



CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)

UNIVERSITY SCHOOL FOR GRADUATE STUDIES

CDLU/USGS/2024/ 1071

Dated: 15/01/24

Sub: Strict compliance of section 4(1)(b) of the RTI Act and disclose the information immediately by way of uploading on the University Website as per format.

The information under Clause 4(l) (b) of the Right to Information Act-2005 for the University School for Graduate Studies is as under:

4.1.b(i)

1. Particulars of USGS:

University School for Graduate Studies is situated at the Second Floor, Dr. A.P.J. Abdul Kalam Bhawan (Teaching Block No. 4), CDLU, Sirsa.

2. Functions of USGS:

University School for Graduate Studies was established in the University during 2021 for tuning the latest state-of-the-art Higher Education, and to focus on strengthening graduate studies especially in the wake of National Education Policy-2020, with emphasis on designing, developing and execution of market/industry demand oriented four-year undergraduate programmes (FYDPs).

Presently, following 14 Undergraduate Programmes are being running under USGS, CDLU, Sirsa w.e.f. academic session 2021-22 and onwards:

Sr. No	Programme	2021-22	2022-23	2023-24
1	B.Com. Banking and Insurance	✓	X	X
2	B.A. Digital Journalism	✓	X	X
3	B.Sc. Physics	✓	✓	✓
4	B.Sc. Mathematics	✓	✓	✓
5	B.Sc. Data Science	✓	✓	✓
6	B.A. Economics & Finance	✓	✓	✓
7	B.C.A.	X	✓	✓
8	B.Sc. Food Science & Technology	X	✓	✓
9	B.Sc. Fashion Design & Lifestyle Technology	X	✓	✓
10	B.Sc. Physical, Health and Sports Education	X	✓	✓
11	B.Com.	X	✓	✓
12	B.B.A.	X	✓	✓
13	B.A. Journalism and Mass Communication	X	✓	✓
14	B.A. Social Work	X	✓	✓

3. Duties of USGS

1. Dealing with admissions of Undergraduate programmes running under USGS w.e.f. the academic session 2021-22 and onwards.
2. Conduct of classes (Theory + Practical) as per Syllabi and Time-Tables of all UG programmes.

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3. Conduct of Examinations as per scheme of programmes/courses as per Date Sheet finalized/supplied by the Controller of Examinations.
4. The teachers of USGS may be engaged in examination and evaluation processes in addition to their teaching workload.
5. Dealing with online activities related to admissions/Class Roll Nos. of newly admitted students on Admission Portal.
6. Dealing with subject mapping and pre-result activities of admitted students of USGS including admit cards, signature charts etc. on Result Portal.
7. Dealing with Internal Assessment/External Assessment and uploading on Result Portal.
8. Issuing DMCs to the students of USGS supplied by the Controller of Examinations.
9. Dealing with office files related to Imprest/lab equipments and/or material procurement files/payment files/newspaper bills files/remuneration files of APCs and PTTs/other daily routine office files/PUCs etc.

Duties assigned to every employee in the USGS:

1. DEAN, USGS:

Head of the Department and to Supervise the staff members (APCs/PTTs), employees and functions.

2. Following teaching staff has been deputed for above-said tasks:

Sr. No.	Name of APC	Department/Teaching Subject
1	Dr. Manoj Bansal	Commerce
2	Ms. Neelam	Computer Science
3	Dr. Niyati Chaudhary	Business Administration
4	Dr. Krishan Kumar	Journalism and Mass Communication
5	Dr. Ram Mehar	Journalism and Mass Communication
6	Dr. Timsy Mehta	Journalism and Mass Communication
7	Dr. Vikas Kumar	Journalism and Mass Communication
9	Dr. Rajesh	Physical, Health & Sports Education
8	Dr. Jagdish Chander	Physical, Health & Sports Education
10	Dr. Shamsher Kasnia	Physical, Health & Sports Education
Sr. No.	Name of PTT	Department/Subject
1	Dr. Kulvinder Bajwa	Environmental Science
2	Dr. Hardarshan Kaur	Business Administration
3	Ms. Neha Arora	Business Administration
4	Ms. Asmita Choudhary	Business Administration
5	Dr. Chanpreet Kaur	Commerce
6	Dr. Deepak Kumar	Commerce
7	Dr. Kavita	Commerce
8	Ms. Paramjit Kaur	Commerce
9	Ms. Priyanka	Commerce
10	Ms. Sarita Rani	Commerce
11	Ms. Shallu	Commerce
12	Ms. Sudesh	Commerce
13	Ms. Suman Rana	Commerce
14	Ms. Minaxi Arora	Computer Science
15	Mr. Prateek Singh	Computer Science
16	Ms. Suman Kumari	Computer Science
17	Ms. Kiran	Economics

