

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

Name of the Department: **DEPARTMENT OF STUDENTS' WELFARE**

Name of the Branch Head: **SRI. VALSARAJAN P.V.**

Designation: **DEAN**

Contact Number (Office): 0494-2407334, 2407353

Sl. No	ID. No	Name	Designation	Branch/ Section	Telephone Number (Office)	Duties and Responsibilities
1	2684	Valsarajan P.V.	DEAN	DSW	0494-2407334	Dean of Students' Welfare
2	1969	George John	ASST. REGISTRAR	DSW-AR	0494-2407375	Asst. Registrar, DSW
3	2808	Charls P.Chandy	SECTION OFFICER	DSW S.O. I	2407353	In Charge of DSW-ASST-3, DSW-ASST-4 and DSW-ASST-5
4	3253	Dinesh Kumar V.P.	SECTION OFFICER	DSW S.O. II	-do-	In Charge of DSW-ASST-1, DSW-ASST-2and DSW-ASST-6
5	4115	Mustafa T.K.	ASST. I	DSW ASST. I	-do-	Work related to University Arts Festivals (Zonal and InterZone), Conduct of University Union Election, Inter University Youth Festivals, Works related to AIU. Works related to the Calicut Univerisity Union.
6	4114	Usman P.	ASST. II	DSW ASST. II	-do-	Conduct of College Union Election, Election Grievance Redressal Cell, Departmental Students Union Activities. Medical aid to students National Merit Scholarship Vice Chancellor's Relief Fund.
7	3576	Anil Kumar C.S.	A.S.O.	DSW ASST.III	-do-	Works related to students Council, Legislative Assembly Interpellation, Students grievances, Anti-Ragging activities. Syndicate/Senate interpellations, matters connected with issue of Transfer certificate, the disciplinary procedures in colleges, preparation of monthly reports to Governor on Anti-Ragging activities, Preparation for yearly report to the UGC Anti-Ragging Cell, preparation of statement of facts

						in ragging and other cases pending before various course, conduct of Unviersity Level Anti Ragging Awareness programmes. To upliftment of SC/ST students.
8		VACANT		DSW ASST. IV	-do-	Collection of Unviersity union fee and preparation of DCB. Reply to audit objections. Conduct of seminars and workshops, conduct of orientation course, works related to the questions under RTI Act., to the Kerala Right to Service Act, Selection of students from affiliated colleges for various programme.
9	4060	Subitha P.	ASST.V	DSW ASST.V	-do-	The establishments, Purchase of equipments/Furniture etc. Maintenance of cash book and PA Register, works related to telephone bill, mainatanance of stock register and verification preparation of annual reports, preparation of Budget estimates. Aspire scholarship.Preparation of Grace mark (Arts festivals)
10		VACANT		DSW ASST.VI	-do-	Foreign students affairs, works related to Indian Council for Cultural Relations (ICCR), Curltural exchange programmes University Arts Scholarships.
11	3707	Swapna N	COMPUTER ASST.	DSW	-do-	Postal stamps, Tapal receipts & Distribution, all typing works of the department. Preparation of draft reports, replies and forms. Scanning of currents and preparation of tapals in DDFS. Maintenance of photocopier. Preparation of items to University website. Maintenance of official E-mail ID of Dean's office.
12	4341	Suresh Babu T.	OFFICE ATTENDANT	DSW	-do-	

Name & Signature of the Branch Head

DETAILED LIST OF WORK DISTRIBUTION OF DEPARTMENT OF STUDENTS' WELFARE.

1. DSW(Asst. 1)

a. Works Related to University Arts Festivals. (Zonal and Inter Zone).

- i. Settlement of accounts.
- ii. Preparation and issuance of Merit Certificates.
- iii. Preparation and revision of Arts Festival Rules.
- iv. Preparation of the list of Judges.

b. Conduct of University Union Election.

- i. Settlement of accounts.
- ii. Preparation and revision of University Election Rules.
- iii. Preparation and despatch of ID Cards to UUCs.
- iv. Maintenance of Electors Register.
- v. Preparation of Electoral roll.
- vi. Arrangement of polling booth and counting booth etc.
- vii. Constitution of University Union General Council.

c. Inter University Youth Festivals.

- i. South Zone Inter University Youth Festivals. Selection of teams, advances and settlements arranging journey accomadation.
- ii. National Inter University Youth Festivals.

d. Works related to AIU.

e. Works related to the Calicut University Union.

- i. Arrangements for Swearing in ceremony.
- ii. Sanctioning of advances and settlement of accounts.

- iii. Approval of budget.
- iv. Arranging colleges for programmes.
- v. Approval of Activities of University Union.

2. DSW(ASST. 2)

a. Conduct of College Union Election.

