

RIGHT TO SERVICE ACT – DETAILS OF DUTIES & RESPONSIBILITIES OF STAFF

Name of the Department : EPR Branch, Pareeksha bhavan

Name of the Branch Head: Praveena R

Designation: Deputy Registrar III (JCE VII)

Contact Number (Office) : 04942407216

Following works are dealt with, in :

Tabulation Sections

Verification of Applications for Examinations to Publication of result, Issuance of Marklists , Provisional Certificate and Original Degree Certificates, Verification of Genuineness, RV effecting, Name Correction and other general works.

General / Confidential Section

All confidential works related to various courses under JCE VII, except the works undertaken by JCE I.

1. Appointment of Examiners and Chairpersons.
2. Scheduling of Viva, Practical etc.
3. Correspondance with appointed Examiners.
4. Conduct of CV camps.
5. Convening examiners conference.
6. Conduct of Passboard meeting.
7. Transmission of TA/DA bills to Exam. Accounts.
8. Establishment related works of EPR branch and preparation of work distribution.
9. All general correspondances.
10. Collection of data from sections and consolidation of the same.
11. DCB Preparation and Audit related works.
12. Post Exam Schedule – Preparation and Monitoring.

RV Section

Revaluation works related to all the courses at EPR Branch.

Tappal & Despatch Section

1. Receiving and distribution of all kinds of currents from central Tapal (Exams) and Tapal of AD block / Departments.
2. Maintanance of Scanners and Printers
3. All Typing Works
4. Despatch of DC and other documents. Keeping and disposal of applications of DC.

Sl No	ID No	Name	Designation	Branch/Section	Telephone Number (Office)	Duties & Responsibilities
1	2043	Praveena R	DR		2407216	Supervision
2	1925	Valsa AK	AR		2407277	Supervision
3	2064	Sugandhi AV	AR		2407277	Supervision
4	2973	Prasanth Kumar KR	Steno to DR		2407216	<p>1. Verification and forwarding of emails to Tabulation sections</p> <p>2. Receiving of all Tappal to JCE VII, other than from central tappal (Pareksha bhavan) and distribution to the sections concerned (Including mark sheets of Internal and external exams) and maintenance of its records.</p> <p>3. Preparation of Attendance statement and punching details of all staff (including regular/ provisional) and sheet roll of CLR, forwarding of leave applications and payment of telephone/Mobile bills.</p> <p>4. Keeping of Records of digitalized Degree Certificate</p> <p>5. Making Proper entries of files to and from CE's office.</p>
5	2381	Sankaran Rita Rani	SO	EPR I	2407288	Supervision of the following works
6	3600	Deepthi PC	ASO	EPR I		Tabulation and other related works of MBBS, BAMS, LLB, BTA, MTA, BFA
7	4199	Sarithamol P	ASST	EPR I		Tabulation and other related works of MBBS, BAMS, PG Medicine, PG Diploma, MDS, MD Ayurveda, DM/Mch, MD Homoeopathy, LLB, MSc Radiation Physics

8	4201	Shabila KK	ASST	EPR I		Tabulation and other related works of MBBS, EAMS, LLB, MHA
9	2534	PC Bhaskaran	SO	EPR III	2407265	Supervision of the following works
10	4056	Rashida PM	ASST	EPR III		Tabulation and other related works of B.Ed
11	4311	Majeed CM	ASST	EPR III		Tabulation and other related works of B.Ed
12	4206	Suchithra PK	ASST	EPR III		Tabulation and other related works of B.Ed
13	2505	Unnikrishnan P	SO	EPR IV	2407465	Supervision of the following works
14	4262	Shalini AP	ASST	EPR IV		Tabulation and other related works of LLB, LLM
15	3270	Satheeshan R	ASO	EPR IV		Tabulation and other related works of LLB - Numerical and New Scheme
16	3458	Vinod Kumar K	ASO	EPR IV		Tabulation and other related works of LLB, LLM, PG Diploma in Arabic
17	4509	Nithish N	Asst	EPR IV		Tabulation and other related works of LLB, issuance of pending marklists.
18	2745	Rajeevan Mundayath Valappil	SO	EPR V	2407464	Supervision of the following works
19	3850	Biju Mathew	ASO	EPR V		Tabulation and other related works of MBA II & III Sem, BSc. Nursing, BMMC, BVoc, Degree preparation and genuineness of vanished courses – M.Pharm, Post basic B.Sc. Nursing, BHMS, BMMC, B.Voc
20	3643	Rema M	Typist	EPR V		Tabulation and other related works of MBA II & III Sem, BSc. Nursing, BMMC, BVoc
21	4153	Nina M	ASST	EPR V		Tabulation and other related works of MBA II & III Sem, BSc. Nursing, BMMC, BVoc
22	2260	Saffeeya N	SO	EPR VI	2407464	Supervision of the following works
23	4030	Joshila MT	ASST	EPR VI		Tabulation and other related works of I & IV MBA CUCSS,

