

# **ADMINISTRATIVE AUDIT REPORT 2013-2018**



**MAHARSHI DAYANAND UNIVERSITY,  
ROHTAK-124001  
HARYANA  
INDIA**

# ADMINISTRATIVE AUDIT REPORT 2013-2018 MAHARSHI DAYANAND UNIVERSITY, ROHTAK

## Administrative Audit Committee

The following Administrative Audit Committee constituted by the Vice-Chancellor and notified vide Endst.No.EN-10/2018/934-39 dated 16.1.2018 to conduct Administrative Audit for five years i.e. for 2013-18 visited Maharshi Dayanand University, Rohtak on 27-08-2018:

- |   |                  |
|---|------------------|
| 1. Prof. Rajbir Singh,<br>Vice-Chancellor<br>State University of Performing & Visual Arts<br>Rohtak | Member           |
| 2. Dr. R.K. Chauhan<br>Ex-Secretary<br>UGC, New Delhi   | Member           |
| 3. Dr. Rakesh Kumar<br>Ex. Education Secretary<br>Govt. of Himachal Pradesh                         | Member           |
| 4. Dr. Jitender Kumar Bhardwaj<br>Registrar<br>M.D. University<br>Rohtak                            | Member Secretary |

## Method of Operation

The Administrative Audit process started with a fruitful meeting of the Administrative Audit Committee with all the Branch Officers of the University. The Registrar presented an overview of Maharshi Dayanand University with specific emphasis on its progress and achievements in the last five years i.e. 2013-18. Director, IQAC was also present in this introductory interactive session. This was followed by the visit of the Committee to various branches/supportive wings of the University to have discussions with the concerned officers and administrators to have the first hand information about the various activities and services. The heads of the branches presented and explained the activities of their branches/sections before the committee.

The execution of the whole assessment process was planned systematically by the IQAC. Specific methodology was adopted to collect information from the concerned branches which



were made available to the members of the Administrative Audit Committee. This information was examined by the Committee and facts were ascertained through spot visits and interaction with the stakeholders. The Committee examined the appropriateness and adequacy of the facilities and delivery of services. Proper utilization of resources, computer facilities and strengths of the branches were specially looked into. Other general facilities like drinking water, toilets, classrooms, lighting etc. were also assessed. All this helped the Committee to derive the factual information about the progress made during 2013-18 and make the following observations/recommendations:

## **BRANCH-WISE OBSERVATIONS AND RECOMMENDATIONS**

### **Academic Branch**

#### **Observations**

- The admissions to various PG programmes are made through online process.
- Instructions with regard to admissions are issued by the Academic Branch from time to time as per orders of the competent authorities.
- Meetings of all Statutory Bodies like Academic Council, Executive Council, Court and Faculties are got conducted by the Academic Branch. As per instructions of the University Authorities, agenda and minutes of the all the Statutory Bodies are made available on the University Website for information of all concerned.
- All academic matters of the University with regard to Syllabus, Scheme of Examinations, Rules & Regulations are dealt with by the Academic Branch.
- Syllabus, Scheme of Examination, Rules & Regulation, Recognition/Equivalence List of Examination and all University Calendars have also been made available on the University Website. All instructions relating to UTD and Colleges are got uploaded on the University Website for information of all teachers and students.
- Internet Facility is available in the Branch. All correspondence to the HODs, Principals of the affiliated Colleges and other concerned quarters are made through email.
- There are 27 officials (JDEOs, Assistants, Superintendents) including outsourced persons. Most of the JDEOs and Assistants have the knowledge of operating MS and MS Excel.
- There are 13 Computers with all accessories installed in the Academic Branch. All are in working order. Two scanners and one Photostat machine have also been installed in the Academic Branch.

#### **Suggestions/Recommendations**

- 2-3 more assistants may be provided to the branch.
- Principals of the affiliated Colleges be directed to give specific comments with regard to grievances of the students relating to admissions and recognition of courses so that the Academic Branch may resolve the same in minimum possible time.

