

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- collegebr@cdu.ac.in</p> <p style="text-align: center;">Function of the Branch</p> <p>The Colleges Branch headed by the Dean of Colleges constantly works in coordination with the affiliated Colleges/Institutes for promotion and raising the standards of higher education being imparted by the affiliated colleges. The strength of affiliated colleges is now 61 colleges (28 Degree Colleges, 01 Law College, 01 Associated Sanskrit Mahavidyalaya, 02 Engineering, 01 Management and 28 Education Colleges). The Colleges Branch keeps contacts with the Colleges / Institutes with a view to help them in the development of the academic and physical infrastructure as deemed necessary for all rounded development of students.</p> <ol style="list-style-type: none"> 1. The Colleges Branch helps the Colleges / Institutions in the appointment and promotion of teachers and improvement of their qualifications. Various Selection Committees for the purpose of selection of Teaching and Non-Teaching Staff in the Colleges concerned are constituted. 2. It offers help and guide to the Colleges / Institutes in the introduction of various types of new courses/subjects for enhancement of their intake capacity in the existing course. 3. It helps the Colleges / Institutes in the proper utilization of grants and efficient implementation of UGC approved projects. 4. It lays down the procedure and rules / regulations for opening of new Colleges / Institutes. 5. It helps the Colleges / Institutes in implementing the latest rules and regulations and other information of the University / UGC / NCTE and other regulatory bodies. 6. It arranges the need based provisional as well as periodical inspection of Colleges / Institutes and reviews the inspection

		<p>reports and suggests remedies for removal of discrepancies and shortcomings.</p> <ol style="list-style-type: none"> 7. It helps the Colleges / Institutes in holding elections of Governing Bodies; and it also ensures their proper functioning. It helps Colleges / Institutes to resolve the local conflicting interests on merit. 8. For the purpose of granting provisional affiliation, Inspection Committees are constituted for annual/periodical inspection. The developmental needs of affiliated institutions are constantly assessed right from their inception and measures suggested for their expansion through Inspection Committees. The functioning of permanently affiliated institutions is periodically inspected after every three years, however, the Colleges with provisional affiliation are annually inspected and if needed, these colleges are re-inspected even at shorter intervals. 9. All the affiliated colleges/institutions are directed to prepare their individual yearly updated profiles including information on all the important academic variables and to display the same on their respective college website. 10. The efforts to develop state of art infrastructure in terms of laboratories, Information Technology and library facilities and to foster a quality culture in the affiliated institutions are made through inspection committee for the introduction of new course/subject 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. Assistant Registrar ---: Supervision of Office work under the direction and control of Dean of Colleges. 3. Personal 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 → Personal Assistant → Assistant Registrar Dean of Colleges → Vice-Chancellor 2. Clerk → Personal Assistant → Assistant Registrar 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 available on the website.
(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 available on the website.
(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)	A directory of its officers and employees	Prof. J.S. Jakhar Dean of Colleges --94169-24018 Sh. Ramesh Chander Hans Assistant Registrar --94163-10001 Sh. Ashok Saini Personal Assistant – 99911-91112 Sh. Sunil Kumar (Outsourcing) Clerk--- 94684-91151 Smt. Alka (Outsourcing) Clerk--- 88130-50989 Sh. Naveen Kumar (Outsourcing) Peon--- 93068-36314
(viii)	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. Assistant Registrar ----- Salary as per UGC/State Govt. Personal Assistant ----- Salary as per UGC/State Govt. Clerk- (Outsourcing) ----- Salary as per DC rates Peon- (Outsourcing) ----- Salary as per DC rates
(ix)	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

(x)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	-----
(xi)	Particulars of recipients of concessions, permits or authorizations granted by it	-----
(xii)	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
(xiii)	The particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintained or public use	-----
(xiv)	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. J.S. Jakhar	Dean of Colleges	01666-247153	94169-24018	doc@cdu.ac.in collegebr@cdu.ac.in
2	Sh. Ramesh Chander Hans	Assistant Registrar	01666-247153	94163-10001	collegebr@cdu.ac.in
3	Sh. Ashok Saini	Personal Assistant	01666-247153	99911-91112	

List of Outsourcing Staff working in the Colleges Branch

1	Sh. Sunil Kumar	Clerk/ Office Associate	collegebr@cdu.ac.in	94684-91151
2	Smt. Alka	Clerk/ Office Associate		88130-50989
3	Sh. Naveen Kumar	Peon/Messenger		93068-36314