

Compliance of Section 4 of RTI
 Dept. / Office Colleges Branch
 Chaudhary Devi Lal University, Sirsa

Section detail	Provision of sections	Information required to be disclosed.
4.1.b. (i)	The particulars of its organization	<p><u>Colleges Branch</u>- Room No.207, Lal Bahadur Shastri Administrative Block, 2nd Floor, Phone No. 01666-247153 Email- collegesbranch.cdlu@gmail.com</p> <p style="text-align: center;"><u>Function of the Branch</u></p> <ol style="list-style-type: none"> 1. The Colleges Branch close contacts with the Colleges / Institutes with a view to help them in the development of the academic and physical infrastructure as deemed necessary for the all rounded development of student. 2. It helps the Colleges / Institutions in the selection and promotion of teachers and in improvement of their qualifications. 3. It offers help and guidance to the Colleges / Institutes in the introduction of various types of new course in enhancement of their intake capacity in the existing course, and in strengthening support services and other amenities to the students. 4. It helps the Colleges / Institutes in the proper utilization of grants and efficient implementation of UGC approved projects. 5. It lays down the procedure and rules / regulations for opening new Colleges / Institutes. 6. It helps the Colleges / Institutes in the exchange of information with the outside world, besides giving effect to the latest rules and regulations of the University / UGC / NCTE and other regulatory bodies. 7. It arranges the need based and periodical inspection of Colleges / Institutes and reviews the inspection reports and suggests remedies for discrepancies and irregularities. 8. It helps the Colleges / Institutes in holding elections to Governing Bodies; it also ensures their proper functioning. It helps Colleges / Institutes to resolve the local conflicting

		<p>interests on merit.</p> <ol style="list-style-type: none"> 9. Developmental needs of affiliated institutions are constantly assessed right from their inception and measures suggested to further their expansion through Inspection Committees. The functioning of permanently affiliated institutions is periodically inspected after every three years, the Colleges with provisional affiliation are annually inspected and if the need be these college are re-inspected even at shorter intervals. 10. Academic Audit/inspection of each affiliated institution in terms of number of courses being offered, teaching staff in place alongwith their mode of selection and qualifications, the existing teacher-taught ratio and performance of students in University Examination, the existing, library and laboratory facilities, etc., is regularly carried out after every three years / annually as the case may be. 11. All the affiliated institutions have to prepare their individual yearly updated profiles including information on all the important academic variables and to display the same on their respective website. 12. Efforts to develop state of the art infrastructure in terms of laboratories, Information Technology and library facilities and to foster a quality culture in the affiliated institutions are made through C.D.C. meetings, inspection committee for the introduction of new course and periodical inspection committees.
(ii)	The powers and duties of its officers and employees	<ol style="list-style-type: none"> 1. Dean of Colleges ---- : Head of the Branch 2. Superintendent ---: Supervision of Office work under the direction and control of Dean of Colleges. 3. Assistant (CBA-I) To deal with the affiliation cases, selection cases, PF cases of Govt. Aided colleges, Governing Body & RTI related to University, correspondence with state govt./UGC and other work as assigned from time to time. 4. Clerk Outsourcing (CBA-II) : All the abovesaid works routed through Assistant (CBA-I) 5. Peon : (Opening and closing of office, Delivery of Dak and other misc. work assigned to him time to time)

(iii)	The procedure followed in the decision making process, including channels of supervision and accountability	<u>For financial and policy decision Cases.</u> 1. Clerk → Assistant → Superintendent → Dean of Colleges → Vice-Chancellor 2. Clerk → Assistant → Superintendent → Dean of Colleges → Registrar
(iv)	The norms set by it for the discharge of its functions	The office works of the Branch is being done as per University Act/Statute and as per Calendar Volume-I Chapter XVI to XX
(v)	The rules, regulation, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	The office works of the Branch is being done as per University Act/Statute and as per Calendar Volume-I Chapter XVI to XX
(vi)	A statement of the categories of documents that are held by it or under its control	Files regarding Selection, Inspection , Governing Bodies, PF Case, RTI and other correspondences with UGC & DGHE relating to Colleges
(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.	_____
(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 bodies are open to the public, or the minutes of such meetings are accessible for public	_____
(ix)	A directory of its officers and employees	Prof. Vishnu Bhagwan Dean of Colleges-98125-56101 Sh. Ramesh Chander Hans Supdt.-94163-10001 Sh. Hitender Soni Assistant- 92534-85100 Sh. Sunil Kumar (Outsourcing) Clerk- 94684-91151 Smt. Alka (Outsourcing) Clerk-88130-50989 Sh. Devraj Singh (Outsourcing) Peon- 86830-90725

(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	Dean of Colleges ----- Salary as per UGC/State Govt. Superintendent ----- Salary as per UGC/State Govt. Assistant ----- Salary as per UGC/State Govt. Clerk- (Outsourcing) ----- Salary as per DC rates Peon- (Outsourcing) ----- Salary as per DC rates
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	Main Head of the University
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	-----
(xiii)	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	As per Calendar Volume I available at Chaudhary Devi Lal University, Sirsa website
(xv)	The particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintained or 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	The information, if required is to be sent to the website of Chaudhary Devi Lal University, Sirsa for public
4.1.d.	Provide reasons for its administrative or quasi-judicial decisions to affected	-----

List of Regular Staff working in the Colleges Branch

Sr. No.	Name of Employee	Designation	Telephone No. of the Office	Mobile No. of the Employee	Email
1	Prof. Vishnu Bhagwan	Dean of Colleges	01666-247153	98125-56101	deancolleges.cdlu@gmail.com collegebr@cdlu.ac.in
2	Sh. Ramesh Chander Hans	Superintendent	01666-247153	94163-10001	collegesbranch.cdlu@gmail.com
3	Sh. Hitender Soni	Assistant	01666-247153	92534-85100	

List of Outsourcing Staff working in the Colleges Branch

1	Sh. Sunil Kumar	Clerk/ Office Associate	collegesbranch.cdlu@gmail.com	94684-91151
2	Smt. Alka	Clerk/ Office Associate		88130-50989
3	Sh. Devraj Singh	Peon/Messenger		86830-90725