

**DEPARTMENT OF FOOD SCIENCE & TECHNOLOGY
CHAUDHARY DEVI LAL UNIVERSITY, SI RSA**



The Manual under Clause 4(1) (b) of the Right to Information Act for the department of Food Science & Technology.

(i) Particulars of the Organization, its functions & duties;

The department of Food Science & Technology, Faculty of Life Sciences, which was established in 2004. The department is running two year course in M.Sc(Food Sc. & Technology) Ph.d. programmer with well equipped laboratory facilities for research and development. The main emphasis of the department is on quality education and training activities to meet growing demand of food processing industries. The duties of the department ; to develop skilled manpower that can cater the need of growing food processing industry, to develop technology and technical services that can assist and promote the growth of food industry and to add value and utility to agro-resources through research and development . The department is performing its duties very well by providing the highest quality technical education to the students and equipping them with competency in different disciplines of Food Technology, undertaking research and development activities in front line areas of Food Science & Technology, enriching and enhancing of intellectual knowledge base through organization of seminars, conferences and workshops and by placing the students in various food processing industries/institutes.

(ii) The Powers and duties of its officers and employees;

a) **Chairperson, Dept. of Food Sc. & Technology;**

Dr. R.K. Salar is the Chairperson of the Department.

- Hold meetings of the Staff Council at regular intervals, give effect to its decisions, and maintain record thereof.
- Dispose of, promptly and expeditiously, all proposals/requests put up by the faculty in the manner required and /or prescribed.
- Draw time-table for teaching and practical works well in time and allot teaching work-load to the teachers according to approved norms of the University, in consultation with the Staff Council.
- Exercise effective control over teaching schedule and ensure regular class teaching, without any unauthorized absence and indifference.
- Convene meeting of Board(s) of Studies as and when required, get their business transacted well in time, and maintain record thereof.
- Provide necessary support for timely conduct of examinations and prompt evaluation work in respect of the courses offered.
- Facilitate quick processing and submission of research proposals by the faculty and hassle-free subsequent execution of research projects on approval
- Propose actions and plans for achieving academic excellence and enhance faculty interaction at wider-level.
- Promote healthy work culture in the department, and conduct oneself in a just and fair manner, in the interest of overall academic growth.
- Maintain effective liaison with the students in order to learn and redress their grievances and effectively draw them into the teaching learning activities of the department.

- Suggest and organize Seminar /Workshops/Conferences on the topics of contemporary importance.
- Monitor and update the University Website in respect of ones Department/Institute on a continual basis.
- Perform all such functions as are laid down in the Statutes, Ordinances, and rules of University, or those laid down by the University Authorities.
- Discharge such other duties as may be assigned by the Vice-Chancellor from time to time.
- Verification of attendance of the staff.

b) Incharge, Dept. of Food Sc. & Technology.

- Dr .Manju Nehra, Asstt. Professor was appointed as Incharge of the department by the Hon'ble Vice-Chancellor to carry out the day to day work of the department.

The Department performs the duties of teaching, research, extension and publishing research insights.

(iii) The procedure followed in the decision making process, including channels of supervision and accountability;

a) Decision Making

The decisions are taken as per the relevant Act, Statute and Ordinance of the University and other executive orders issued by the Higher Authorities.

b) **Channels of Supervisions and accountability;**

The channels of Supervision and Accountability for the various matters are governed by respective Act, Statute, Schedule, Ordinance and other executive orders taken by competent authorities.

(iv) **The norms set for the discharge of duties;**

All the functions of the department are performed as per rules, regulations, norms, instructions and directions contained in the concerned statutory source.

(v) **The rules, regulations, instructions, manuals and record, held by it or under its control or used by its employees for discharging its functions:**

As per the Act, Statute, Schedule, Ordinance, Calendar and instruction issued by competent authorities. The following records are available at University website www.cdlu.in

University Calendars Vol-I, II & III.

