

RIGHT TO SERVICE ACT - Details of Duties and Responsibilities of Staff

Name of the Department : B.Com. Branch, Pareeksha Bhavan

Name of the Branch Head : Ajitha. P.P

Designation : Joint Registrar

Contact Number (Office) : 0494-2407210

Sl. No.	ID. No.	Name	Designation	Branch/Section	Telephone Numbers (Office)	Duties and Responsibilities
1.	2279	AJITHA .P.P	Joint Registrar	B.Com.	0494-2407210	Branch Head
2.	1946	BALAKRISHNAN. M	Assistant Registrar	AR XII	0494-2407213	Supervision of Sections 7,8,9,10,11 & 12
3.	2231	BALAKRISHNAN. M	Assistant Registrar	AR XIII	0494-2407283	Supervision of Sections 2,4,13,14 & 15
4.	2061	SREEDEVI.K.P	Assistant Registrar	AR XIV	0494-2407282	Supervision of Sections 1,3,5,6 & Despatch
5.	2967	PUSHPALATHA	Office Superintendent Hr.Gr	Tappal	0494-2407284	Receiving of Tappals, allotment of current numbers, allotment currents to sections etc. (DDFS also)
6.	3641	SAVITHA PULIYULLATHIL	Computer Assistant (Sr.Gr.)	Typing Pool		Typing work of the Branch
7.	2949	ABDUL KAREEM Moozhikkal	Office Attendant	JCE' s cabin		Assigned by the Officers
8.	4409	BINU. K.	Office Attendant	AR's cabin		Assigned by the Officers
9.	2644	JAYAMANASAN. C.S	Section Officer (Hr. Gr.)	EC I	0494-2407211	Supervision of the section, establishment of branch.
10.	3484	ANOOP. K.M	Assistant Section Officer			Establishment work of the Branch, Laison work of Digital wing with Tabulation section, Convening of Pass Board Meeting, Issuance of Result notification, Miscellaneous works not related to other sections.
						Appointment of examiners for the valuation camp and for Decentralised mode of valuation, Conduct of spot payment camps for the payment of remuneration to

11.	3414	SARANG. A.K	Assistant			the examiners and collection of marksheets from the examiners/camps, Preparation of seniority list of examiners.
12.	3959	SATHEESH BABU. K	Assistant			Preparation and issuance of Rank certificate/position certificates, Consolidation of DCB Statements, Indexing of TRs
13.	2910	UMMU HABEEBA. V.T	Clerical Assistant			The collection , stalking and issuance of unclaimed Marklists /Hall Tickets/Grade Cards.
14.	2953	BASHEER. P	Office attendant			Assigned by the Officers
15.	3457	SURESH.V	Clerical Assistant			Keeping of the record room and T.R. Room.
16.		Vacant	Assistant			Miscellaneous work
17.	3180	BEENA. A.K	Section Officer	EC II	0494-2407272	Revaluation process of the examinations conducted by the Branch
18.	2944	VISWANATHAN.M.MACHINGAL	Assistant			
19.	4159	ARCHANA. P.M	Assistant			
20.	4381	ANIL KUMAR. K.V	Office attendant			
21.	2739	JABIR. T	Section Officer	EC III	0494-2407272	Preparation of degree certificates of the centres in Malappuram, Palakkad, Ernakulam, Thiruvananthapuram& kottayam districts
22.	2820	MURALEEDHARAN . P.T	Assistant Section Officer			
23.	3333	AMBIKA. A.P	Assistant Section Officer			
24.	4197	DIVYA.K.S	Assistant			
25.	3190	NISHANTH.T.M	Section Officer	EC IV	0494-2407269	Preparation of degree certificates of the centres in Thrissur , Kozhikode, Way-anad districts, Lakkshadweep & centres under Kannur University
26.	4205	SUBINA. S	Assistant			
27.	4228	LIMIN.C.K	Assistant			
28.	4514	ALIDA.C.K	Assistant			

