

<b>O/o Dean (Academics)</b>		
Mr. Satya Srinivas N.	Assistant Registrar	<ul style="list-style-type: none"> <li>• Academic Records</li> <li>• Samarth/NAD/ABC</li> <li>• Convocation</li> <li>• SAC</li> </ul>
Ms. Divya VJ	Technical Officer	<ul style="list-style-type: none"> <li>• Examinations</li> <li>• PhD Theses</li> <li>• Publication of Results</li> <li>• Calendar and Time-table</li> </ul>
Ms. Archana PR	Office Assistant (MS)	<ul style="list-style-type: none"> <li>• General Queries</li> <li>• Grade Cards</li> <li>• Liaison with Parents</li> <li>• Examinations</li> </ul>
Ms. Beena NK	Office Assistant (MS)	<ul style="list-style-type: none"> <li>• Admission</li> <li>• Fellowships/Scholarships</li> <li>• Insurance</li> <li>• Certificates (Bonafide/NoC)</li> </ul>
Mr. Anil Prakash	Office Assistant (MS)	<ul style="list-style-type: none"> <li>• Admissions</li> <li>• Data Consolidation</li> <li>• Convocation</li> </ul>
<b>O/o Dean (Student Affairs)</b>		
Mr. Satya Srinivas N.	Assistant Registrar	<ul style="list-style-type: none"> <li>• Accommodation of students Hostels</li> <li>• Maintenance and upkeep of infrastructure</li> <li>• Disciplinary matters of students.</li> <li>• RTI queries-related</li> </ul>
Mr. Arun Raj J R.	Physical Education Instructor	<ul style="list-style-type: none"> <li>• Management of the coaches</li> <li>• Sports facilities, student gym and staff gym</li> <li>• Mentoring student sports teams</li> </ul>
Ms. Sruthi R Balu	Office	<ul style="list-style-type: none"> <li>• Facilitation of hostel room allotment</li> </ul>

	Assistant (MS)	<ul style="list-style-type: none"> <li>Accommodation of external students</li> </ul>
<b>O/o Dean (Faculty Affairs)</b>		
Ms. Mini Philip	Personal Assistant	<ul style="list-style-type: none"> <li>Recruitment facilitation</li> <li>HR activates</li> <li>Establishment functions</li> <li>Parliamentary queries and RTI matters</li> </ul>
Ms. Anupama J Prakash	Office Assistant	<ul style="list-style-type: none"> <li>Maintenance of records</li> <li>Drafting and preparation of Office Orders</li> </ul>
<b>O/o Associate Dean (RDC)</b>		
Ms. Nimi Joseph Chaly	Assistant Registrar	<ul style="list-style-type: none"> <li>Management of externally projects</li> <li>Maintenance of funds under various headings</li> <li>Patents, MOU &amp; MOA related activities</li> </ul>
Ms. Veena PP	Personal Assistant	<ul style="list-style-type: none"> <li>Vetting of vouchers and receipts (grants)</li> <li>Entries in Accounting Software Tally ERP/PFMS</li> <li>Records and bank Reconciliations</li> </ul>
Ms. Anupama J Prakash (Alternate days)	Office Assistant (Multi Skill)	<ul style="list-style-type: none"> <li>Wire Transfer and Letter of Credit</li> <li>Travel Support to Students</li> <li>Corporate Social Responsibility (CSR)</li> </ul>

<b>IT Department</b>		
Mr. Sreekumar P Y	Scientific Officer	<ul style="list-style-type: none"> <li>System administration</li> <li>Troubleshooting of Campus Network</li> <li>Servers and internet connectivity</li> <li>Interfacing with service providers</li> <li>Procurement of IT equipment and services</li> </ul>
Mr. Vijesh K	Senior Technical Assistant	<ul style="list-style-type: none"> <li>Internet &amp; Email ID</li> <li>Software maintenance of computer labs</li> <li>Configuration and installation of IP Phones, CCTV, Access Points, Network Switches etc.</li> </ul>

