

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

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

Name of the Branch Head: Sri. Pramodh. M.K.

Designation: Deputy Registrar

Contact Number(Office): 0494 2407214

Sl.No	ID. No	Name	Designation	Branch/Section	Telephone Number (Office)	Duties and Responsibilities
1	1870	PROMODH. M.K.	D.R	B.Sc.	04942407214	Head of the Branch, Public Information Officer of B.Sc. Branch
2	2099	SARALA DEVI. N.	A.R.	"	04942407291	Supervision of 7 sections of the B.Sc. Branch
3	2159	MEERA. T	A.R.	"	04942407431	Supervision of 7 sections of the B.Sc. Branch
4	4382	RAJESH. K.	Office Attendant	"		
5	3321	RIJIMOL. K.S.	SECTION OFFICER	B.Sc/ES I	04942407249	Overall supervision, co-ordination, tappal distribution among the assistants of the section.
6	2990	UNNIKRISHNA N. V.P.	Office Attendant	"	"	
7	4118	SALMATH. P	ASSISTANT	"	"	Work connected with the preparation of Duplicate Marklist, Provisional Marklist, consolidated marklist, name correction, course cancellation of yearly B.Sc courses & statement of marks, Misc certificates, and verification (internal).
8	4132	DIVYA. C.M.	ASSISTANT	"	"	Urgent degree applications – Processing – year course
9	4434	MANJULEKSHMI. V	ASSISTANT	"	"	Application for ordinary degree certificate, revised degree certificate, Duplicate degree certificates, Genuineness verification – yearly course



10	3191	SINDHU N VIJAYAN	SECTION OFFICER	B.Sc/ES II	"	Overall supervision, co-ordination, tappal distribution among the assistants of the section.
11	3785	ABDUL SAMAD.K.K.	Sr. Gr. ASSISTANT	"	"	Post exam related works of CUCBCSS, CCSS-UG and yearly pattern & General works
12	3423	AMBILI.D.L.	ASSISTANT SECTION OFFICER	"	"	Post exam related works of CUCBCSS, CCSS-UG and yearly pattern & General works
13	3509	UDAYAKUMAR. V.	ASSISTANT SECTION OFFICER	"	"	Post exam related works of CUCBCSS, CCSS-UG and yearly pattern & General works
14	4380	BIJOY. P.S.	Office Attendant	"	"	
15	2227	BHASKARAN. P	SECTION OFFICER (Sr.Gr)	B.Sc/ ES III	04942407299	Attend duties of Revaluation of B.Sc Exams
16	3115	SIJU PALERI	ASSISTANT	"	"	Attend duties of II semester and VI semester B.Sc exams
17	4147	SHIBU. S	ASSISTANT	"	"	Duties of revaluation for III and IV Semester B.Sc Exams
18	3570	PRASANTHAN KADAYANKANDI	ASSISTANT SECTION OFFICER	"	"	Duties of I and V semester B.Sc/BCA exams
19	2337	SURESH KUMAR. T.S.	SECTION OFFICER	B.Sc/ES IV	"	Overall supervision, co-ordination, tappal distribution among the assistants of the section.
20	4165	PRAVEEN. K.V.	ASSISTANT	"	"	Processing of original degree certificate applications (urgent)
21	4134	ANJANA C BALAN	ASSISTANT	"	"	Processing of original degree certificate applications (urgent)
22	4084	INDU. C.S.	ASSISTANT	"	"	Processing of original degree certificate applications (urgent)
23	2290	BABU JOHN	SECTION OFFICER	B.Sc/ES V	04942407298	Overall supervision, co-ordination, tappal distribution among the assistants of the section.



24	3798	PRAKASH.B.M.	Sr.GR. ASSISTANT	"	"	All tabulation works related to CUCBCSS, CCSS-UG and yearly pattern, Issuance of CGC & PC, awarding grace marks NSS,NCC,Others, Preparation of DCB Statement, genuineness verification of semester courses, readmission, repeat semester, course cancellation etc.
25	3441	SUDHEESH PUTHALATH	ASSISTANT SECTION OFFICER	"	"	"
26	4069	SHAINI. E	ASSISTANT	"	"	"
27	3267	RANI. P	SECTION OFFICER	B.Sc/ES VI	"	Overall supervision, co-ordination, tappal distribution among the assistants of the section.
28	3447	SATHYABHAMA . M.V.	ASSISTANT SECTION OFFICER	"	"	All tabulation works related to CUCBCSS, CCSS-UG and yearly pattern, Issuance of CGC & PC, awarding grace marks NSS,NCC,Others, Preparation of DCB Statement, genuineness verification of semester courses, readmission, repeat semester, course cancellation etc.
29	4121	NASREEN. M	ASSISTANT	"	"	"
30	4146	MANU MARAKKAR. K.	ASSISTANT	"	"	"
31	2929	AKHILDAS T	SECTION OFFICER	B.Sc/ ES VII	04942407292	Overall supervision, co-ordination, tappal distribution among the assistants of the section.
32	3826	SMITHA POOVADAN	SENIOR GRADE ASSISTANT	"	"	All tabulation works related to CUCBCSS, CCSS-UG and yearly pattern, Issuance of CGC & PC, awarding grace marks NSS,NCC,Others, Preparation of DCB Statement, genuineness verification of semester courses, readmission, repeat semester, course cancellation etc.
33	3738	SHAIJU. O.	Sr. Gr. COMPUTER ASSISTANT	"	"	"
34	4207	JAYA O.K.	ASSISTANT	"	"	"
35	3290	NISHA PULIYULLATHIL	SECTION OFFICER	ES VIII	04942407297	Overall supervision, co-ordination, tappal distribution among the assistants of the section.