- i. Preparation and issuance of College Union election schedule.
- ii. Preparation and revision of College Union Election Rules.
- iii. Preparation of the list of UUCs.
- iv. Preparation of Register of UUCs.

b. Election Grievance Redressal Cell.

- i. Processing and redressing the election complaints from colleges. Conducts enquiries.

c. Departmental Students Union Activities.

- i. Issuance of election schedule.
- ii. Arrangements for Swearing in.
- iii. Sanctioning of advances and settlement of accounts.
- iv. Approval of programmes and official arrangements.

d. Medical aid to students

e. National Merit Scholarship

f. Vice Chancellor's Relief Fund

g. Works related to Cyber Spot.

- i. Maintenance of cash book and accounts of Cyber Spot.
- ii. Payment of honorarium to the charge holders.

3. SW(3)

a. Works related to students' council.

b. Legislative Assembly Interpellation

c. Work related to Students Grievances.

- i. Obtaining reports from the concerned colleges.
- ii. Arrangement of the meeting of the Board for Adjudication of Students' Grievances (BASG).
- iii. Approval and implementation of the minutes.
- iv. To facilitate the sitting of enquiry committee.
- v. Preparation of action taken report of BASG.
- vi. Preparation of notes to Syndicate for approval of reports of enquiry of BASG.

d. Works related to the Anti-Ragging activities.

- i. Constitution of University Level Anti-Ragging Monitoring Cell.
- ii. Constitution of College level anti-ragging committees and monitoring cells.
- iii. Obtaining report from Police authorities on receipt of complaints of ragging.
- iv. Conduct of the meetings of the ULARMC.
- v. Approval and implementation of the minutes.

e. Syndicate / Senate interpellations.

f. Matters connected with issue of Transfer Certificate, other disciplinary procedures in colleges.

g. Preparation of monthly reports to Governor on Anti – Ragging activities.

h. Preparation of yearly report to the UGC Anti Ragging Cell.

i. Preparation of Statement of Facts in ragging and other cases pending before various courts.

j. Conduct of University Level Anti Ragging Awareness Programmes.

k. Works related to the upliftment of SC/ST students.

- i. General grievances of SC/ST students.

4. SW(4) Seat Vacant

a. Collection of University union fee and preparation of DCB.

- i. Maintenance of DCB registers.
 - ii. Collection of arrears.
 - iii. Communications to affiliated colleges.
- b. Reply to audit objections.
- c. Conduct of Seminars and Workshops
- d. Conduct of orientation courses.
- e. Works related to the questions under RTI Act.
- f. Works related to the Kerala Right to Service Act.
- g. All other general works which are not mentioned in this order.
- h. Selection of students from affiliated colleges for various programmes.

5. SW(5)

- a. Work related to Establishments,
- b. Purchase of Equipments/Furniture etc.
- c. Maintenance of Cash Book and PA Register.
- d. Works related to Telephone bill.
- e. Maintenance of stock register and verification.
- f. Preparation of Annual Reports.
- g. Preparation of Budget Estimates.
- h. Aspire Scholarship.
 - i. Receipt of Applications.
 - ii. Conduct of Selection committee meetings.
 - iii. Preparation, approval and implementation of minutes.
 - iv. Issuance of DD / Cheque to the awardees.

- v. Communication with the Department for Fund.
- i. Scholarships from external agencies including UGC.
- i. Issuing press releases

6. SW(6) Seat Vacant

a. Foreign Students' Affairs.

- i. Receipt of Applications from foreign students.
- ii. Verification of applications.
- iii. Issuance of Eligibility Certificates.
- iv. Issuance of Bonafide certificates.
- v. Allotment of courses and colleges.
- vi. Conduct of Orientation programmes for foreign students.
- vii. Conduct of cultural programmes for foreign students.
- viii. Collection of registration fee.
- ix. Police verification and visa stamping
- x. Bank account opening
- xi. Arranging Health checkup of foreign students
- xii. Arranging special exams, Degree certificate and other things.

b. Works related to Indian Council for Cultural Relations (ICCR).

c. Cultural Exchange Programmes.

d. University Arts Scholarships.

- i. Receipt of Applications.
- ii. Conduct of selection committee meeting.
- iii. Preparation, approval and implementation of the minutes.
- iv. Preparation of bills and dispatch of DDs / Cheques.

e. Award of Grace Marks.

i. Receipt of applications.

ii. Verification of applications and sanctioning of grace marks.

7. Computer Assistant

a. Postal stamps, Tapal Receipts & Distribution, All typing works of the Department. Preparation of draft reports, replies and forms.

b. Scanning of currents and preparation of Tapals in DDFS.

c. Maintenance of Photocopier.

d. Preparation of items to University Website.

e. Maintenance of official E-mail ID of Dean's office.

8. Office Attendant

Dean of Students' Welfare