Mr. Vivek V G	Junior Technical Assistant	<ul style="list-style-type: none"> <li>• Technical Support in Classrooms</li> <li>• Audio Visual installation and maintenance</li> <li>• Hardware troubleshooting and support</li> <li>• Institute ID Cards and barcodes</li> </ul>
Mr. Regin G	Junior Technical Assistant	<ul style="list-style-type: none"> <li>• IT technical support</li> <li>• Campus Network support</li> <li>• Hardware support for Printers and Desktops</li> </ul>
<b>Central Library</b>		
Dr. Sainul Abideen P.	Dy. Librarian	<ul style="list-style-type: none"> <li>• Management of manpower, financial and infrastructure resources of the library</li> <li>• Assessment of the user requirements from time to time to optimize services and modernisation of the library services</li> </ul>
Mr. Ashkar K	Asst. Librarian	<ul style="list-style-type: none"> <li>• Management of institute archive, historic resources and its digitisation, metadata Turnitin, Grammarly, OpenAthens, digital display System in the library</li> </ul>
Ms. Nafeessa CK	Library Information Asst.	<ul style="list-style-type: none"> <li>• e-resources subscription /renewal</li> <li>• IRINS data</li> <li>• OpenAthens service</li> <li>• Plagiarism</li> </ul>
Mr. Jayaraj JR	Library Information Asst.	<ul style="list-style-type: none"> <li>• Open source Library Management Software</li> <li>• Automated circulation system</li> <li>• Library server backup</li> <li>• Shodh Ganga repositior</li> </ul>
<b>Finance &amp; Accounts</b>		
Mr. Sudin B. Babu	Deputy Registrar	<ul style="list-style-type: none"> <li>• Budgeting, funds, and grants</li> <li>• Finalization of ANNUAL Accounts</li> <li>• Taxation matters and audit compliances</li> <li>• CAG/ internal audit</li> <li>• Disbursing functions</li> <li>• Treasury Single Account (TSA) payments and New Pension Scheme</li> <li>• Faculty Affairs</li> </ul>

		<ul style="list-style-type: none"> <li>• Nodal officer for NIRF and AISHE</li> </ul>
Mr Manoj M. T.	Accountant	<ul style="list-style-type: none"> <li>• Payroll</li> <li>• Taxation &amp; Statutory matters</li> <li>• Works Accounts</li> <li>• Bank Accounts</li> <li>• Accounts finalisation and audit</li> </ul>
Ms. Vidya Senan	Office Assistant	<ul style="list-style-type: none"> <li>• Purchase Bills</li> <li>• Cash Book</li> <li>• Library Bills</li> <li>• Activities of Students</li> </ul>
Mr. Muruganandam A	(Office Assistant)	<ul style="list-style-type: none"> <li>• Personal claims</li> <li>• Contract/agency bills</li> <li>• CPDA claims</li> <li>• Travel claims</li> <li>• Record keeping</li> </ul>
<b>Purchase &amp; Stores</b>		
Mr. Anvar Sadath K H	Assistant Registrar	<ul style="list-style-type: none"> <li>• Procurement of goods and services</li> <li>• Contract management</li> <li>• Inventory management</li> </ul>
Mr. Arun Raghunath	Superintendent	<ul style="list-style-type: none"> <li>• Licenses, permits, rate contracts and periodic reports</li> <li>• FedEx account, import and export</li> <li>• Wire transfers and Letters of Credit</li> </ul>
Ms. Suja V R	Office Assistant (MS)	<ul style="list-style-type: none"> <li>• MIS and indent movement (including GeM)</li> <li>• Customs clearance of procurements</li> </ul>
Ms. Darli K G	Private Secretary (Store-in-charge)	<ul style="list-style-type: none"> <li>• Management of stores</li> <li>• Physical stock verification of assets</li> <li>• Bill processing (INR)</li> <li>• Delivery of items, and coordination of post-installation/warranty issue resolution</li> </ul>
<b>Administration</b>		
Mr. Hariharakrishnan S.	Deputy Registrar	<ul style="list-style-type: none"> <li>• Contracts: services, manpower etc.</li> <li>• Facilitation for institute events &amp; statutory meetings</li> <li>• Upkeep of building premises, and management of commercial establishments</li> </ul>

