

ORDINANCE-VIII

Ordinance relating Functions and Responsibilities of the Dean Students welfare (DSW)

1. The Dean of Students' Welfare (DSW) be appointed by the Vice-Chancellor preferably from amongst the professors and in no case below the rank of Associate Professor for the maximum term of 3 years. However, DSW shall be eligible for the next term if the Vice-Chancellor deems it fit.
2. The Dean of Students' Welfare (DSW) shall exercise such powers and perform such duties in respect of the welfare of the students, as may be delegated by the Executive Council on the recommendations of the Vice-Chancellor.
3. The DSW shall be the Chairman of the Students' Council, and he/she shall convene the meetings of the Council.
4. The DSW shall be assisted by Assistant Dean Students' Welfare (ADSW) who shall be appointed by the Vice-Chancellor from amongst the teachers of the University for a term of three years.
5. DSW and ADSW shall be entitled to such allowances as the Executive Council may approve from time to time.
6. The DSW shall look after the general welfare of the students outside the classroom which contribute to the growth and development of their personality. The DSW shall endeavor to promote understanding among the students of fuller realization of their objects through fruitful intellectual, social, cultural and corporate life in the University.
7. The DSW may communicate with the parents/guardians of the students in respect of any matter requiring assistance and co-operation of the parents/guardians.
8. In addition to all other duties, the DSW shall perform duties and functions in respect of the following matters in consultation and coordination with the Registrar, other relevant officers and units of the University:
 - (a) Coordinate the activities of various Halls of Residence and have power of shifting a resident student from one Hall/Hostel to another, if deemed necessary.
 - (b) Make arrangement with the Railway and Airlines for the issue of concession tickets to students during vacations, for educational tours and excursions and participation in sports activities outside the University.
 - (c) Maintain the register of Alumni and foster communication.
 - (d) Operate the budget of his Office.
 - (e) Perform such other duties and discharge such other responsibilities, as may be assigned to him by the Academic Council/the Vice-Chancellor from time to time.

9. The DSW will arrange for the guidance of and advise to the students of the University in matters relating to the following:
- (a) Organisation and development of students' bodies and their functioning.
 - (b) Organisation of social and cultural activities with student's participation in and outside the University.
 - (c) Student-teacher relationship.
 - (d) Financial aid to needy students.
 - (e) Securing fellowships or scholarships for further studies in the country or abroad.
 - (f) Health and medical services.
 - (g) Student counseling and guidance.
 - (h) Special arrangement to be provided, if any, to women students, and differently abled students.
 - (i) Liaison between University administration and students.
 - (j) Student-information services.
 - (k) Alumni association.
 - (l) Residential life of the students.
 - (m) Organization of Students' Educational Tours and Excursions, other than those prescribed as part of curriculum.
 - (n) Securing facilities for students for further studies in the country and/or abroad, and career advancement.
 - (o) Issuance of relevant notices and communications concerning Students Welfare Office and student-related information.
 - (p) Issuance of certificates as authorized and delegated by the Vice-chancellor.
10. The DSW office shall maintain essential particulars of each student from the date of his enrolment in the University.
11. The DSW will function under the control of the Vice-Chancellor and will be a member of the Committees involving students and the matters relating to their welfare.
12. The DSW shall report the cases of students who require special attention or whose conduct and activities are not in the best interests of the University or who are not likely to profit by their continuance in the University to the Vice-Chancellor.
13. Any other responsibility that the Vice Chancellor may assign from time to time.