                                                                                                                                        |         |

Shankar  
Section Officer

Deputy Registrar



SECTION NO : EA XI

SECTION OFFICER : —

Works dealt in the Section that are common  
to all the Assistants/ASOs

False Numbering of Answer Scripts,  
Mark Entry, Disposal of Currents etc.

| Seat No | Name of the Assistant/ASO | Designation & Id no.  | Districts/Colleges                                                                                                                                                                                                                      | Remarks.                             |
|---------|---------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 1       | Ganga Devi R              | Sr. Assistant<br>3849 | 1) St. Thomas, TCR<br>2) G.C, Attappadi<br>3) S.N, Vatakara<br>4) Jamia Nadweyya,<br>Edavanna<br>5) Govt Arts & Science<br>Kunnamangalam<br>6) SNDPSYS Perintalmana<br>7) Panakkad Muhammed Ali<br>Shihab Thangal college,<br>Nannambra | Year<br>Sem<br>"<br>"<br>"<br>"<br>" |
| 2       | Preethi K.P               | ASO<br>3427           | 1) Mcc, calicut<br>2) Farook Arts,<br>Kottakkal<br>3) Providence, Calicut<br>4) MES Arts, Chathamangalam<br>5) CCST, Karalmanna,<br>Cherpulassery                                                                                       | Year<br>Year & Sem<br>Sem<br>"<br>"  |

( P.T.O )



|   |               |                   |                                  |      |
|---|---------------|-------------------|----------------------------------|------|
| 3 | Nithinlal A.G | Assistant<br>H264 | 1) NSS, ottappalam               | Year |
|   |               |                   | 2) Carmel, Mala                  | "    |
|   |               |                   | 3) St. Joseph, Devagiri          | Sem  |
|   |               |                   | 4) MAMO, Mukkam                  | "    |
|   |               |                   | 5) Paramakkave<br>Arts, Thiruvur | "    |
|   |               |                   | 6) PPTM, cherur                  | "    |
|   |               |                   | 7) MES, Ponnani                  | "    |
|   |               |                   | 8) Naipunya college,<br>Koratty  |      |

Deputy Registrar IV



SECTION : EA/12

SECTION OFFICER : SASI KATTUKUTTIKUNIL

| SEAT NO | NAME OF THE ASSISTANT | DESIGNATION & ID NO. | DISTRICTS / COLLEGES / (OTHER CRITERION) in respect of which the works as listed above are assigned to the person & other works if any                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Remarks. |
|---------|-----------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 3.      | <u>SHEEJA.M.K</u>     | Asst. A170.          | <p><u>SEMESTER - COLLEGES</u></p> <p>1) <u>KOZHIKODE - District</u> ✓</p> <p>1) <u>MALABAR CHRISTIAN COLLEGE</u> ✓</p> <p>2) Govt. Arts &amp; Science college Nadapuram. ✓</p> <p><u>Malappuram - District</u></p> <p>3) <u>SREE SASTHA COLLEGE, Edakkal</u> ✓</p> <p><u>THRISSUR - District</u></p> <p>4) <u>SNCA college, chuvannamannu</u> ✓</p> <p>5) <u>PMCA college, Chalakkudy</u> ✓</p> <p><u>Palakkad - District</u></p> <p>6) <u>Bharath Matha college, Kozhijampara</u> ✓</p> <p><u>WAYNAR - COLLEGES</u></p> <p>1) <u>St. Mary's college - Thrissur</u> ✓</p> <p>2) <u>Providence Women's - Calicut</u> ✓</p> <p>3) <u>Najath college-Karwarabundu - Malappuram</u> ✓</p> <p>4) <u>Amal college, Nilambur - Malappuram</u> ✓</p> <p><u>Works Related to the above colleges :</u></p> <p>Marks entering, TR comparison Moderation effect, QP cover preparation &amp; QP stmt preparation, comparing, False numbering &amp; counter detaching, decoding of Marks (Entering, comparing and distribution of Marks) Files → Name correction, Cancellation, RV effecting &amp; issuing revised MIs Forwarding MIs &amp; PCs Sem &amp; Year.</p> |          |



Genuineness verification, Duplication  
 Marksheet preparation, preparing  
 despatch details, ~~all~~ Files  
 dealing with SMP, Internal  
 Marks correction, rectify  
 the defects reported by degree  
 Section. DCB preparation, fix  
 credit and course code, paper  
 name before result publishing  
 attending phone calls reply to  
 enquiries. Grace Marks effecting  
 for NSS, NCC + Sports + Arts  
 for deserving candidates,  
 Preparing despatch details  
 and sending to confidential  
 Section.

