

## Annexure-A

### **OFFICE OF THE DEAN STUDENTS' WELFARE CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**

The Manual under Clause 4 (1) (b) of the Right to Information Bill for the Office of Dean Students' Welfare, Chaudhary Devi Lal University, Sirsa is as under:

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

The Office of the Dean Students' Welfare is established in the University for welfare of the UTD students. This office is actively involved in issuing bus passes/railway passes to the daily passenger students, organizes Annual Sports Meet in the University. This office organizes health awareness camp, helps the University Teaching Departments students to participate in Inter College tournament and Inter University tournament in various games. This Office organizes Educational and Industrial Tours to different places of University Teaching Department students. Besides, there are additional administrative duties are assigned:

Prof. S.K. Gahlawat:

Dean Students' Welfare, Dean College Branch, Dean Faculty of Life Sc., Chairperson, Departments of Food Sc. & Technology and Energy & Env. Sc.

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

##### **a) Dean Students' Welfare;**

Prof. S.K. Gahlawat is the Dean Students' Welfare.

##### **Duties of the Dean Students' Welfare:**

1. The Amalgamated fund shall be operated upon by the Dean Students' Welfare of the University/Principal of College concerned and utilized on the following objects :-
  - (i) Purchase of sports material for various games.
  - (ii) Watering, leveling, cleaning, turfing and repairing of the play grounds, maintenance of swimming pool up to Rs.2500/- at a time.
  - (iii) Amenities for N.C.C. Cadets and such other expenditure on N.C.C. as may be approved by the Principal/Dean Students' Welfare.

- (iv) General expenditure on and grants to Societies, Clubs, Associations, Committees etc., organized by the University Teaching Departments/ recognized Colleges.
- (v) Expenditure in connection with House examination which includes printing question-papers, purchase of answer-books, stationery and other contingent expenditure connected therewith.
- (vi) Printing of pamphlets, posters, brochures etc. including subsidy to the Magazine Fund, if necessary.
- (vii) Expenditure in connection with trips to places of Historical, Geographical, Scientific or other educational interests or mountaineering trips or visits to important institutions and centres of industry within India.
- (viii) Expenditure in connection with the functions relating to extra-curricular activities of the students like declamation, music, dramatic or paper-reading contests *etc.*, and payment of travelling allowance to the students and the teachers accompanying them to compete in such contests at outside places. The travelling allowance will be paid at the rates mentioned in Para (13) below.
- (ix) Expenditure as may be approved by the Dean Students' Welfare/Principal on tea and refreshment to students, players, competitors and guest invited to various college/department functions @ Rs.10/- per student and Rs.15/-per guest.
- (x) Conveyance, refreshment, mess and boarding charges of outside lecturers, prominent citizens, poets, artists and students visiting from outside as may be approved by the Principal/Dean Student's Welfare.
- (xi) Travelling allowance at University rates to persons invited to Lecture at the College/Department or to preside over Sports/Social functions of the College/Department and also to the members of any committee, except inspection Committee appointed by the University.
- (xii) Expenditure on pay and allowances of Group C & DE employees appointed for Sports, N.C.C., Cycle/Scooter Shed, Common Room, Student Reading Room or for other purposes (i.e., loan etc. out of the Provident Fund Contribution).
- (xiii) Travelling allowance will be paid at the following rates to sports teams, members of the staff or servant accompanying the teams or students/members of the staff deputed for some other work connected with the fund .Members of the staff will also include the President of the team or his/her representative, the Lecturer in Physical Education and some attendants according to need.
- (xiv) Expenditure on refreshment/meals etc. to the players for friendly matches/University matches and other matches on the college/University campus.
- (xv) Photographs of various sports club, Student's Association, dramatic club, hostel welfare committee, magazine committee and other clubs or societies with important dignitaries and members of staff, are allowed at the discretion of the Dean Student's Welfare.