		<ul style="list-style-type: none"> <li>• HR/Establishment matters of non-teaching staff</li> <li>• Legal</li> <li>• Public Information Officer</li> </ul>
Mr. Satheesh R	Superintendent	<ul style="list-style-type: none"> <li>• Day to day management: Service contracts</li> <li>• Regular establishment matters and assistance in recruitment</li> <li>• Labour union related matters</li> <li>• Convener - House Allotment Committee</li> <li>• Member - VFR for regular operations</li> </ul>
Mr. Rajesh A.P	Office Assistant (Multi-skill)	<ul style="list-style-type: none"> <li>• O/o the Deputy Director and the Registrar</li> <li>• Assistance in convening the meetings of Commercial Establishment Committee (CEC)</li> <li>• Assistance to statutory meetings and correspondence with Ministry</li> <li>• Assisting PIO in all day-to-day RTI matters</li> </ul>
Ms. Sruthi UA	Junior Hindi Translator	<ul style="list-style-type: none"> <li>• Translation letters / orders to Hindi</li> <li>• Activities of Official Language Implementation Committee (OLIC) of the Institute</li> <li>• Day to day activities in Administration</li> </ul>
Mr. Pradeep Kumar C	Office Assistant (MS)	<ul style="list-style-type: none"> <li>• Housekeeping, Pest Control and Security services</li> <li>• Disposal of used solvents and day to day laboratory bio-waste through IMAGE</li> <li>• Supervision of casual labours engaged for upkeep of maintenance of all buildings and premises</li> </ul>
Mr. Santhosh B S	Office Assistant (MS)	<ul style="list-style-type: none"> <li>• Transport and Housekeeping services</li> <li>• Waste management yard</li> <li>• Facilitation for conferences/seminars / workshops and other events</li> </ul>

<b>O/o Dean (I&amp;P)</b>		
Mr. Sreehari S	PE cum EO (I/C)	<ul style="list-style-type: none"> <li>• Head of the Section &amp; Overall in charge</li> <li>• Liaisoning &amp; Co- ordination with CPWD CPWD, CES</li> </ul>
Mr. Sivadutt V.K.	Superintending Engineer (Civil)	<ul style="list-style-type: none"> <li>• Maintenance of Phase1 Hostel area</li> </ul>
Mr. Priji E Moses	AEE (Civil)	<ul style="list-style-type: none"> <li>• Operation and Maintenance of 400 KLD STP</li> </ul>
Mr. Krishna Kumar	Senior Technical Assistant (Civil)	<ul style="list-style-type: none"> <li>• Civil maintenance in Phase 2 Hostel , Shopping complex, Indoor stadium, Medical Centre, Entrance Gate, LHC, Amenity Centre etc.</li> <li>• Minor civil construction works</li> <li>• e tendering through CPP portal</li> </ul>
Mr. Sangeeth M	Senior Technical Assistant (Electrical)	<ul style="list-style-type: none"> <li>• Substations, UPS, Lift, Water purifier, Solar water heater, Firefighting systems etc.</li> <li>• Maintenance in Hostel, Residence, Guest House, Shopping Complex etc.</li> <li>• e - Tendering using CPP portal and Gem</li> <li>• Preparation of Estimates</li> <li>• Coordination with CPWD</li> </ul>
Mr. Praveen Peter	Junior Engineer (Civil)	<ul style="list-style-type: none"> <li>• Estimation of civil works</li> <li>• e tendering through CPP portal</li> <li>• Labs, Other offices in Academic Area</li> <li>• Execution of external civil works in Academic Area</li> </ul>
Mr. Ashin Raj D	Junior Engineer (Civil)	<ul style="list-style-type: none"> <li>• Maintenance - WTP, VFR, CWC, Sports ground</li> <li>• Landscaping activities</li> <li>• Sports related infrastructure works</li> <li>• Campus roads and common areas in the campus</li> </ul>
Mr. Sarath Kumar	Junior Engineer (Electrical)	<ul style="list-style-type: none"> <li>• Academic Area</li> <li>• Annual rate contract</li> <li>• e-Tendering using CPP portal and GEM</li> </ul>
Mr. Havas Muhammed	Junior Engineer (HVAC)	<ul style="list-style-type: none"> <li>• HVAC works</li> <li>• Firefighting Maintenance works</li> <li>• Pumps in Extraction well, WTP, STP etc.</li> <li>• New ventilation requirement for various areas</li> </ul>
Mr. Arun Kumar	Attendant	<ul style="list-style-type: none"> <li>• Electrical maintenance Academic Area</li> </ul>