23/10/2017

23/10/17  
 50-50-50  
 CALL



SECTION: EA/12

SECTION OFFICER: SASI KATTUKUTTI KUNIVIL.

| Seat No. | Name of the Assistant/ASO | Designation & ID No. | Districts/Colleges/(Other criterion) in respect of which the works as listed above are assigned to the person and other works if any                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Remarks |
|----------|---------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 2.       | BIJU V.                   | Cl. Asst.<br>3464    | <p><u>KOZHIKODE :-</u></p> <p>1. C.K.G.M Govt. College, Perambra ✓<br/> Marks entering of various Semesters, T.R. Comparing, Moderation effecting Grade Card P.C Preparing, Comparing Q.P Covers + Q.P Statements Preparing + Comparing, Grade mark effecting, NCC, NSS + SPORTS etc. ✓</p> <p>2. Monkaz Kananthoor, Kunnammangalam. ✓<br/> Marks entering, T.R Comparing &amp; Q.P Cover + Q.P statements &amp; Preparing Comparing &amp; Q.P Grade mark entering &amp; effecting NCC + Sports etc.</p> <p><u>MALAPPURAM</u></p> <p>1. NOBLE WOMENS COLLEGE, ✓<br/> Manjeri<br/> Marks entering, T.R Comparing, Grade Card + P.C Preparing, Comparing Q.P Cover + Q.P Statements Preparing + Comparing, Grade mark entering, and effecting NCC, NSS etc complete.</p> <p>2. Madeenathul Oloom Arabic College, ✓<br/> Pulikkal, Malappuram<br/> Marks entering, T.R Comparing Q.P Statement Preparing &amp; Q.P Statements Mark entering &amp; effecting etc complete.</p> |         |



SECTION: 12

SECTION OFFICER: Sasi kattu katti kalyan.

| Seat No. | Name of the Assistant/ASO | Designation & ID No. | Districts/Colleges/(Other criterion) in respect of which the works as listed above are assigned to the person and other works if any                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Remarks |
|----------|---------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 2.       | Biju ✓                    | Cl. Asst.<br>3464.   | <p><u>THIRISSUR</u></p> <p>1. Sri Narayana College of Advanced Studies, Nattika. ✓<br/>Thirissur.</p> <p>Works enterny of Vendors, Semesters, P.R Comparing, Moderation effecting, Grade Card &amp; P.C Preparing &amp; Comparing &amp; P Cover &amp; statements NCC &amp; NSS Grade Mark enterny &amp; effecting etc. Complete.</p> <p><u>General Works.</u></p> <p>① False Numbering of Answer Scripts &amp; Detaching counters and despatching the same to valuation Camp.</p> <p>② Preparing Despatch details &amp; Sending to Confidential Section.</p> <p>③ Preparing details of Nonreceipt of Answer Scripts.</p> <p>④ Fix the Credit point, Course-name, Code etc. before publishing the results.</p> <p>⑤ Put up files for Name Correction, Cancellation of Degree, S.M case etc.</p> <p>⑥ Verifying Genuineness &amp; Put up files &amp; Send Genuineness Certificate to Authority.</p> |         |

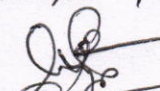


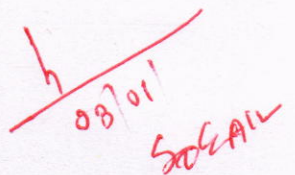
- ⑦ Preparing Duplicate Mark Lists.
- ⑧ Issuing Revised Marklist & Provisional Certificates.
- ⑨ Revaluation entering & effecting.
- ⑩ Rectifying the faults reported by Degree Section.
- ⑪ Forwarding of Grade Card & Provisional Certificate after verification with T.R to different colleges.
- ⑫ Decoding of Marks & Counters.
- ⑬ Grace Mark effecting for NSS, NCC, Sports & Arts for Deserving Candidates.
- ⑭ Preparation of Demand Collection Balance for Different Colleges.

### YEAR BASED COLLEGES.

- ① NSS College Nammara,
- ② K.K.T.M College Pallut.
- ③ M.P.M.M. SNTI Trust Shesnoor
- ④ Markaz, Karanthoor
- ⑤ MES Clg. Vatakara.