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18	Ms. Poonam	Economics
19	Dr. Virender Singh	Economics
20	Ms. Manisha	English
21	Dr. Promila	English
22	Mr. Sohan Lal	English
23	Ms. Beant Kaur	Fashion Design & Lifestyle Technology
24	Ms. Gurpreet Kaur	Fashion Design & Lifestyle Technology
25	Ms. Rupinder Kaur	Fashion Design & Lifestyle Technology
26	Ms. Aman Jyoti	Food Science & Technology
27	Dr. Suman Rai	Food Science & Technology
28	Mr. Manoj Kumar	Food Science & Technology
29	Dr. Ankita Biyani	Food Science & Technology
31	Dr. Ekta Rani	Hindi
32	Ms. Rajesh Kumari	Hindi
33	Dr. Nishu Verma	Mathematics
34	Dr. Sonika Chopra	Mathematics
35	Dr. Neelam Rani	Physics
36	Dr. Saruchi Rani	Physics
37	Dr. Satwant Singh	Social Work
38	Ms. Lalita	Social Work

3. Further, the following non-teaching staff has been deputed at USGS for above-said tasks:

Sr No	Name of Official with Designation	Regular /HKRN	Duties/Responsibilities
1	Sh. Gulshan Kumar, JP	Regular	<ol style="list-style-type: none"> To assist the Dean, USGS for day to day functions of the USGS. Providing guidance/support to the SSS(Regular), Assistants (HKRN), Lab Attendants (Regular/HKRN), Peons (HKRN), other supporting staff working under USGS and to all the faculty members (APCs/PTTs) as well as the students and to report the working and functioning of all the staff members (teaching as well non-teaching) to Dean, USGS. To deal with online data of students on Admission Portal/Result Portal. All files/daks/PUCs initiated by SSS/Assistant (HKRN) are being routed through JP. Handling of Time-Tables and attendance registers of faculty members (APCs/PTTs) and staff members, fee records of all the students of USGS. Any other duties as assigned by Dean, USGS from time to time.
2	Sh. Sanjay Kumar, SSS	Regular	<ol style="list-style-type: none"> To deal with the correspondence files and related to payment of examinations, meetings, workshops, seminars, newspaper bills, extension lectures, equipments/materials and other procurement bills, imprest bills, registration returns, online data of students, scholarship etc. To assist the JP for uploading online data of students on Admission Portal/Result Portal. To assist the JP for handling the time-tables and attendance registers of faculty members (APCs/PTTs), staff members and fee record of all the students of USGS. To keep the charge of office files/