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## **Accounts Branch**

### **Observations**

- ERP - SAP Software is implemented for online collection of fee.
- The University has designed software for issuing computerized receipts at the Cash Counter.
- The following Accounts are maintained computerized through Microsoft Dynamics Software:  
Cash Book, Classification, Salary Bills, Income Tax, PF/NPS, Fee Collection/Income Register, Bank Reconciliation, Budget
- The following accounts are maintained manually:  
Establishment Cheque Register (ECR's), Loan & Advances Registers, Vouchers of all payments, Pension Disbursement Register, Project/Research Registers.
- Various useful contents uploaded on the University Website by the Accounts Branch include: Form 16, Confirmation of University Cash Receipt issued by the Cashier, Budget Estimates, University Calendars Vol. III & IV consisting Service Rules and Accounts Code, Misc. Forms i.e. Medical Reimbursement, Income Tax Calculation, NPS, GST No, Pension File, etc
- 31 staff members of the branch have the knowledge of operating MS/Power Point and MS Excel. Number of computers in working condition is 31.
- The computerization of procedure for Investment Committee Meeting by sending Investment quotations through e-mail and informing the participants through SMS.

### **Suggestions/Recommendations**

- 4-5 more Assistants/JDEOs who have the knowledge of dealing with accounts matters may be provided to the branch.
- Efforts be made for mobilizing funds from Non-Govt. Agencies for the purpose other than research.
- Though the University has automation system for various processes, the system of e-payment also needs to be started.

## **Establishment Branch (Teaching)**

### **Observations**

- All the record relating to the teachers is being maintained by the different sets of the branch. The proper record of incoming and outgoing dak is being maintained in the dairy/dispatch register respectively. There is a store keeper who maintains the stock register of the branch for consumable and non-consumable item separately.
- Internet facility is available in the University.
- All the Assistants/Clerk-cum-JEDOs/Steno-Typist have the knowledge of operating MS/Power Point and MS Excel and rest of the staff have computer knowledge. There are 14 computers in the branch.

### **Suggestions/Recommendations**

- Some more regular staff at the level of assistant needs to be provided.

### **Establishment Branch (Non-Teaching)**

#### **Observations**

- All the Clerk-cum-JDEOs and most of the Assistants have full knowledge of MS Office including Power Point and Excel. Most of the remaining staff has working knowledge of computers.
- There are 25 computers in the Branch in good working condition along with sufficient numbers of Printers and Scanners.
- The Branch keeps in touch with the latest Central and State Govt. rules, policies etc. and responds to these from time to time within the stipulated period.
- Most of the staff has the knowledge of computers and make frequent use of internet to consult and act according to latest State Govt. & Central Govt. Policies etc.
- Open discussions are always welcome and permitted with the higher-ups in the office hierarchy.
- All the complaints received through online platform of CM Grievance, PM Grievance & UGC Grievance are resolved promptly.

#### **Suggestions/Recommendations**

- Some more regular staff at the level of Assistant needs to be provided.

### **Purchase & Store Branch**

#### **Observations**

- The staff members of the branch are being provided with training on various issues vis-à-vis as to how to put up a case before the authorities by examining all pros and cons by quoting the relevant rules.
- Every official is well versed with use of Computers, Photostat machines etc. etc.

#### **Suggestions/Recommendations**

- More staff needs to be recruited on regular basis both at the junior as well as supervisory level who have the knowledge of latest e-governance technologies.
- The filing system and record keeping needs to be further improved.



## **Registration & Scholarship Branch**

### **Observations**

- All the information related to Colleges, students i.e. Schedule of RR/CR, Submission of Migration Certificates/documents etc. are timely get uploaded on the University main website.
- The computers available in the branch fully equipped with the Internet connection.
- Good number of the employees of the branch have the knowledge of operating MS/Power Point and MS Excel.
- 15 Nos. of Computers are in working condition in the branch.
- Online process of working in the branch i.e. receiving of RR/CR, making corrections, marking eligibility of the students etc.

### **Suggestions/Recommendations**

- More regular staff needs to be recruited.

## **Colleges Branch**

### **Observations**

- The process of inspection is computerized. The University has created a College Portal on which all the Colleges upload their detail of Infrastructure facilities. This Information is also available for Public View. The colleges upload all the information related to profile, infrastructure, staff, library, course, and students detail on the College Portal.
- 10 employees out of 18 regular employees have the knowledge of operating MS/Power Point/MS Excel. 10 numbers of computer are in working condition in the Branch.
- There is quick process/disposal of complaints/queries of the students/colleges through E-Mail.
- Intake of Courses/colleges is maintained on SAP System which helps the colleges to fill RR on time without any problem related to sanction intake.

### **Suggestions/Recommendations**

- More regular staff needs to be provided.
- Training programmes be organized to upgrade the computer skill of all the staff members.

## **General Administration Branch**

### **Observations**

The branch efficiently deals with the offices in 12 administrative and supporting buildings, 21 institutional buildings, 13 Boys' Hostels, 12 Girls' Hostels, 5 buildings of the Sports Complex, 15 types of houses, 22 other buildings.