- (xvi) Expenditure in connection with the award of College Colours to distinguished players.
- (xvii) Purchase of Stock registers, Cash books, stationary and expenditure on postage stamps, telegrams, telephones etc., in connection with the fund.
- (xviii) Construction of cycle stand, open-air-theatre, swimming pool, Badminton and Tennis courts and playgrounds.
- (xix) Expenditure in connection with annual sports including entertainments of parents, guests and prize winners, social and youth welfare and other functions organized by the Colleges/Departments.
- (xx) Expenses on medicines required for the use of the students while at outstations in connection with tournaments etc. While playing matches at station, the medicines not available in the Health Centre may be reimbursed to the players.
- (xxi) Purchase of furniture and soft furnishing for common rooms, radio sets, articles for indoor games and expenditure on their repairs and on petty contingencies. Purchase of musical instruments, amplifier, tape-recorder, photographic cameras, water coolers, photographic material and other performances and general welfare of the students and expenditure on their hire and repairs and on contingencies.
- (xxii) Uniforms or other equipment for members of various teams and establishment, at the discretion of Principal/Dean Students' Welfare.
- (xxiii) Lump sum grants to poor athletes for purchase of milk, eggs and other nutritious food and to deserving students for purchase of books and stationery, the grant in individual cases not to exceed Rs.300/-in a year.
- (xxiv) Expenditure on entertainment of students and staff of other Universities and institutions arranged for academic and social exchange.
- (xxv) Expenditure on books, periodicals and newspapers for the students' reading-room.
- (xxvi) Any other object connected with the students' activities of Sports/educational character as may be approved by the Principal/Dean Students' Welfare.
- (xxvii) Up to 20% of the income from the Amalgamated fund may be spent:
  - On construction of Pavilion, Stadium, Swimming pool, Gymnasium, Open-air-theatre; Students' Centre; Class rooms; and
  - On any other project of direct benefit to the students in their extra-curricular and physical development activities with the permission of the Executive Councils.
- (xxviii) Expenditure in connection with community projects or social service activities approved by the Dean Students' Welfare.
- (xxix) Rent of playgrounds.
- (xxx) Expenditure on hobbies.
- (xxxi) Expenditure in connection with referring of University Matches.

- (xxxii) Payment of protest fee or affiliation fee, nomination fee, entry fee, late fee, fine or subscription for sports, youth welfare and other activities.
- (xxxiii) Expenses in connection with tuck shop (excluding building).
- (xxxiv) Youth Welfare Activities.
- (xxxv) Educational Melas, exhibitions, festival, (this should include only incidental expenses but not refreshment).
- (xxxvi) Purchase of crockery etc., for serving refreshment to students and other guests.
- (xxxvii) The expenditure on uniform to Group-D employees on State Govt. pattern.
- (xxxviii) Such other expenditure not exceeding Rs.10,000/- on a single item of direct and indirect benefit to the students not included in the rules above, may be sanctioned by the Dean Student's Welfare in the case of students of University Teaching Departments. However, the expenditure Rs.10, 000/- will be sanctioned by the Vice-Chancellor.
- (xxxix) The audit of the funds of the colleges/university wherever found necessary shall be conducted by the Dy. Director (audit) deputed by the Director, Local Fund Accounts, Haryana.

- b) The ADSW is to smooth functioning of the office and for assistance to Dean Students' Welfare.
- c) The Stenographer/Clerk is to maintain the office record and for putting/preparing the files of all kinds.
- 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 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  
Amalgamated Fund Rules

**(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. 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) Attendance Register (outsourcing non teaching staff)
  - (vi) Cash Book
  - (vii) Temp. Advance Register/ APR-1
  - (viii) Misc. Register/Honorarium Register
  - (ix) Inventory Register
  - (x) BCR
  - (xi) Temporary Advance Register-II
  - (xii) Leave Register
  - (xiii) Acknowledgement Book(Peon Diary)
  - (xiv) Bus Pass 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:**

<b>S.N.</b>	<b>Name Designation</b>	<b>Contact No.</b>
1.	Prof. S.K. Gahlawat, Dean, Student's Welfare	9896342891
2.	Dr. Silender Hooda, ADSW	9416964754
3.	Sh. Ashok Kumar, Jr. Sc. Stenographer	9991191112

**(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. The Office 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 Office 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 Office. He/ she may contact the above mentioned officers.

**Dean Student's Welfare**