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			<p>registers/stock etc.</p> <p>5. To deal with the store items/indent.</p> <p>6. Any other duties as assigned by Dean, USGS from time to time.</p>
3	Ms. Deepika Mehta, Assistant	HKRN	<p>1. To deal with the admission forms, migration certificates, registration returns of the newly admitted students of each academic session.</p> <p>2. To deal with the scholarship forms of all students of USGS.</p> <p>3. To deal with the remuneration bills of APCs/PTTs.</p> <p>4. To keep the charge of office files/registers/stock etc.</p> <p>5. To maintain the leave records of all staff members (Teaching and Non-Teaching) working under USGS.</p> <p>6. To circulate the Notifications/Orders/Date Sheets/other similar notices among the staff members of the USGS including teaching, non-teaching, students/notice-board as per orders of the Dean, USGS.</p> <p>7. To maintain the Students DMC issue register and issue the DMCs received from the Controller of Examinations to the concerned after getting the No Dues Certificate/NOC.</p> <p>8. To deal with the store items/indent.</p> <p>9. Any other duties as assigned by Dean, USGS from time to time.</p>
4	Mr. Rohtash Singh, Lab Attendant	Regular	He is responsible to maintain the Labs established under USGS and any other duties as assigned by Dean, USGS from time to time.
5	Mr. Amrit Pal Lab Attendant	HKRN	He is responsible to maintain the Labs established under USGS and any other duties as assigned by Dean, USGS from time to time.
6	Mr. Prem Kumar, Lab Attendant	HKRN	He is responsible to maintain the Labs established under USGS and any other duties as assigned by Dean, USGS from time to time.
7	Mr. Akhil Kumar, Peon	HKRN	He is also responsible for dusting the USGS office premises and all the rooms under USGS including Class Rooms/Labs, Seminar Rooms etc. He performs the duties of maintaining the Dak Received/Dispatch Register and giving DAK/files/PUCs to concerned officials.
8	Ms. Pooja	HKRN	She is also responsible for dusting the USGS office premises and all the rooms under USGS including Class Rooms/Labs, Seminar Rooms etc. She performs the duties maintaining the Dak Received/Dispatch Register and giving DAK/files/PUCs to concerned officials.

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	<p>Power and duties of Officer and employees:</p> <ol style="list-style-type: none"> 1. DEAN, USGS: Being Head of the Department/School, Dean controls and supervise the employees of USGS and day to day functions and issue necessary directions to the office employees for smooth functioning of the office. Moreover, he/she has to report the requirements to the higher authorities, make correspondence of the office and make recommendations regarding the assigned work, besides the additional duties/charge/work assigned. 2. Junior Programmer (Regular), Senior Scale Stenographer (Regular), Assistant (HKRN), Lab Attendant (Regular/HKRN), Peon (HKRN): According to university adopted process, Junior Programmer (Regular), Senior Scale Stenographer (Regular) Assistant (HKRN), Lab Attendant (Regular/HKRN) and Peon (HKRN) posted at USGS, are handling/performing above said tasks.
<p>4.1.b (iii)</p>	<ol style="list-style-type: none"> 1. <u>Decision making process:</u> After receiving a PUC/Notice/Orders/Letter/File, first of all, the Peon/Clerk/Assistant(HKRN) diary it in the relevant Dak Receipt Register and submit the same to the Dean, USGS. Dean, USGS in turn marks it to the Junior Programmer (Regular), Senior Scale Stenographer (Regular), Assistant (HKRN), Lab Attendant (HKRN). The concerned official, after collecting the relevant record, put up the same along with office facts and rules to the Dean, USGS for consideration. The Dean, USGS send the file to the Vice-Chancellor, Registrar, concerned office etc. for decision/orders/further action. The decision/orders/action, if any, is taken by the competent authority/concerned office and in turn, the paper/file down marked in the same hierarchy from Vice-Chancellor/Registrar/concerned office to Dean, USGS, Junior Programmer (Regular), Senior Scale Stenographer (Regular), Assistant (HKRN), Lab Attendant (HKRN) and according to decision/orders/ requirement, necessary intimation/action is taken by the USGS at the Department level. 2. <u>Channel of Supervision Directions</u> Vice Chancellor → Registrar → Dean, USGS → Junior -Programmer → Senior Scale Stenographer/Assistant <u>Sanctions/Approvals</u> Assistant/Senior Scale Stenographer → Junior Programmer → Dean, USGS → Registrar → Vice-Chancellor 3. <u>Accountability:</u> According to the Channel of supervision and decision-making process, each and every officer/Official is accountable for his/her job and duties.
<p>4.1.b (iv)</p>	<p><u>Norms for discharging functions:</u> The office discharges its duties and functions on the subject matter detailed in point no. 3, under the kind control, direction and supervision of the Vice-Chancellor, the Registrar and Dean, USGS as per the provisions of the University Act, University Calendar, University Accounts Code, Board of Studies, Academic Council, Executive Council decisions and other rules/law as applicable.</p>

