

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Abstract)

Establishment-Duties and responsibilities of the Director, Students Welfare, Department of Youth Welfare-Sanctioned-Orders issued.

Administration D

No.CUSAT/AD(D).D1/1413/2024

Dated,KOCHI-22,22.03.2024

Read:-1. Letter No.YW/Personnel/23-24/147 dated 14.12.2023 received from Dr. P.K Baby, Director, Students Welfare, Department of Youth Welfare.
2. Short minutes on agenda item No.721.14 of the meeting of the Syndicate held on 17.02.2024.

ORDER

The Syndicate at its meeting held on 17.02.2024 considered along with the recommendations of the Standing Committee of the Syndicate on Staff & Establishment, the matter of revising the duties and responsibilities of the Director, Students Welfare, Department of Youth Welfare. The Syndicate, vide paper read as (2) above, resolved to approve the duties and responsibilities of the Director, Student Welfare, Department of Youth Welfare with modifications. The duties and responsibilities of the Director, Students Welfare, Department of Youth Welfare as approved by the Syndicate of the University are as follows:-

1. The Director, Students Welfare shall be fully responsible for performing all the functions of the Department of Youth Welfare.
2. Establish programmes for the mental health and physical well-being of students and supervise students guidance and counselling.
3. Coordinate and depute students to participate in inter-university cultural and literary activities and competitions
4. Coordinate design and implement social welfare activities and outreach programmes.
5. Provide training and short-term programmes for the holistic development of students, especially in the areas of arts, literature, culture and skill development.
6. Design and implement foundation courses on value addition/skill development in the University.
7. Offer courses/training in relevant disciplines as per the rules and regulations of the University.
8. Implement programmes, seminars, workshops, and faculty development programmes in various related domains in and outside the academic disciplines of the University.
9. Arrange student-centric seminars and special lecture programmes.
10. Act as a liaison between the Government of India, State Government, other institutions like universities, colleges and national and cultural organizations including University Departments to plan and execute different schemes/programmes related to students'

welfare.

11. To organize camps and various arts, debate, and quiz competitions among students.
12. Act as a permanent member of the canteen Committee and NSS advisory Committee.
13. Provide necessary support for the smooth functioning of election advisory committees, and anti-ragging committees in the University.
14. Organize programmes for the benefits of the public and to give service to the weaker and needy sections of students.
15. Design and implement programmes in specific areas related to the arts, cultural studies, sustainable development, skill development and holistic development of the students at the university level.
16. Coordinate the Operational Aspects of the Student Aid Fund (SAF) under the Department of Youth Welfare.
17. Ensure the proper functioning of the Counselling Centre and Health Centre of the University.
18. Any other functions which would emerge in future that are relevant to the areas of youth and student's wellbeing.

Orders are issued communicating the above resolution of the Syndicate.

Dr. Meera V *
Registrar

To:

The Heads of all Departments/Directors/Schools/Centres/Offices/Section/Divisions
The Principal of CUCEK/SOE
Finance Officer/Joint Director, Kerala State Audit Department
Coordinator, e-governance
All Joint Registrars/Deputy Registrars/Assistant Registrars
Director, Centre for Information Resource Management
Assistant Director of Physical Education
Chief Warden, Central Office for University Hostel
Planning and Development Officer/Pool Officers/Security Officer
PS to Vice-Chancellor/PS to Pro-Vice-Chancellor/PA to Registrar/Pa to Controller of Examinations
Public Relations Officer/Statistical Officer
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