

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

Name of the Department: ART & PHOTOGRAPHY UNIT, UNIVERSITY OF CALICUT.

Name of the Branch Head: AJAYAKUMAR. K

Designation: ARTIST -PHOTOGRAPHER I/C OF HEAD

Contact Number(Office): 0494-2407411.

Sl.No	ID. No	Name	Designation	Branch/Section	Telephone Number (Office)	Duties and Responsibilities
1	2353	AJAYAKUMAR.K	Artist- Photographer (In charge of the Head) Scale of Pay- Rs. (36600-79200)	Art & Photography unit	0494 2407411	Officer in-charge, routine office works, Co-ordinate the works under this unit. The artistic works mainly concentrated in the area of book cover designs, graphic representations, memento designing, thesis plates designing preparation of charts, scientific diagrams, tabular data and resource map preparations. This unit, in close consultation with Departments and officers of the concerned programme committees of the university, has worked to cover all the functions and programmes conducted during the year. Documented the photographs systematically and submitted the soft copies to the concerned authorities and a copy of the same to the office of the Hon. Vice-Chancellor for kind perusal.

2	2735	SANTHOSH. T.M	Artist- Photographer. Scale of Pay- Rs. (32300-68700)	Art & Photography unit	0494 2407411	To carry out the photographic work related to the academic and non-academic area and to cover important events of the University. To give up the technical assistance for the photographic documentation of the research work and also for creating scientific drawings. Outdoor and indoor photography, preparation of photographs, microphotographs, photomicrographs etc. Indoor and outdoor work for the researchers in various Departments . The photographs have been processed, documented and issued to the authorities at the earliest after every function. Copies of the photographs have been submitted simultaneously to the public relations officer of the University for Press Release. Copies of digital photos stored in CDs are being maintained after making entry in the register.
3	3119	SHAJI. B	Photographer. Scale of Pay- Rs. (32300-68700)	Art & Photography unit	0494 2407411	

s/d
Ajayakumar.K
Artist-Photographer I/c of the Head
Art & Photography unit