

Compliance of Section 4 of RTI
 Name of Office: College Branch
 Chaudhary Devi Lal University, Sirsa

Section detail	Provision of sections	Information required to be disclosed.
4.1.b. (i)	The particulars of its organization	<p>1. Location of the Branch</p> <p>Colleges Branch is operation from Room No.207, 2nd Floor, Lal Bahadur Shastri Bhawan (Administrative Block), Phone No. 01666-247153, Email- collegesbranch.cdlu@gmail.com</p> <p>2. Functions of the Branch</p> <ul style="list-style-type: none"> - The Branch keeps close contact with the Colleges/Institutes affiliated to the University, with a view to help them in the development of the academic and physical infrastructure as deemed necessary for the all round development of students enrolled in colleges. - It helps the Colleges/Institutions in the selection and promotion of teachers and in improvement of their academic and professional qualifications. - It offers help and guidance to the Colleges/Institutes (i) in the introduction of new academic and professional programmes of study, (ii) in enhancement of intake in their existing programmes, and (3) in strengthening the support services and other amenities to the students. - It helps the Colleges/Institutes in the proper utilization of grants and efficient implementation of UGC approved projects. - It facilitates and oversee the approval process of opening of new Colleges/Institutes. - It helps the Colleges/Institutes in the exchange of information with the outside world, besides giving effect to the latest rules and regulations of the University/UGC/State Govt./NCTE and other regulatory bodies. - To arrange the need based and periodical inspection of

		<p>Colleges /Institutes and reviews the inspection reports and suggests remedies for removal of discrepancies and irregularities.</p> <ul style="list-style-type: none"> - To help the Colleges/Institutes in holding elections of Governing Bodies; it also ensures their proper functioning. It helps Colleges/Institutes to resolve the local conflicting interests on merit. - To assess developmental needs of affiliated institutions right from their inception and measures are suggested to further their expansion through Inspection Committees. The functioning of permanently affiliated institutions is periodically inspected after every three years, the Colleges with provisional affiliation are annually inspected and if the need be these college are re-inspected even at shorter intervals. - To conduct Academic Audit/inspection of each affiliated institution in terms of number of courses being offered, teaching staff in place alongwith their mode of selection and qualifications, the existing teacher-taught ratio and performance of students in University Examination, the existing, library and laboratory facilities, etc., is regularly carried out after every three years/annually as the case may be. - To facilitate development of state of the art infrastructure in terms of laboratories, Information Technology and library facilities and to foster a quality culture in the affiliated institutions, through inspection for the introduction of new programmes and periodical inspection.
4.1.b. (ii)	The powers and duties of its officers and employees	<ol style="list-style-type: none"> 1. Dean of Colleges: Head of the branch 2. Superintendent: Supervision of office work under the direction and control of Dean of Colleges. 3. Assistant (CBA-I): To deal with the affiliation cases, selection cases, PF cases of Govt. Aided colleges, Governing Body & RTI related to University, correspondence with state govt./UGC and other work as assigned from time to time. 4. Clerk Outsourcing (CBA-II): All the abovementioned works are routed through Assistant (CBA-I) 5. Restorer: (Diary & Dispatch) 6. Peon: (Opening and closing of office, Delivery of Dak and other misc. work assigned to him from time to time)

