

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

Name of the Department: Internal Quality Assurance Cell

Name of the Branch Head: Dr. M. Sabu.

Designation: Director, IQAC (Professor, Dept. of Botany)

Contact Number (Office): 0494-2407139

Works dealt with:

Activities pertaining to NAAC Reaccreditation works from time to time.

Data Collection and compilation of Annual Quality Assurance Report for NAAC.

Works related to the collection, compilation and forwarding of data for National Institutional Ranking Framework.

Criteria based collection and compilation of data for Quarterly report to Hon'ble Governor.

Work related to Chancellor's Award for Best University.

Collection and compilation of data relating to the University sought by agencies for ranking.

Sl.No	ID. No	Name	Designation	Branch/Section	Telephone Number (Office)	Duties and Responsibilities
1	4211	Shuhaib K.P	Assistant	IQAC	0494 2407139	Initiating steps for sending communications (email/ letter) to the concerned requesting for data and also processing the files related to the same, including follow up. Processing of other general communication.
2	1725	Madhusoodanan P	Office Superintendent	IQAC	-do-	All the works related to the compilation of data and its finalisation.
3	2588	Anwar V	Section Officer	IQAC	-do-	Perusal of files and forwarding for orders. Arranging of meetings. Preparation of minutes and initiating steps for implementation.

Name & Signature of the Branch Head


DEPUTY REGISTRAR
Planning & Development Branch
University of Calicut