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<p>4.1.b (v)</p>	<p>1. Rules, Regulations, Instructions, Manuals used for discharging functions:</p> <p>The university Act, Statute, Ordinance, Accounts Code, Board of Studies, Academic Council, Executive Council decisions, University Calendars, rules, regulations, orders, approvals of competent authority i.e. the Vice-Chancellor, Registrar, etc. and the instructions/directions/rules of Govt. followed by university and more specific law of the land relating to the matter.</p> <p>2. Record held by USGS</p> <p>A. Admission related data including admission forms of students of USGS. B. Fee related data of all admitted students of USGS as per Fee Portal of University. C. Result related data of all admitted students of USGS as per Result Portal of University. D. Stock Registers of USGS E. Relevant files and registers of USGS</p>														
<p>4.1.b (vi)</p>	<p><u>The following records have been retained by the office in Manual form.</u></p> <p>A. Admission related data including admission forms of students of USGS. B. Fee related data of all admitted students of USGS as per Fee Portal of University. C. Result related data of all admitted students of USGS as per Result Portal of University. D. Stock Registers of USGS E. Relevant files and registers of USGS</p>														
<p>4.1.b (vii)</p>	<p><u>Arrangements for consultation with or representation by the member of public in relation to formulation of policy or implementation thereof.</u></p> <p>USGS performs its functions as per rules and regulations of University Act, Statute, Ordinance, Accounts Code, Board of Studies, Academic Council, Executive Council decisions, University Calendars, rules, regulations, orders, approvals of the University competent authority. However, for smooth and effective working, the suggestions of the public are highly welcomed.</p>														
<p>4.1.b (viii)</p>	<p><u>Board, Councils, Committee, and other Bodies consisting of two or more persons as the part or for advice and whether meetings of these bodies are open to the public or accessible to public.</u></p> <p>A Departmental Purchase Committee for purchasing the emergent petty items is also constituted (in each session):</p> <table border="0"> <tr> <td>1. Dean USGS</td> <td>Convener</td> </tr> <tr> <td>2. Dr. Manoj Bansal, APC</td> <td>Member</td> </tr> <tr> <td>3. Dr. Vikas Saharan, APC</td> <td>Member</td> </tr> <tr> <td>4. Dr. Timsy Mehta, APC</td> <td>Member</td> </tr> <tr> <td>5. Dr. Rajesh, APC</td> <td>Member</td> </tr> <tr> <td>6. Ms. Neelam, APC</td> <td>Member</td> </tr> <tr> <td>7. Sh. Gulshan Kumar, JP</td> <td>Member</td> </tr> </table> <p>Note: As the above committee looks after the internal matters of the USGS and so, no direct involvement is there of the public. However, the valuable suggestions always welcomed.</p>	1. Dean USGS	Convener	2. Dr. Manoj Bansal, APC	Member	3. Dr. Vikas Saharan, APC	Member	4. Dr. Timsy Mehta, APC	Member	5. Dr. Rajesh, APC	Member	6. Ms. Neelam, APC	Member	7. Sh. Gulshan Kumar, JP	Member
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7. Sh. Gulshan Kumar, JP	Member														