4.1.b.(iii)	The procedure followed in the decision making process, including channels of supervision and accountability	<ol style="list-style-type: none"> 1. Procedure followed for cases not involving finances Clerk -> Assistant -> Superintendent -> Dean Colleges -> VC 2. Procedure followed for cases involving finances Clerk -> Assistant -> Superintendent -> Dean -> Registrar -> VC 												
4.1.b. (iv)	The norms set by it for the discharge of its functions	The office works of the Branch is being done as per University Act/Statute and as per Calendar Volume-I Chapter XVI to XX												
4.1.b. (v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	Same as 4.1.b.(iv) above												
4.1.b. (vi)	A statement of the categories of documents that are held by it or under its control	Files regarding Selection, Inspection, Governing Bodies, PF Case, RTI and other correspondences with UGC & DGHE relating to colleges affiliated to this university.												
4.1.b. (vii)	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulations of its policy or implementation thereof.	_____												
4.1.b. (viii)	A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether bodies are open to the public, or the minutes of such meetings are accessible for public	_____												
4.1.b. (ix)	A directory of its officers and employees	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Prof. Vikram Singh</td> <td style="width: 50%;">Dean - 01666-247153</td> </tr> <tr> <td>Sh. Ramesh Chander Hans</td> <td>Supdt.-94163-10001</td> </tr> <tr> <td>Sh. Manoj</td> <td>Assistant- 85699-11199</td> </tr> <tr> <td>Sh. Sunil Kumar (Outsourcing)</td> <td>Clerk- 94684-91151</td> </tr> <tr> <td>Smt. Savitri Devi (Outsourcing)</td> <td>Restorer 80596-80383</td> </tr> <tr> <td>Sh. Devraj Singh (Outsourcing)</td> <td>Peon- 86830-90725</td> </tr> </table>	Prof. Vikram Singh	Dean - 01666-247153	Sh. Ramesh Chander Hans	Supdt.-94163-10001	Sh. Manoj	Assistant- 85699-11199	Sh. Sunil Kumar (Outsourcing)	Clerk- 94684-91151	Smt. Savitri Devi (Outsourcing)	Restorer 80596-80383	Sh. Devraj Singh (Outsourcing)	Peon- 86830-90725
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4.1.b. (x)	The monthly remuneration received by each of its officers and employees, including the system of compensation	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Dean of Colleges</td> <td style="width: 33%;">-----</td> <td style="width: 34%;">Salary as per UGC/State Govt.</td> </tr> <tr> <td>Superintendent</td> <td>-----</td> <td>Salary as per UGC/State Govt.</td> </tr> <tr> <td>Assistant</td> <td>-----</td> <td>Salary as per UGC/State Govt.</td> </tr> </table>	Dean of Colleges	-----	Salary as per UGC/State Govt.	Superintendent	-----	Salary as per UGC/State Govt.	Assistant	-----	Salary as per UGC/State Govt.			
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	as provided in its regulations	Clerk- (Outsourcing) ----- Salary as per DC rates Restorer - (Outsourcing) ----- Salary as per DC rates Peon- (Outsourcing) ----- Salary as per DC rates
4.1.b. (xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	Main Budget Head of the University
4.1.b. (xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	-----
4.1.b. (xiii)	Particulars of recipients of concessions, permits or authorizations granted by it	-----
4.1.b. (xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form	-----
4.1.b. (xv)	The particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintained or public use	-----
4.1.b. (xvi)	Such other information as may be prescribed and thereafter update these publications every year	-----
4.1.c.	Public all relevant facts while formulating important policies or announcing the decisions which affect public	-----
4.1.d.	Provide reasons for its administrative or quasi-judicial decisions to affected	-----


Department / Branch/Office Name : Nodal Office (AISHE)

Contact No : 01666-247153

E- Mail Id : nodaloffice.aishe.cdlu@gmail.com

Location : Administrative Block 2nd Floor Room No. 207

Details of Employee

Sr. No	Name	Designation	E-Mail ID	Mobile No.	Scanned Photograph	Profile
1	Prof. Vikram Singh	Dean of Colleges	deancolleges.cdlu@gmail.com	01666247153		Dean of Colleges
2	Sh. Ramesh Hans	Superintendent				Supervision Office work under the direction and control of superintendence, of Dean of Colleges.
3	Sh. Manoj Rahlan	Assistant	manojkarora84@gmail.com	8569911199		To deal with the affiliation cases of colleges affiliated to university, correspondence with state govt./UGC and other work as assigned from time to time.

OUTSOURCING EMPLOYEES

1	Sh. Sunil Kumar	Clerk/ Office Associate	kundu0032@gmail.com	9468491151		To maintain the record of office record & other misc. work as assigned from time to time.
2	Sh. Devraj Singh	Peon/Messenger	dev31187@gmail.com	8683090725		Opening and closing of office, Cleanness delivery of Dak and other misc. work assigned to him time to time.

List of Regular Staff Members Working in the Colleges Branch

Sr. No.	Name of Employee	Designation	Telephone No. of the Office	Mobile No. of the Employee	Email
1	Prof. Vikram Singh	Dean of Colleges	01666-247153		deancolleges.cdu@gmail.com
2	Ramesh Hans	Superintendent	-do-	94167-29731	collegesbranch.cdu@gmail.com
3	Manoj Rehlan	Assistant	-do-	85699-11199	



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1	Sh. R.C. Moury	Dy. Superintendent/ Nodal Officer (AISHE)	rcmoury@cdlu.ac.in	9416729731		To upload information pertaining to the University and monitoring of All Affiliated Colleges for uploading the data on the portal of AISHE
2	Sh. Sandeep Kumar	Clerk (OS)	imsandeep008@gmail.com	9467905467		To maintain the record of office record & other misc. work as assigned from time to time.