Mark entering of ~~1st~~ 1<sup>st</sup> II<sup>nd</sup> (II)<sup>nd</sup> year,  
T.R Comparing, Moderation & Mark list Preparing  
and P.C. and forwarding of Marklist and Provisional  
Certificate after verification with T.R to different  
Colleges.

Biju.V.   
03/01/17.





SECTION: EA/12

SECTION OFFICER: SASI KATTUKUTTIKUNIL

| Seat No. | Name of the Assistant/ASO | Designation & ID No. | Districts/Colleges/(Other criterion) in respect of which the works as listed above are assigned to the person and other works if any                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Remarks |
|----------|---------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1        | JAYASREE.C.V              | ASO_3399             | <p><u>PALAKKAD</u> → <u>NSS CHGOTPLM</u> ✓</p> <p>MARKS ENTERING OF VARIOUS SEMESTERS, TR COMPARING MODERATION EFFECTING GRADE CARD + PC PREPARING COMPARING QP COVERS + QP STATEMENTS PREPARING + COMPARING. GRACE MARK EFFECTING, NSS, NSS + SPORTS ETC</p> <p><u>WMO CHG MUTTIL</u> → ✓</p> <p><u>WAYANAD</u> MARKS ENTERING, TR COMPARING, + QP COVERS + QP STATEMENTS PREPARING + COMPARING, MODERATION CHECKING, C/C + P C ISSUING</p> <p><u>MEASS AREACODE</u> → <u>MALAPPURAM</u> ✓</p> <p><u>ARS THIRUNAVAYA - MLPRM</u> ✓</p> <p><u>PK CHG NALLALAM</u> ✓ <u>KOZHIKODE</u></p> <p>MARKS ENTERING, TR COMPARING + QP COVER + QP STATEMENTS PREPARING COMPARING MODERATION EFFECTING</p> <p><u>GENERAL WORKS</u></p> <p>FALSE NUMBERING OF ANSWER SCRIPTS + DETATCHING COUNTERS + DESPATCHING THE</p> |         |



SAME TO VALUATION CAMPS

2. PREPARING DESPATCH DETAILS ~~TO~~  
+ SENDING TO CONFIDENTIAL SECTION
3. PREPARING DETAILS OF NON RECEIPT  
OF ANSWER SCRIPTS
4. Fix the credit points, course name, coebs  
etc before publishing the results
5. PUT UP FILES FOR NAME CORRECTION,  
CANCELLATION, ~~ETC~~, NON PUBLICATION OF RESULTS,  
NON CONDUCTING OF EXAMS, SMP CASES ETC
6. VERIFYING GENUINENESS + PUT UP FILES  
+ SEND GENUINENESS CERTIFICATE TO  
AUTHORITY
7. PREPARING DUPLICATE MLS
8. ISSUING REVISED GC+PLS
9. REVALUATION EFFECTING
10. RECTIFYING THE FAULTS REPORTED BY  
DEGREE SECTION
11. FORWARDING GC+PLS AFTER VERIFYING WITH TR  
TO DIFF. COLLEGES
12. GRACE MARK EFFECTING FOR NSS, NCC & SPORTS +  
ARTS FOR DESERVING CANDIDATES.  
COLLECTION
13. PREPARATION OF DEMAND BALANCE FOR  
DIFF. COLLEGES.
14. ...



No: of Colleges.

SEMESTER

1. NSS CLG OTTAPPALAM - PKID - 210 ✓
2. WMO CHA muttil - wayand - 115 ✓
3. Khudmalth Arts Thirunavaya - malappuram - 40 ✓
4. MEASS AREACODE - malappuram - ~~124~~ 98 ✓
5. PK College Nallalam - Kozhikode - 21 ✓
6. Vimala T - Thrissur - 25 ✓

Marks entering, TR comparison, moderation effected.  
 AP statement & AP cover preparation & comparing.  
 False Numbering & Counter detatching, ~~of Despatches~~ patching  
 Decoding of marks (entering & comparing, distributing  
 marks) Files name correction, Cancellation, RV effected  
 & issuing revised MLC, forwarding MLC & PCR sent year.  
 genuineness verification, Duplicate MLC preparation  
 preparing despatch details Collecting marks ~~from~~ <sup>from</sup> colleges  
 handover script ~~from~~ to Teacher. preparing non  
 receipt of answer script. ~~SMP~~ files preparing  
 files dealing with SMP internal Marks non conduct  
 of exam, non publishing of results etc preparing.  
 PC issuing. ~~status check~~ Rectify the ~~errors~~ defects  
 reported by Degree section. DCB preparation  
~~years~~, fix credits & course code, paper name  
~~apt for~~ before result publishing attending phone calls  
 & ~~solve candidate~~ reply to enquire.