	(Electrical)	<ul style="list-style-type: none"> <li>• Minor electrical works</li> <li>• Street lights and other external lights in Academic Area</li> </ul>
Mr. Ratheesh	Attendant (Plumber)	<ul style="list-style-type: none"> <li>• Maintenance of Academic and Hostel area</li> <li>• Plumbing related maintenance works in STP and WTP</li> </ul>
Mr. Akhil	Attendant (Plumber)	<ul style="list-style-type: none"> <li>• Maintenance of Residential Area</li> <li>• Plumbing related maintenance work in External area and Landscaping area</li> </ul>
Mr. Pankaj	Attendant (Electrical)	<ul style="list-style-type: none"> <li>• Electrical maintenance in Residence areas, hostel area etc.</li> <li>• Maintenance of street lights and other external lights in Hostel and Residential Area.</li> </ul>
Mr. Rakesh MV	Office Assistant (Multi Skill)	<ul style="list-style-type: none"> <li>• O/o Dean of Infrastructure and Planning (DoIP)</li> <li>• Meetings with CPWD, contractors, architectural consultants, and IISER TVM officials</li> <li>• Organize Building Works Committee (BWC) meetings</li> </ul>

<b>School of Chemistry</b>		
Mr. Alex Andrews P.	Technical Assistant	<ul style="list-style-type: none"> <li>• CIF: SCXRD (2 instruments)</li> <li>• CIF: XPS</li> <li>• SoC Asset Verification</li> <li>• External samples in CIF</li> </ul>
Mr. Adarsh B	Technical Assistant	<ul style="list-style-type: none"> <li>• CIF: 3 NMR Spectrometers</li> <li>• BSMS Chemistry Major Organic Lab</li> <li>• Website updates workshops and seminars</li> <li>• Liquid nitrogen disbursal</li> </ul>
Ms. Lekshmi Devi L	Technical Assistant	<ul style="list-style-type: none"> <li>• BSMS 1<sup>st</sup> and 2<sup>nd</sup> Year Year Chemistry Lab</li> <li>• Assisting School Office and compilation of data for annual reports</li> <li>• Liquid nitrogen disbursal</li> <li>• Checking of hygiene levels in SoC</li> </ul>
Mr. Pradeep Kumar G. T.	Junior Technical Assistant	<ul style="list-style-type: none"> <li>• BSMS 1<sup>st</sup> and 2<sup>nd</sup> Year Chemistry Labs</li> <li>• Chemical Waste Disposal</li> <li>• CIL (3 instruments)</li> <li>• Ethanol, Safety Equipment and STP Water Analysis management</li> </ul>
Mr. Nibith Kumar K. P.	Junior Technical Assistant	<ul style="list-style-type: none"> <li>• BSMS Major Physical and Inorganic Chemistry Lab</li> <li>• Overall CIL Maintenance</li> <li>• CIF: Powder XRD</li> <li>• Outreach activities in SoC</li> </ul>
Ms. Aathira S.	Junior Technical Assistant	<ul style="list-style-type: none"> <li>• BSMS Major Physical and Organic Chemistry Labs</li> <li>• RPWS, SoC student database, Chemical stock maintenance</li> <li>• Instruments in the chemistry teaching labs</li> </ul>
<b>School of Physics</b>		
Ms. Navya Paul	Senior Technical Assistant	<ul style="list-style-type: none"> <li>• Stock verification of the assets</li> <li>• BS Teaching Lab.</li> <li>• Methanol stock maintainance</li> <li>• Outreach activities and Lab visits</li> </ul>
Ms. Sandhya P S	Technical Assistant	<ul style="list-style-type: none"> <li>• BS and MS Teaching Lab</li> <li>• Stock register maintaining</li> </ul>