### **Suggestions/Recommendations**

Vacancies in the cadre of caretakers need to be filled up.

### **Office of Controller of Examinations**

- Following contents are uploaded on the University Website:  
Availability of student result, Course Syllabi, Date sheets, Merit Lists, Gazettes, Result Branch Contact Information, Examination Schedule, Examination Notifications etc.
- Internet facility is available in the office of the Controller of Examinations.
- Out of ten, eight staff members have knowledge of operating computer. Eleven computers are in working condition in the office.
- Examinations are conducted strictly as per already notified schedule and the results are declared well in time.
- Complaints/Grievances received from the students are resolved timely.

### **Suggestions/Recommendations**

- To cope up with the increased workload, there is need to appoint/provide more regular staff.

### **Conduct Branch**

#### **Observations**

- Net facility is used for down loading Student strength of various courses, uploading Date sheets, UMC hearing date, sending emails to the concerned. It is also used for updating/verifying status of various grievances, i.e., C.M./PM. Correspondence with affiliated Colleges as well as with the Departments and various branches is made through email.
- Out of this, 16 staff members have knowledge of operating computer.
- 16 Computers + one set for CCTV Surveillance is available in the Branch.
- Annual Schedule of Examinations is prepared well on time and displayed on the website for awareness of the colleges/UTDs/students.
- The Date sheet is prepared as per schedule of examinations well before the commencement of examinations and hence respective colleges make necessary arrangements to conduct smooth examinations and also intimate the students well in time.
- Examinations Material such as Answer sheet, confidential material such as Question papers/Supdt. Packets are supplied well in time to avoid the hardship of the Nodal Centre as well as examinations centre.
- The Unfair means cases are displayed on the website and also publish in news-paper.
- Bio-Metric machine used for attendance of the students, are to be implemented in the entrance examinations of UTDs/Centralized Entrance Exams by this branch to avoid the unlawful cases.



### **Suggestions/Recommendations**

- More staff needs to be appointed/provided on regular basis.
- Steps may be taken to minimize further the unfair means cases.

### **Result Branches**

#### **Observations**

- All the record of the result branches like Theory Awards, Internal Assessment Awards, Practical Awards and results available on the online panel.
- The Examinations are conducted in odd and even semesters which are conducted as per schedule fixed by the University normally in the month of November / December for odd examination and April / May for even Examination.
- The results are declared in a time bound manner giving priority to declare the results for qualifying and final examinations.
- All types of application forms for issuance of Duplicate DMCs / Degrees / Provisional Certificates are available on the website.
- There are sufficient number of computers in the branches and the sufficient staff has the knowledge of using Computers.

#### **Suggestions/Recommendations**

- More staff needs to be appointed/provided on regular basis.

### **Secrecy Branch**

#### **Observations**

- Net facility is used for downloading updated syllabi for all UG/PG/Professional Courses for paper setting, interacting through Email with all Spot Evaluation Centres i.e.UG/PG/Professional Courses for speedy evaluation of answer books for timely declaration of results, updating/verifying status of various grievances, i.e., C.M./PM/UGC, to resolve the RLA cases and other discrepancies, Panels of subject experts for paper setting and viva voce and for obtaining consent from the Examiners for evaluation of Ph.D. theses.
- Sufficient number of computers and the staff having knowledge of using computers.

#### **Suggestions/Recommendations**

- More staff needs to be appointed/provided on regular basis.

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## Re-Evaluation Cell

### Observations

- Results of the Re-evaluation cases are conveyed online and also updated on the University website for the information of the candidates, specially in case of PG classes.
- The Re-evaluation job is performed by a team of experienced teaching and non-teaching staff with in the stipulated period of 90 days as decided by the University.
- Sufficient staff has the knowledge of operating MS/MS Excel programme.

### Suggestions/Recommendations

- More regular staff needs to be appointed.

