

## **CAREER AND COUNSELING CELL CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**

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

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

Along with the academic and administrative processes in the University, Career and Counseling Cell addresses the diverse socio-economic handicaps, linguistic differences and geographic backgrounds of the heterogeneous population of students coming to the University vis-à-vis equity of access and placement opportunities through availability of appropriate institutional support information. To implement the above vision, the University has constituted a Career and Counseling Cell to help the students with appropriate guidance to establish linkages with the world of work and locate career opportunities. This cell is actively involved in carrying out vocational guidance and campus based interviews. It comprises following members:

1. Dr. Raj Kumar Salar, Reader, Deptt. of Biotechnology	Director
2. Dr. Sushil Kumar, Lecturer, Deptt. of Physics	Member
3. Dr. Harish Kumar, Lecturer, Deptt. of Computer Science	Member
4. Dr. Kapil Chaudhary, Lecturer, Deptt. of Commerce	Member
5. Sh. Rohtas, Lecturer, Deptt. of Economics	Member

Besides, there is additional administrative duties are assigned:

Dr. R.K. Salar: Chairperson, Department of Biotechnology, SPIO.

**ii) The powers and duties of this office and employees:**

- a) Director Career and Counseling Cell;**  
Dr. R.K. Salar is the Director, Career and Counseling Cell.

**Duties/objectives of the Career and Counseling Cell:**

- 1) To gather information on job avenues and placements in different institutions and concerns related to the courses offered by this University.
- 2) To analyze information in the local, regional and national contexts to explore its relevance and utility for the students in their placements and on job-training.
- 3) To organize seminars and guidance workshops for informing students about the emerging professional trends and events, job profiles, leadership roles, entrepreneurship, market needs and risks and implementation of national socioeconomic policies and to impart training in soft skills.
- 4) To promote discipline, healthy outlook and positive attitudes towards for national integration and removal of narrow provincial preferences and prejudices.

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

**(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 Office 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](http://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. 350 Books/Letters/Notifications issued from time to time by different authorities.

2. Various registers like:
  - (i) Stock Register (Consumable)
  - (ii) Stock Register (Non-consumable)
  - (iii) Dispatch Register
  - (iv) Receiving Register
  - (v) Inventory Register
  - (vi) Acknowledgement Book (Peon Diary)
  - (vii) Accession Register
  - (viii) TA/DA 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.**

Nil

(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	9896106467
2.	Sh. Jaskaran Singh Sr. Sc. Stenographer	9255403975

(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;**  
**Nil**

(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. Some books have been purchased by the Cell which are available in the Office of the Career and Counseling Cell. The books can be issued to the students on request basis.

**(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 Office works as deemed SPIO whenever any information is held by him/her or under his/her 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 Cell. He/ she may contact the above mentioned officers.

**Director  
Career and Counseling Cell**