						non CSS and SDE, I to IV Sem MBA CCSS, PG Diploma in Translation and secretarial Practice in Hindi, PG Diploma in early childhood care, PG Diploma in Mridangam.
24	4432	Susha G	ASST	EPR VI		Tabulation and other related works of I & IV MBA CUCSS, non CSS and SDE
25	4244	Shyju CM	ASST	EPR VI		Tabulation and other related works of I & IV MBA CUCSS and non CSS
26	3278	Sarath Kumar CK	SO	EPR VII	5407464	Supervision of the following works
27	4095	Jayalakshmi KN	ASST	EPR VII		Tabulation and other related works of BLISc, MLISc CCSS & CUCSS, BPE, B.PEd, B.Ed, Integrated MLISc
28	4438	Pravitha K	ASST	EPR VII		Tabulation and other related works of B.Pharm, MCJ CCSS & CUCSS, MPT, B.Ed
29	4470	Divya K	ASST	EPR VII		Tabulation and other related works of M.PEd/MPE, MSc. Paramedicals, B.Sc Paramedicals, BPT, B.Ed
30	2269	Alice P John	SO	EPR VIII	2407473	Supervision of the following works
31	4133	Jyothy M	ASST	EPR VIII		Tabulation and other related works M.Tech, M.Arch, M.Planning, BDS, MTHM
32	4312	Greeshma KV	ASST	EPR VIII		Tabulation and other related works M.Tech, BDS, BHM
33	4172	Shyni PP	ASST	EPR VIII		Tabulation and other related works of Mtech, BDS, E.PEd
34	2461	Jengish MG	SO	EPR IX	2407473	Supervision of the following works
35	3242	Jyothy Gopalan	ASST	EPR IX		Tabulation and other related works M.Ed, MCA
36	3572	Nibitha V	ASST	EPR IX		Tabulation and other related works of MCA, PG Diploma in Counselling, PG Diploma management of learning disabilities.

37	4094	Salija KS	ASST	EPR IX		Tabulation and other related works of MCA
38	2645	Prabhakaran PV	SO	EPR X	2407566	Supervision of the following works
39	3569	Sasi NP	ASO	EPR X		Revaluation works of MCA, MTech, MCJ, MBBS, BDS, BAMS, BHMS, M.Arch, MHA, PG Medicine, Short term courses.
40	3431	Aras Muhammedkarim	ASO	EPR X		Revaluation works of MBA, PG Diploma in Courses, BMMC, Certificate Courses, B.Voc, BFA, BTA, MTA, MFT, BHM, MHA
41	4119	Binsy K	Asst	EPR X		Revaluation works of LLB, BBA LLB, LLM, B.Ed, BLISc, MLISc, MJT, M.Ed, Diploma courses
42	2907	Sreekanth KP	CLAsst	EPR X		Collecting Valued scripts from valuation centres for revaluation, picking of scripts for valuation, sorting of Applications for revaluation, taking photocopies of answerscripts, Asisting the works in the section related to revaluation.
43	4489	Sreejith Vishnu S	Asst	EPR X		Revaluation works of B.Sc Paramedicals, B.Sc Nursing, BPE, BPT, BPed, MPed, MSc Para medicals, MSC. Nursing, B.Pharm, MPT, Mpharm, MFT.
44	3197	Praseena KK	SO	EPR XI	2407566	Supervision of the following works
45	4093	Praveena M	Asst	EPR XI		Tabulation and other related works of B.Ed
46	3830	Manoj Kumar T	ASO	EPR XI		Tabulation and other related works B.Ed, B.Ed Hearing Impaired.
47	3822	Sreedevi V	ASO	EPR XI		Tabulation and other related works of B.Ed, MJT
48	3544	Rajalakshmy S	ASO	Conf	2407292	General works / confidential
49	3451	Seesha K	ASO	confi	2407292	General works / confidential
50	3538	Ramesh VC	ASO	confi	2407292	General works / confidential
51	2965	Sairabhanu	OS	T&D	2407216	Typing, Tappal & Despatch

52	3709	Noobi KM	Typist	T&D		Typing, Tappal & Despatch
53	3728	Radha M	Typist	T&D		Typing, Tappal & Despatch
54	2950	Ramakrishnan M	Peon			Office attendant
55	4408	Riyasali PP	Peon			Office attendant

Praveen

DEPUTY REGISTRAR III (JCE VII)