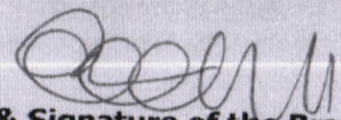
36	4493	ANISH S.S.	COMPUTER ASSISTANT Gr.II	"	"	All tabulation works related to CUCBCSS, CCSS-UG and yearly pattern, Issuance of CGC & PC, awarding grace marks NSS,NCC,Others, Preparation of DCB Statement, genuineness verification of semester courses, readmission, repeat semester, course cancellation etc.
37	4064	ANEESH. V.K.	ASSISTANT	"	"	"
38	4235	REMYA. M	ASSISTANT	"	"	"
39	4411	SREEJITH. A	Office Attendant	"	"	
40	3183	JINMESH. K	SECTION OFFICER	B.Sc/ES IX	04942407296	Overall supervision, co-ordination, tappal distribution among the assistants of the section.
41	3411	SHEEBAMOL.C. K.	ASSISTANT SECTION OFFICER	"	"	All tabulation works related to CUCBCSS, CCSS-UG and yearly pattern, Issuance of CGC & PC, awarding grace marks NSS,NCC,Others, Preparation of DCB Statement, genuineness verification of semester courses, readmission, repeat semester, course cancellation etc.
42	3416	SUSMITHA.K.	Sr. Gr. ASSISTANT	"	"	"
43	4135	JINEESH. K.A.	ASSISTANT	"	"	"
44	3185	NISHA BABY. K	SECTION OFFICER	B.Sc/ES X	"	Overall supervision, co-ordination, tappal distribution among the assistants of the section.
45	4474	ANUPAMA JOSE	ASSISTANT	"	"	All tabulation works related to CUCBCSS, CCSS-UG and yearly pattern, Issuance of CGC & PC, awarding grace marks NSS,NCC,Others, Preparation of DCB Statement, genuineness verification of semester courses, readmission, repeat semester, course cancellation etc.
46	4212	BINDU BHASKAR. K	ASSISTANT	"	"	"
47	3421	NEEREJ. N.	ASSISTANT SECTION OFFICER	"	"	"
48	2442	VALSALA. C.	SECTION OFFICER	B.Sc/ES XI	04942407295	Overall supervision, co-ordination, tappal distribution among the assistants of the section.



49	3525	SEEMA JAYAPRAKASH. I.K (on HPL)	ASSISTANT SECTION OFFICER	"	"	All tabulation works related to CUCBCSS, CCSS-UG and yearly pattern, Issuance of CGC & PC, awarding grace marks NSS,NCC,Others, Preparation of DCB Statement, genuineness verification of semester courses, readmission, repeat semester, course cancellation etc.
50	4215	USMAN MOORKAN	ASSISTANT	"	"	"
51	4487	NADEETHA KAMARUDHEEN	ASSISTANT	"	"	"
52	4259	SHEEJA. S	ASSISTANT	"	"	"
53	4435	BINCI THAMPI	Office Attendant	"	"	
54	2976	ANSAR MOHAMED	SECTION OFFICER	B.Sc/ ES XII	"	Overall supervision, co-ordination, tappal distribution among the assistants of the section.
55	4498	ATHIRA R	ASSISTANT	"	"	All tabulation works related to CUCBCSS, CCSS-UG and yearly pattern, Issuance of CGC & PC, awarding grace marks NSS,NCC,Others, Preparation of DCB Statement, genuineness verification of semester courses, readmission, repeat semester, course cancellation etc.
56	3613	SYLAJA. V.P.	SELECTION GR. COMPUTER ASST	"	"	"
57	4070	AKHILESH. K.P	ASSISTANT	"	"	"
58	3276	SASI. O.C.	SECTION OFFICER	B.Sc/ ES XIII		Overall supervision, co-ordination, tappal distribution among the assistants of the section.
59		VACANT	ASSISTANT	"		Processing of original degree certificate applications (ordinary)
60	4301	BAISIL EDWIN	ASSISTANT	"		Processing of original degree certificate applications (ordinary)



61	4067	SHEEJA. V	ASSISTANT	"		Processing of original degree certificate applications (ordinary)
62	3244	TESSY LINNETTE JACOB	SECTION OFFICER	B.Sc/ ES XIV		Overall supervision, co-ordination, tappal distribution among the assistants of the section.
63	4265	YOUSAF. A	ASSISTANT	"		Pre degree duplicate Marklist, Miscellaneous certificate, pass certificates – Add on courses – Issuance of ML & certificates, searching of register works
64	2892	SULAIMAN. K.T	CLERICAL ASSISTANT	"		"
65	4413	BABHITHA. G	ASSISTANT	"		"
66	2755	RESMI SANKAR.K.C.	O.S. Higher GR.	B.Sc.		Tappal receiving- distribution (external & internal), preparing attendance statement, keeping leave registers,
67	3865	SURESH. C	CLERICAL ASSISTANT	"		All despatch works related to the branch
68	3751	SINDHU C.D	COMPUTER ASSISTANT Gr.I	"		All works related to typing, scanning, emailing in the branch

  
**Name & Signature of the Branch Head**

Deputy Registrar -VI  
 University of Calicut