(vi) **A statement of the categories of documents that are held by it or under its control;**

Generally, almost all the documents relating to the matters of the officials/officers as well as the Govt. matters is available in the office of the department. Detail list of file/register is given below:-

File No. & Title of File	File No. & Title of File
1. Registration & Scholarship	43. Ph.D. File
2. Library	44. UC DL File
3. PGBOS	45. DYW File
4. Admission Committee	46. D.A.A.
5. Students File	47. N.S.S.
6. Executive Council /Academic Council	48. Univ. Calendar File
7. Admission File	49. Univ. Act.
8. Inplant Training	50. Remuneration of G/F
9. Staff Council	51. Chairperson File

10. RTI File
11. Budget File
12. Proforma File
13. Examination File
14. Imprest File
15. Annual Report
16. Time-Table
17. Guest Faculty
18. Hostle File
19. Appointment File
20. Sports Council File
21. Purchase File
22. UGC File
23. Accounts File
24. Establishment File
25. Result File
26. General File
27. DSW File
28. VC/Registrar File
29. Website File
30. Academic File
31. Leave File
32. Circular File
33. Misc File
34. Credit Seminar
35. Rate Contract
36. Anti Ragging Cell
37. Project Report
38. Appointment /Incharge
39. National Science Day
40. Syllabus File
41. No Dues File
42. Telephone File
52. Financial Sanction for int /pract /viva
53. TA/DA for conf/semi/meeting
54. Extension lectures
55. Notice
56. DRC
57. Liason Officer , N.K.N
58. SC/ST cell
59. College Branch
60. H.B.I
61. UGC funded MJP of Dr. K.S. Sandhu
62. Indent

Register No. & Title of Register	Register No. & Title of Register
1. Non Consumable Register	16. NCSR(Store) Vol-1
2. Consumable Register	17. CSR (Chemical-1)
3. PGBOS Attendance Register	18. CSR(Chemical-2_
4. Imprest Register	19. CSR (Glass/Plasticware Vol-1)
5. DMC/Roll No./Degree (Closed)	20. CSR (Glass/Plasticware Vol-2)
6. DMC/Roll No./Degree(Current)	21. NCSR Vol-II
7. Physical Presence Register	22. Subsidiary Register Lab-105
8. Leave Record Register	23. Subsidiary Register Lab-110
9. Student Address Register (Msc)	24. Subsidiary Register Lab-111
10. Admission Forms Recore	25. Subsidiary Register Lab-113
11. Complaint Register	26. Subsidiary Register Lab-114
12. Ph.D. Register	27. UGC Project CSR-I
13. Temp. Advance/Remuneration	28. UGC Project NCSR-I
14. Misc/Repair Register	29. UGC Proj. Misc/Repair Register-I
15. Limit Register	30. UGC Proj. Budget Expenditure

(Viii) A statement of the boards, councils, committees and othe bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public;

The following Councils/committees are constituted in the department as per the University Ordinance/Act/Statues:-

- 1. PGBOS**
- 2. DRC**
- 3. Staff Council**
- 4. Purhcase Committee**

Meet ings of the above said couni ls/commi t tee wi ll be held as per the provisions of t he Universi ty Calendar /Act /Satutes and minutes of thei r meet ings wi ll be ci rculated among the other depar tments/branches of the universi ty.

(ix) A directory of its officers and employees;

Sr. No.	Name of the Officer/Officials	Designation	Contact
1.	Dr. R.K.Salar	Chairperson	9896106467
2	Dr. Manju Dhilon	Incharge & Asst t. Prof.	9996604977
3	Dr. Sanju B Dhull	Asst t . Prof.	9050700005

(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation;

The above said information is available with the Account Branch of the university.

(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made;

BUDGET ALLOCATION FOR YEAR 2020-20

Sr.No.	Head of the Account	Budget Allocated (Rs. In lacs)
1	Salary	33.35
2	Stationery & Contingencies	0.40
3	TA/DA	0.40
4	Machinery & Equipment	5.00
5	Glassware & Chemicals	3.00
6	Books & Journals	2.00
7	Training & Placement	0.00
8	Establishment /Enrichment of Lab	5.00
9	Other Charges	0.50
	Total	49.65

(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

The above said information may be obtained from Registration and Scholarship Branch of the University.

(xiii) Particulars of recipients of concessions, permits or authorization granted by it;

Generally, poor and students belonging to Schedule Caste categories whose family income is below Rs. 02 lacs are beneficiaries in ***tuition fee concession***.

Particulars of such beneficiaries is available with the Account Branch of the University.

(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;

All the information relating to the department is available on the website of the University.

(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

All the information is available with the PRO of this University.

(xvi) The names, designations and other particulars of the Public Information Officer;

1. Dr . Dilbag Singh	DPRO	01666-239807
2. Dr.Amit Sangwan	PRO	

(xvii) Such other information as may be prescribed.

The particulars as mentioned above are hereby placed for the information of public at large. In addition to above, in case, any person wishes to obtain any further information pertaining to the functioning of this Directorate, he/she may contact the above mentioned Officers.

Chairperson