

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

Name of the Department: College Development Council

Name of the Branch Head: Girija M V

Designation: Deputy Registrar

Contact Number (Office): 0494-2407138/ 2407112/ 2407128

SI No	Emp Id	Name of Employee	Designation	Branch	Telephone Number	Duties and responsibilities.
1	1421	Girija M V	DR	CDC	0494-2407138	DR and Public Information officer-CDC
2	2034	Mohanan T	AR	CDC	0494-2407128	AR-CDC
3	3126	Shanavas Kuruniyan	Section Officer	CDC-A	0494-2407112	All works related to CDC-A section.
4	3545	Anitha R Krishnan	ASO	CDC-A	0494-2407112	Processing of application for new colleges / courses/permanent increase of seats / marginal increase of seats ,secretarial works in connection with District Level Inspection Commissions constituted by the Syndicate for inspection of colleges. Forwarding recommendation of the University to the Government regarding new colleges and courses as per the decisions of the Syndicate
5	4208	Shafeel C M	ASSISTANT	CDC-A	0494-2407112	Affiliation of colleges /courses /continuation of Provisional affiliaton and related works of affiliated Engineering ,Architecture,Management and Law colleges in Palakkad,Kozhikode ,Thrissur districts
6	4111	Shajahan K H	ASSISTANT	CDC-A	0494-2407112	Affiliation of colleges /courses /continuation of Provisional affiliaton related works of affiliated colleges (except Engineering,Architecture,Management and Law) including training colleges in Palakkad.
7	2414	Basheer A K	Section Officer	CDC-D	0494-2407112	All works related to CDC-D section.

8	4429	Subheesh Kumar K P	ASSISTANT	CDC-D	0494-2407112	Affiliation of colleges /courses /continuation of Provisional affiliaton and related works of affiliated Teacher education colleges / oriental title colleges in Kozhikoded and Thrissur district and all Govt . Arts and Science colleges in Kozhikode district.
9	4100	Swapna Gopinath V	ASSISTANT	CDC-D	0494-2407112	Affiliation of colleges /courses /continuation of Provisional affiliaton and related works of affiliated Self Financing Arts and Science /Law colleges in Kozhikode district.
10	4428	Shinumol P J	ASSISTANT	CDC-D	0494-2407112	Affiliation of colleges /courses /continuation of Provisional affiliaton and related works of all Arts and science colleges in Thrissur district and all Aided Arts and Science college in Kozhikode district.
11	3187	Jayakumar R K	Section Officer	CDC-E	0494-2407112	All works related to CDC-E section.
12	4276	Festin P A	ASSISTANT	CDC-E	0494-2407112	Updation of college statistics,communicating matters of general importance to affiliated colleges, maintaining web page of CDC and CDMS, consolidtion of various statistics related to affiliated colleges to the other branches of the University,Govt/UGC and other agencies, career oriented courses of UGC-Advisory committee meetings.
13	4150	Vijitha P	ASSISTANT	CDC-E	0494-2407112	All establishment works in CDC, LA reply consolidation and senate interpellations, RTI requisitions,audit objections pertaining to entire CDC branch, Annual report data collection and compilation etc.
14	4240	Rajesh C	ASSISTANT	CDC-E	0494-2407112	Countersign and forward applications to UGC i.r.o various UGC schemes for affiliated colleges such as GDA,MRP, Faculty Development Programme etc, Prof M M Ghani Awards,B Voc Programmes , Autonomous colleges ,Inclusion of colleges under 2(f) and 12(b) of UGC act, conduct of interface meetings, inspection of UGC funded hostels, Faculty recharge programme.

15	2451	Krishna prakash N K	Section Officer	CDC-G	0494-2407112	All works related to CDC-G section.
16	4242	Ligisha K L	ASSISTANT	CDC-G	0494-2407112	Affiliation of colleges /courses /continuation of Provisional affiliaton and related works of Aided and Govt Arts and Science college in Malappuram district and all colleges in Wayanad district.
17	3574	Sreelekha L	ASO	CDC-G	0494-2407112	Affiliation of colleges /courses /continuation of Provisional affiliaton and related works of Professional/Oriental title and Training colleges in Malappuram district.
18	3300	Santhanakrishnan E G	ASO	CDC-G	0494-2407112	Affiliation of colleges /courses /continuation of Provisional affiliaton and related works of self financing Arts and Science colleges in Malappuram District.
19	4241	Risha K P	ASSISTANT	UGC-Special Cell	0494-2407112	All PMEC and ABLC related works of SC/ST/OEC. Statistics and preparation of reports on SC/ST to UGC, Govt. Etc.
20	2440	Nirmala K Kallupalam	O.S Hr Gr	Tappal Section	0494-2407112	Tappal Section
21	3775	Rajagopal P	Sr Gr Comp Asst	Tappal Section	0494-2407112	Tappal Section
22	2914	Hanecfa	CLERICAL ASST	Tappal Section	0494-2407112	Tappal Section
23	4302	Sheeja	Office Attendant	Tappal Section	0494-2407112	Office Attendant
24	4346	Vasu	Office Attendant	Tappal Section	0494-2407112	Office Attendant

Name & signature of the branch head:

DEPUTY REGISTRAR
College Development Council