~~10301/~~  
~~SD: 2012~~



notes dealt in the Section that are common to all the Assistants / ASOs

1. Receiving the bundles of answer scripts and verification
2. Take numbering of scripts
3. Despatching the scripts
4. Preparing the Q.P. statement
5. Preparing the Q.P. cover
6. Receiving the marks and Entry
7. Distribution of marks among the Sections



| Serial No. | Name of the Assistant/ARO | Designation I.D No. | Districts/College (Other criteria) in respect of which the works as listed above are assigned to the person and other works if any                                                                                                                                                                                                                                                                                                  | Remarks |
|------------|---------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1.         | Shijitha K                | Assistant-<br>4232  | <u>Semester Pattern</u><br>1. St Degerius College, Olthumukh-<br>2. Marthoma College Chengalharu<br>3. Ecri College (Gandhi Knowledge City)<br>Chemburam<br>4. Kappungal Saiduji Haji Memorial (KSHM)<br>Arts & Science College, Edappanattur<br>5. Minorily Arts & Science College, Vallaparamba<br>6. Gurudev College of Advanced Studies, Kozhikode<br><u>Annual Pattern</u><br>7. Brahmakulam Centre<br>8. MGS College Orakkode |         |



2. Musthakk  
Alamed M

Sr. Grade

088-

Id No 3818

### Semester Pattern

1. Sri Krishna College, Guruvayur
2. KKTU Govt. College Pullut
3. SN College Alathur
4. Mookaz Arts and Science College  
Altharad
5. IKT Memorial Arts & Science College  
Chirukulamba
6. Oriental School of Hotel Management Lakshad

### Annual Pattern

7. SN College Alathur
8. Sri Krishna College, Guruvayur
9. VTB College Mannampetla



3. Anthony St

Sr. Grade Assl.  
3791Senior Pattern

1. Govt Victoria College Palakkad

2. Mount Sana College, Akalur

Annual Pattern

3. Govt. College Mookeri

4. Kottayam Cuhé

And other works like

1. Cancellation
2. Grace mark award
3. Name Correction
4. SMP work
5. Revaluation
6. Reply to RTI
7. Revising Grade Card (Gm, av, supplementary)
8. Verification of Applications
9. DCB work

10. Issue of old documents
11. Book of Duplicate mark list
12. Appointment of Scribe
13. ~~COVERS - 00~~ - ~~Final Grade Entry~~, ~~Fee Entry~~  
credit Entry

03-01-2017  
So, 8A X/11



SECTION: 14

SECTION OFFICER: UNNIKRISHNAN. M.P.

| Seat No. | Name of the Assistant/ASO | Designation & ID No. | Districts/Colleges/(Other criterion) in respect of which the works as listed above are assigned to the person and other works if any                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Remarks                     |
|----------|---------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 14/1     | RAVIKUMAR. C              | A.S.O<br>3588        | <p><u>MALAPPURAM</u> ① S.V.P.K. College, Palenmad<br/>(Eco, Pu: Eng, Malay sociology)</p> <p><u>PALDUCKKAD</u>: ② NSS. Nemmara<br/>(Eco, Eng, Hist &amp; Malay)</p> <p>③ PWC Padulckkad<br/>(Eng)</p> <p>④ Meryu Pkd.<br/>(Eng, Eco &amp; Histo).</p> <p><u>CALICUT</u>: ⑤ CK Gm Perambra</p> <p><u>PALDUCKKAD</u> ⑥ Meryu Pkd.</p> <p><u>THRISSUR</u> ⑦ PWC. Padulckkad.</p> <p>works related to above colleges are:</p> <p>① Tabulation works.</p> <p>② Grade marks:</p> <p>    ④ NCC</p> <p>    ⑤ NSS</p> <p>    ⑥ Sports</p> <p>③ Name correction -</p> <p>④ Genuine ness verification</p> <p>⑤ Grade Card &amp; PC issue</p> <p>⑥ Repeat Semr. }</p> <p>⑦ Re-admission</p> <p>⑧ Statements of marks</p> | <p>CUCB CSS</p> <p>YEAR</p> |

(P50)



- ⑨ Duplicate mark lists.
- ⑩ Smp -
- ⑪ - RGI
- ⑫ - Cancellation of Pvt/Reg Registrations
- ⑬ - Revaluation



