

**DEPARTMENT OF BIOTECHNOLOGY
CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**

The Manual under Clause 4 (1) (b) of the Right to Information Bill for the Department of Biotechnology, Chaudhary Devi Lal University, Sirsa is as under:

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

The department of Biotechnology, Faculty of Life Sciences, which was established in 2004 is running two year course in M. Sc., one year course in M. Phil. under Self Finance Scheme and Ph.D. Programme in Biotechnology with well equipped laboratory facilities for 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 Biotechnology, undertaking research and development activities in frontline areas of Biotechnology, enriching and enhancing of intellectual knowledge base through organization of seminars, conferences and workshops and by placing the students in various industries/institutes.

The Department performs the duties of teaching, research, extension and publishing research insights. The Department also submits proposals to UGC, DBT, Govt. of India, State Govt. and other institutes which provide research grants. Besides, some teachers are assigned additional administrative duties.

Dr. R.K. Salar: Chairperson, Deptt. of Biotechnology,
Dr. R.K. Salar: Dean, Faculty of Life Sc., Chairperson,

ii) The powers and duties of its officers and employees:

a) Chairperson, Dept. of Biotechnology:

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

Duties of the Chairperson:

- 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 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) Associate Professors/Readers and Assistant Professors/Lecturers have their duties to teach and guide for research to the students and they are also helping in the administrative financial and policy matters of the Department.

c) The Stenographer/Clerk is to maintain the office record and for putting/preparing the files of all kinds.

d) The Technical Assistant is to look after/maintain the all laboratories of the department

e) Peon is to carry the files, dak and circulars from one to other officials/Officers of the Department/University.

(A) Decision Making

The Decisions are taken as per the relevant Act, Statue, Schedule and Ordinance of the university and other executive orders issued by competent authorities.

(B) Channels of Supervisions and accountability:

The channels of supervisions and accountability for various matters are governed by respective Act, Statue, Schedule, Ordinance and other executive orders taken by competent authorities.

(iv) The norms set for the discharge of duties:

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

(v) **The rules, regulations, instructions, manuals and records, 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 introduction issued by the competent authorities. The following records are available at University website www.cdlu.in/link: download-

University Calendars Vol.I, Vol.II, Vol.III

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

Besides document displayed on the University website, the following are available in the Department:

1. Time Table
2. Syllabus
3. Admission forms
4. Letters/Notifications issued from time to time by different authorities.
5. Minutes of Staff Council, DRC, PGBOS&R
6. DMCs/Degrees which are not issued so far
7. Various registers like:
 - (i) Stock Register (Consumable)
 - (ii) Stock Register (Non-consumable)
 - (iii) Dispatch Register
 - (iv) Receiving Register
 - (v) Student Admission Register
 - (vi) DMC/Roll No. Register
 - (vii) Ph.D. Register
 - (viii) Inventory Register
 - (ix) Chemical-I Register
 - (x) Chemical-II Register
 - (xi) Glassware Register
 - (xii) Plasticware Register
 - (xiii) Repair Register
 - (xiv) Complaint Register
 - (xv) RGNFS JRF Register
 - (xvi) Subsidiary (Chemicals) Register
 - (xvii) Limit Register
 - (xviii) Stock Register for Chemicals for UGC Project (LAMP)
 - (xix) Stock Register for Equipments/Non-Consumable UGC Project (LAMP)

- (xx) Stock Register for Glasswares/Plasticware and Misc. UGC Project (LAMP)
- (xxi) Misc. Register UGC Project (LAMP)
- (xxii) Correspondence Register UGC Project (LAMP)
- (xxiii) Non-Consumable Stock Register (RGNFS-JRF)
- (xxiv) Consumable Stock Register (RGNFS-JRF)
- (xxv) Imprest Register
- (xxvi) Attendance Register (Admission Physical Presence)
- (xxvii) Adjustment Register
- (xxviii) PGBOS/UGBOS Register
- (xxix) Remuneration Register (M. Phil.)
- (xxx) Leave Record Old (Teaching Staff)
- (xxxi) Leave Record Old (Non-teaching Staff)
- (xxxii) Students Register (2012)
- (xxxiii) Attendance Register (Non-Teaching Staff)
- (xxxiv) Attendance Register (Ph.D.)
- (xxxv) Attendance Register (Teaching Associates)
- (xxxvi) Attendance Register (outsourcing non teaching staff)
- (xxxvii) Budget Register UGC Project (LAMP)
- (xxxviii) Leave Register (Teaching & Non-Teaching) Vol.II
- (xxxix) First Convocation Register

(vii) **The particulars of any arrangement that exists for consultation with, or representation by members of the public in relation to the formulation of its policy or administration thereof.**

The teachers deliver extension talks at various places related to advanced areas of Biotechnology. The scholars also contact with respondents selected for the purpose of M. Phil. Dissertation/Ph.D. thesis while conducting field studies.

(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 advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public:**

No committee/council/board/body exists in the department for holding meeting with the public by the Department.

ix) **A directory of its officers and employees:**

S.N.	Name Designation	Contact No.
1.	Dr. R.K. Salar, Chairperson & Dean, Faculty of Life. Sc.	01666-247143
2.	Dr. S.K. Gahlawat	9896342891
3.	Dr. Priyanka Siwach,	9466915002

4. Dr. Joginder Singh Duhan

9416725009

- (x) **The monthly remuneration received by each of its officers and employee, including the system of compensation as provided in its regulations:**

The remuneration detail of each employee is available with Accounts Branch.

- (xiii) **Particulars of recipients of concessions, permits or authorizations granted by it:**

The poor candidates & the students belonging to SC categories whose family annual income is below Rupees Two lacs are granted full tuition fee concession and the fellowship/Scholarship are availed by the SC/ST/BC and Minority students as per UGC/Union Govt./State Govt. policies.

- (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:**

Any citizen of India can seek information under RTI Act, 2005 as per the prescribed procedure. The Department does not have its own library.

- (xvi) **The names, designations and other particulars of the Public Information Officers;**

There is a separate RTI office of the university whose details are available with that office. However, employee of the Department works as deemed SPIO whenever any information is held by him/her or under his/here control.

- (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 the above, in case, any person wishes to obtain any further information pertaining to the functioning of this Department. He/she may contact the above mentioned officers.

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Chairperson