Mr. Aneesh A.	Technical Assistant	<ul style="list-style-type: none"> <li>• Scanning Electron Microscopes, Atomic Force Microscope etc.</li> <li>• Digital Display Devices and online CIF Portal</li> <li>• Support to the LN2/LHe plant</li> </ul>
Ms. Deepthi P	Junior Technical Assistant	<ul style="list-style-type: none"> <li>• i2P Lab</li> </ul>
Mr. Muthukumaran A.	Junior Technical Assistant	<ul style="list-style-type: none"> <li>• Teaching lab</li> <li>• CIL-Physics instruments.</li> <li>• Upload contents in the billboard</li> <li>• Dispense Liquid Nitrogen to research labs</li> <li>• Journal Publications for the year 2024</li> </ul>
Ms. Amritha Sivan	Junior Technical Assistant	<ul style="list-style-type: none"> <li>• Teaching labs</li> <li>• RPWS Winter School Programme.</li> <li>• Outreach Program</li> <li>• Report evaluation</li> </ul>
Mr. Subin S	Junior Technical Assistant	<ul style="list-style-type: none"> <li>• Advanced lab courses and demonstration of the experiments</li> <li>• Distribution of Liquid Nitrogen (LN2 )</li> <li>• Helium plant</li> </ul>
<b>School of Biology</b>		
Dr. Anil Kumar PR	Technical Assistant	<ul style="list-style-type: none"> <li>• Advanced biology laboratory courses</li> <li>• Physical verification of assets</li> <li>• Disposal of biomedical waste, equipment and BSL-3 lab construction coordination</li> <li>• Assisting committee meetings</li> </ul>
Dr. Naveen Sathyan	Technical Assistant	<ul style="list-style-type: none"> <li>• BSMS foundation course</li> <li>• Biacore 3000 SPR based detection system</li> <li>• Displays in School of Biology</li> </ul>

Ms. Lekshmi Thampi	Technical Assistant	<ul style="list-style-type: none"> <li>• Microscopy facility.</li> <li>• MilliQ and centrifugation facility</li> <li>• Outreach activities, interview and invigilation duty</li> <li>• Day to day maintenance of teaching labs</li> </ul>
Ms. Nithya Rani NM	Technical Assistant	<ul style="list-style-type: none"> <li>• Biology Major Lab</li> <li>• Assisting PhD, iPhD, MSc interviews, and certificate verification</li> </ul>
Ms. Sarika Mohan	Technical Assistant	<ul style="list-style-type: none"> <li>• FACS Instrumentation Core Facility and Instrumentation Rooms</li> <li>• Ethanol and Methanol Stock maintenance</li> <li>• Monitoring of funds and file Movement</li> <li>• Export/Import liaison</li> </ul>
Ms. Lakshmi C	Junior Technical Assistant	<ul style="list-style-type: none"> <li>• Maintenance of lab Instruments</li> <li>• Lab consumables</li> <li>• RPWS Program, FS-BIO, Phd, IPhd Interview, Bio waste Management, Lab shifting etc.</li> </ul>
Ms. Lincy Varghese	Junior Technical Assistant	<ul style="list-style-type: none"> <li>• Animalium of SOB</li> <li>• Genome Sequencing Core Facility of SOB</li> <li>• Teaching lab</li> </ul>
<b>School of Mathematics</b>		
Mr. Packiyarajan	TA, SoM	<ul style="list-style-type: none"> <li>• SoM website</li> </ul>