29.	3280	ANIL KUMAR. M.S	Section Officer	EC V	0494-2407273	Sections EC V to EC XV deal with the following works(both semester and yearly pattern): Tabulation works, Registration of candidates, Name correction, False numbering, Optional change, token registration, Entry of marks, Preparation of Marklists / Grade Cards/ Consolidated Grade Cards,Preparation of Provisional certificates, Genuineness verification of Certificates/marklist, Preparation of Duplicate Marklists & Degree Certificates, Cancellation of Registration, Discontinuation of Course, Issuance of consolidated marklists, Entry of Gracemarks and issuance of revised Marklists/Grade card, Preparation of DCB Statement, Preparation of Question Paper statement & covers,
30.	3390	REJITHA. G.S	Assistant Section Officer			
31.	4299	SANDEEP. M	Assistant			
32.	4214	ABDULLA POOVAKKATTU	Assistant			
33.	3256	ANUPAMA SACHINDRAN	Section Officer	EC VI	0494-2407273	
34.	3495	VIDHYA CHANDRASEKHAR	Assistant Section Officer			
35.	4477	SAJEER. S	Assistant			
36.	4490	SARITHA. A.S	Assistant			
37.	2635	ASHOK KUMAR. K.P	Section Officer	EC VII	0494-2407274	
38.	3594	RAGHUNATH. K.S	Assistant			
39.	4255	PRAVEEN. N.S	Assistant			
40.	4278	RACHANA. S	Assistant			
41.	3265	MANOJAN. M.K	Section Officer	EC VIII	0494-2407275	
42.	3821	SHEENA. K.C	Assistant Section Officer			
43.	4250	DEEPA. V.S	Assistant			
44.	4217	DEEPAK V	Assistant			
45.	3264	PRAVEEN.P.V	Section Officer	EC IX	0494-2407277	
46.	3803	SATHAINESAN. C	Assistant			
47.	4256	ARYA. S.R	Assistant			
48.	4155	DIVYA. M.K	Assistant			
49.	2762	MURALEEDHARAN. E.A	Section Officer	EC X	0494-2407277	
50.	3486	RAMLABI MELEVEETIL	Assistant Section Officer			
51.	4130	RESHMA.A.M	Assistant			
52.		Vacant	Assistant			
53.		Vacant	Section Officer	EC XI	0494-2407280	
54.	3454	SURESH BABU KOONANKANDIYIL	Assistant Section Officer			
55.	4318	AGNES PETER	Assistant			
56.	4257	DENSY ROSLIT.R.C	Assistant			

57.	2146	RADHAKRISHNAN. M	Section Officer (Hr. Gr.)	EC XII	0494- 2407280	
58.	3787	MADHUSOODHANAN. S.G	Assistant			
59.	4280	PRASAD. P.S	Assistant			
60.	4129	DHANYA. K.M	Assistant			
61.	2744	VIJESH. T.K	Section Officer	EC XIII	0494- 2407274	
62.	3823	ROSHNI. P	Assistant			
63.	4269	JULIE. T	Assistant			
64.	4098	BINDU .M.C	Assistant			
65.	3332	MANOJKUMAR. C	Section Officer	EC XIV	0494- 2407275	
66.	3231	RAGHU. O	Assistant Section Office			
67.	4072	VIPIN RAJ. M	Assistant			
68.	4160	REKHA HARI. K	Assistant			
69.	3275	RAZAK. K.M	Section Officer	EC XV	0494- 2407276	
70.	3420	ASHOK SAMUEL .K	Assistant Section Office			
71.	3394	SUJATHA. K.G	Assistant Section Office			
72.	4213	SHAMSEER. K	Assistant			
73.	2153	ABDUL KAREEM ALUNGAL CHUNKATH	Pool Officer	Despatch	0494- 2407276	Despatch of all articles, Distribution of applications for degree certificates.
74.	3513	RAJESH. E.K	Clerical Assistant			
75.	4495	SREEJA MOL.V	Computer Assista nt			

Sd/-

Ajitha. P.P

Joint Registrar (B.Com.)