Institutional Research Board

3. Details of Non teaching Staff

S.No.	Name	Designation	Date of joining in IRB	Duties and Responsibilities
1	Vacant	Computer Operator (Data Entry Operator)	-	➢ Transferring data from paper formats into database systems; ➢ Typing the data provided directly by Research faculty and Dean; ➢ Creating and manage spreadsheets with large numbers of figures for IRB activities; ➢ Verifying data by comparing it into the source documents; ➢ Updating existing activities of IRB for filing, administration, website and IQAC; ➢ Assisting for various meetings and preparing reports for IRB, IEC, IPR and Research methodology workshops; ➢ Retrieving data as requested; ➢ Performing regular backups to ensure data preservation; ➢ Sorting, organize and store paperwork after entering data ➢ Responding to queries for information and access relevant files ➢ Complying with data integrity and security policies ➢ Ensuring proper use of office equipments and address any malfunctions
2	Mrs. K. Rajalakshmi	Supporting Staff	28.07.2014	➢ Collecting circulars, letters and other documents from office of the Dean, other related offices and departments and file it appropriately;
3	Mrs. R. Devaki	Supporting Staff	03.12.2019	➢ Assisting to Research faculty, scientists, students and scholars for various laboratory and related research works; ➢ Cleaning and maintain work area and all lab equipments and supplies as full functioning; ➢ Submitting the attendance daily to the office of the Dean before 09.15am ➢ Providing various communications, papers, certificates and other internal circulars to all departments and individuals ➢ Maintaining the log books ➢ Assisting Data Entry Operator for filing the documents and registers ➢ Maintaining the stocks of furnitures, electrical, electronics, glasswares, equipments, chemicals, miscellaneous, stationery and pharmacy items ➢ Raising store and purchase intend for necessary materials ➢ Going to external places for IRB related activities ➢ Monitoring housekeeping staff for overall cleaning and hygiencity