



# CHAUDHARY DEVI LAL UNIVERSITY, SIRSA-125055 (HARYANA)

(Established by the State Legislature Act 9 of 2003)

“B” Grade Accredited by NAAC

## CONDUCT BRANCH

Compliance of section 4 of RTI

Section detail	Provisions of section	Information required to be disclosed
4.1.b (i)	The particulars of its organization, functions and duties	<b><i>Situation of the Office:</i></b> Room No. 05, Lal Bahadur Shastri Administrative Block, Chaudhary Devi Lal University, Sirsa. <b><i>Functions and duties of organization:</i></b> * Preparation of Examination Schedule for theory and practical examinations. * Conduct of theory examinations, practical examinations, * Conduct of 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 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. * Providing examination centres and assign the duties of the centres for Entrance Test as organized by Govt. time to time.
(ii)	The powers and duties of its officers and employees	<b><i>As mentioned at (i)</i></b>
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability	<b><i>Channel for Supervision</i></b> Vice-Chancellor ► Registrar ► Controller of Examinations ► Superintendent ► Assistant ► Clerk.
(iv)	The norms set by it for the discharge of its function	As per University Calendar Volume - II
(v)	The rules, regulations, instructions, manuals and records, held by it or under is control or used by its employees for discharging its functions	The office discharges the duties under the kind control and direction of the 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- II. (II) University Accounts Code. (III) The decision of the Academic Council/Executive Council/ Court

(vi)	A statement of the categories of documents that are held by it or under its control	<b>As mentioned at (i)</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	<b>As mentioned at (i)</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 meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	-
(ix)	A directory of its officers and employees	<b>Name of Officers/Officials (Regular) Name &amp; Designation with Contact No.</b> Sh. Bajrang Lal, Superintendent (Conduct) 01666-247080 Sh. Anil Kumar, Assistant-I Sh. Rajesh Kumar, Assistant-II
(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	-
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	-
(xii)	Particulars of recipients of concessions, permits or authorizations granted by it	-
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form	-
(xv)	The particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintained for public use	-
(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	<b>As mentioned at (i)</b>
4.1.d.	Provide reasons for its administrative or quasi-judicial decisions to affected	-