4.1.b (ix)	<p>Officer/Employees in the USGS</p> <table border="0"> <tr> <td>1. Prof. Sushil Kumar,</td> <td>Dean, USGS (Additional Charge)</td> </tr> <tr> <td>2. Mr. Gulshan Kumar</td> <td>Junior Programmer</td> </tr> <tr> <td>3. Mr. Sanjay Kumar</td> <td>Sr. Scale Stenographer</td> </tr> <tr> <td>4. Ms. Deepika Mehta</td> <td>Assistant</td> </tr> <tr> <td>5. Mr. Rohtash Kumar</td> <td>Lab Attendant</td> </tr> <tr> <td>6. Mr. Amrit Pal</td> <td>Lab Attendant</td> </tr> <tr> <td>7. Mr. Prem Kumar</td> <td>Lab Attendant</td> </tr> <tr> <td>8. Mr. Akhil Kumar</td> <td>Peon</td> </tr> <tr> <td>9. Ms. Pooja</td> <td>Peon</td> </tr> </table> <p>Above said employees work in the USGS at Second Floor, Dr. A.P.J. Abdul Kalam Bhawan (Teaching Block No. 4), CDLU, Sirsa and available in the office for all working days from 09:00 A.M to 05:00 P.M except lunch break from 1:30 P.M. to 02:00 P.M.</p>	1. Prof. Sushil Kumar,	Dean, USGS (Additional Charge)	2. Mr. Gulshan Kumar	Junior Programmer	3. Mr. Sanjay Kumar	Sr. Scale Stenographer	4. Ms. Deepika Mehta	Assistant	5. Mr. Rohtash Kumar	Lab Attendant	6. Mr. Amrit Pal	Lab Attendant	7. Mr. Prem Kumar	Lab Attendant	8. Mr. Akhil Kumar	Peon	9. Ms. Pooja	Peon
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9. Ms. Pooja	Peon																		
4.1.b (x)	<p><u>Monthly Remuneration of USGS staff (Teaching & Non-Teaching):</u></p> <p><u>Rules and Regulations:</u></p> <p>The pay scales are prescribed as per duly adopted and approved University Pay & Pension Rules on the basis of State Govt. rules for regular employees. The remuneration to APCs/PTT/HKRN employees are given as per University rules/HKRN policy.</p>																		
(xi)	<p><u>Income and expenditure, Budget etc.</u></p> <p>Budget has been allocated to USGS for every financial year.</p>																		
(xii)	<p><u>Subsidy, concession, Rebate or facility provided of the benefits of the students etc.</u></p> <p>USGS is imparting education to its students and said points are being taken into account as per University policies and approved rules</p>																		
(xiii)	<p><u>Particulars of recipients of relief or concession permitted.</u></p> <p>Record available in USGS.</p>																		
(xiv)	<p><u>The detail of information, available to or held by the UITDC in an Electronic Forum</u></p> <p>On website and portals of the University.</p>																		
(xv)	<p><u>Facilities to the citizens for obtaining information.</u></p> <p>According to rules of the university, the information of the office can be obtained by a citizen through RTI Act as well as the office is providing information as per the orders of the university authorities. So far as, the fee and forum are concerned, the fee under the RTI Act, is obtained as per RTI Act and for general as per orders/decision of the authorities. Further, the citizen can inspect the record under the provision of the RTI Act or with prior permission of the university authorities. Moreover, the information can be obtained in hard copy on any working day during working hours i.e. 09.00 a.m. to 05.00 p.m. The application for information and inspection can be moved to the State Public Information Officer of the university under the RTI Act or to the university authorities.</p>																		

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(xvi)	<p><u>Other information.</u></p> <p>1. Address of the State Public Information Officer, First Appellate Authority and Second Appellate Authority under RTI Act for the office are as follow:</p> <p>(a) State Public Information Officer, Room No. 216, Second Floor, Lal Bahadur Shastri, Administrative Block, CDLU, Sirsa</p> <p>(b) First Appellate Authority, O/o Dean, Faculty of Law, Ambedkar Bhawan, CDLU, Sirsa</p> <p>(c) The State Information Commission, Haryana, S.C.O No. 113-114, Sector -8C, Madhya Marg, Chandigarh.</p>
(xvii)	<p>2. <u>Administrative Officers for the office.</u></p> <p>(a) The Vice-Chancellor, Vice Chancellor Secretariat, Lal Bahadur Shastri Administrative Block, CDLU, Sirsa.</p> <p>(b) The Registrar, Office of the Registrar, Lal Bahadur Shastri, Administrative Block, CDLU, Sirsa</p> <p>3. Website of the university for the office. www.cdlu.ac.in</p>

The decisions, if any, effecting the public/citizen are intimated to the public/citizen through university website.


15/01/24
DEAN, USGS