SECTION: EA 14

SECTION OFFICER: UNNIKRISHNAN . M . P

| Seat No. | Name of the Assistant/ASO | Designation & ID No. | Districts/Colleges/(Other criterion) in respect of which the works as listed above are assigned to the person and other works if any                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Remarks                                    |
|----------|---------------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| 14/3     | RANJITHA . P<br>ASSISTANT | ASSISTANT<br>4263    | <p><u>THRISSUR</u> <u>SEMESTER</u></p> <p>① Christ college, Irinjialakkuda<br/>(BSW, Mal, Eng, ECO, Fun. Eng)</p> <p>② CARMAL college, Mala<br/>(Hist, Po, Edu, Funct Eng)</p> <p><u>Palakkad</u></p> <p>③ Pious college of Advanced studies, Mudavannur<br/>(Eng langu.)</p> <p>④ Govt Arts &amp; Science, Pathirippala<br/>Kozhikode Palakkad</p> <p>⑤ Malabar college, Moodadi<br/>(Funct Eng)</p> <p><u>Malappuram</u></p> <p>⑥ Govt Arts &amp; Science, Malappuram<br/>college for women<br/>(BA Eng lang, BA Isl Hist)</p> <p><u>works</u></p> <p>① Tabulation works</p> <p>② Grade mark</p> <p>    a) NCC</p> <p>    b) NSS</p> <p>    c) sports</p> | <p><u>ENABLES</u></p> <p><u>CESSUR</u></p> |

(PTO)



③ Name correction

④ Greenness verification

⑤ Grade card & PC issued

⑥ Repeat semester

⑦ Re-admission

⑧ Statement of marks

⑨ Duplicate mark list

⑩ Revaluation

⑪ course cancellation

⑫ SMP case

⑬ DCB

YEAR

① SN GC, Chelannur, Kozhikode

② Christ college, Irithalakkuda  
Thiruvananthapuram

③ Victoria college, Palakkad

④ Chittur college, Palakkad

⑤ Govt Arts & Sci college,  
Kozhikode



SECTION: 14

SECTION OFFICER: UNNIKRISHNAN M.P

| Seat No. | Name of the Assistant/ASO | Designation & ID No. | Districts/Colleges/(Other criterion) in respect of which the works as listed above are assigned to the person and other works if any                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Remarks |
|----------|---------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 14/2     | SINI I                    | ASSISTANT<br>4230    | <p><u>SEMESTER</u></p> <p><u>MALAPPURAM</u></p> <ol style="list-style-type: none"> <li>1. M.E-S ARTS &amp; SCIENCE COLLEGE PERINTHALMANNA</li> <li>2. GEMS ARTS AND SCIENCE COLLEGE, RAMAPURAM</li> <li>3. GRACE VALLEY COLLEGE OF ARTS AND SCIENCE, KADAMPUZHA</li> <li>4. WOMENS ISLAMIYA ARTS &amp; SCIENCE COLLEGE, WANDOOOR</li> </ol> <p><u>THRISSUR</u></p> <ol style="list-style-type: none"> <li>1. SVNSS, VYASAGIRI</li> </ol> <p><u>CALICUT</u></p> <ol style="list-style-type: none"> <li>1. HI-TECH ARTS &amp; SCIENCE COLLEGE VATTOLI</li> </ol> <p><u>YEAR</u></p> <ol style="list-style-type: none"> <li>1. PMU CHALAKKUDY</li> <li>2. MAMO COLLEGE, MUKKOM</li> <li>3. MARKAZ, ATHAWANAD</li> </ol> <p>WORKS RELATED TO ABOVE COLLEGES ARE! →</p> <ol style="list-style-type: none"> <li>1. TABULATION WORKS</li> <li>2. GRACE MARKS               <ol style="list-style-type: none"> <li>a. NCC</li> <li>b. NSS</li> <li>c. SPORTS</li> </ol> </li> <li>3. NAME CORRECTION</li> <li>4. GENUINNESS VERIFICATION</li> <li>5. GRADE CARD / PC ISSUE</li> <li>6. REPEAT SEM</li> <li>7. RE-ADMISSION</li> <li>8. STATEMENT OF MARKS</li> <li>9. DUPLICATE MARKLIST</li> <li>10. RTI</li> <li>11. DUPLICATE MARKLIST</li> </ol> |         |



12. CANCELLATION

13. REVALUATION

14. SMP