



**CONDUCT BRANCH**  
**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**  
(Established by the State Legislature Act 9 of 2003)

**PRO-ACTIVE/SUO-MOTO DISCLOSURE U/S 4 OF THE RTI ACT**

**Situation of the Office**

- ❖ Administrative Block, Vivekanand Library Building, Chaudhary Devi Lal University, Sirsa.

**Name Of Officers / Officials**

<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>
Prof. P. Aghamkar	Controller of Examinations	01666-239808 (O)
Sh. R.K. Mehta	Deputy Registrar (Exam)	
Smt. Munni Devi	Assistant Registrar (Conduct)	01666-247080 (O)
Sh. Rameshwar Dass	Assistant	
Sh. Anil Kumar	Assistant	
Sh. Jagdish Kumar	Clerk-CDC-Assistant	

**Activities of the Branch:**

- ❖ Preparation of Examination Schedule for theory and practical examinations.
- ❖ Conduct of theory examinations, practical examinations, entrance tests (for admission) of University.
- ❖ Creation of examination centres.
- ❖ Preparation of date-sheets (Theory and Practical).
- ❖ Supply the answer books to the various examination centres.
- ❖ Distribution of question papers and other relevant examination materials to the examination centres.
- ❖ Making security arrangements at the centres.
- ❖ Appointment of Supervisory Staff and Supporting Staff i.e. Superintendent-in-Chief, Centre Superintendent, Deputy Superintendent, Assistant Superintendents and other clerical staff for various UG/PG examinations and practical examinations.
- ❖ Appointment of Flying Squad/Observers for inspection of examination centres.
- ❖ Relevant work of payment to the staff appointed in examination duty (Theory & Practical).
- ❖ Special arrangement for Amanuensis.
- ❖ Conduct of meetings of UMC Committees and disposal of Unfair Means Cases.

### **Discharge of Duties and Norms**

- ❖ The office discharge the duties as mentioned above under the kind control and direction of the Hon'ble Vice-Chancellor/ Registrar/ Controller of Examinations as per rules and regulations mentioned in the University Calendar Volume - II and decision of the Academic Council/Executive Council and Court. The Conduct Branch works on the basis of rules and instructions of the University.

- (I) University Calendar Volume- I, II & III.
- (II) University Accounts Code.
- (III) The decision of the Academic Council/Executive Council/Court

### **Record of Office**

- ❖ The office maintains record as per provision of the Accounts Code.

### **Channel for Supervision**

- ❖ Vice-Chancellor ► Registrar ► Controller of Examinations ► Deputy Registrar ► Assistant Registrar ► Assistant ► Clerk.

**ASSISTANT REGISTRAR(CONDUCT)**