## Computer Centre

### Observations

- A Unified Threat Management Solution has been implemented to secure the network from hackers, for filtering unnecessary traffic, streamlining traffic by specifying priorities, and blocking unwanted sites.
- Intellectual property right policy, IT policy and Privacy policy have been framed and implemented to prevent unauthorized access of information.
- University has a security control room. Unified storage of 600TB is being used to store the video recordings. Hi-Tech Surveillance camera having Night Vision facility have been installed in all the buildings. It is planned to keep 15 day storage of video recordings. However for strategic locations such as Pariksha Sadan, 2-3 months backup is being stored.
- Computer Centre has been organizing Computer awareness programmes for Non-Teaching staff from time to time. Six such programmes including one for SAP-01 training have been organized in the last 5 years.
- SAP ERP has been implemented for SLcM (Student Life cycle Management), Finance and HcM(Human Capital Management). Software has been developed and deployed in-house for Recruitment of Teaching and Non-Teaching staff and also to computerize the Cashier window. Host-to-Host integration of University Server with the Bank has been implemented for Fee collection, which has significantly brought down the Fee related grievances.
- All the important announcements and information regarding Admissions, Exam. Date sheets, Results, syllabi, important Notifications, Statutes and ordinances of the University, details about rules and regulations, Teaching Departments, Affiliated colleges, Digital Learning resources, Library etc. are available on the University website.
- 1Gbps Internet connectivity is being provided through NKN. Efforts are being made to have robust connectivity through a fall back additional link.

- Comprehensive Annual Maintenance Contract has been awarded to maintain all the computers and UPS in the University. Critical infrastructure is either in Warranty or under comprehensive AMC.
- All the Clerks/and stenographers appointed after 2010 have been appointed after passing through a Basic Computer Knowledge test. Majority of peons are also computer literate.
- UCC has 55 computers (PCs) apart 21 servers. All the Computers are in working condition.
- Core IT team has deep understanding of university processes. Infrastructure is cloud ready

#### **Suggestions/Recommendations**

- More work force needs to be provided.
- Robustness of the ICT infrastructure need improvement.
- A platform may be formed for creation, management and dissemination of teaching-learning material.

### **University Press**

#### **Observations**

- Internet Facility has been provided by the University. All correspondence to the concerned quarters are made through email.
- Various machines installed in the University Press are in working condition.
- Skilled staff has been provided in the University Press.
- There are 5 Computers with all accessories installed in the University Press. All are in working order. One Scanners and one Photostat machine has also been installed in the University Press for sending the letters/documents/information through email.

#### **Suggestions/Recommendations**

- More modernization of University Press is required.

### **Faculty House and Canteens**

#### **Observations**

- Status of room booking in the Faculty House is updated on the Website of the University.
- Two computers are in working condition and the staff using these computers has the good knowledge of using them.
- Faculty House is providing good hospitality with healthy/hygienic meal and clean/ tidy rooms to the Guests.
- Faculty has sufficient number of AC/Non-Ac Rooms for Guests.

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### **Suggestions/Recommendations**

- Digitalization of making payment for room rent/meal charges may also be done.

### **Engineering Cell**

#### **Observations**

- The University has sufficient resources for regular upkeep of infrastructure and there are effective mechanism for the upkeep of infrastructure facilities for effective institutional functioning.
- Sufficient provisions of funds in Annual Budget of the University is being made for upkeep of infrastructure on the campus.
- The effective mechanism/resources are provided for maintenance of the following:
  - Housekeeping/Sweeping/Dusting/Cleaning services
  - Public Health Maintenance
  - Maintenance of Furniture including wooden Doors and Windows
  - Maintenance of Civil Works
  - Electrical Maintenance
  - Maintenance of HT/LT lines, substations and Street lights in campus
  - Horticulture
- 15 persons have the knowledge of operating computers. There are 12 computers available in the branch.

#### **Suggestions/Recommendations**

- Training of knowledge of computers needs to be given to some more officials of the branch
- Few more regular staff needs to be provided at supervisory level.

### **Girls' Hostels**

#### **Observations**

- CCTV Camera's and 24 hours Security Guard & ladies Security Staff are available on the main gate of the girls hostels.
- A lady doctor is appointed for the Hostels.
- Transport facility is available for the students for picking up/dropping from the departments and hostels.
- Shopping facility is also available in the hostels for students.
- Wi-Fi and internet connectivity is available in every MDU Girls Hostel for research work and studies.

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### **Suggestions/Recommendations**

- More lady attendant in the girls hostels need to be recruited.

### **Boys' Hostels**

#### **Observations**

- The University provides accommodation to the students in the 9 Boys' Hostels which have the capacity of 1991 rooms, 8 Hostels are functional since the year 2013.
- The mess of each hostel is cooperative and managed by the students themselves.
- A faculty member is assigned to work as Warden in a hostel. Every hostel has office staff for proper functioning of hostels. Chief Warden and Additional Chief Warden are deputed to monitor all hostels.
- The following are the facilities provided in each of hostel:

Furnished spacious cubical rooms and dormitories, well-furnished common room equipped with LCD TV, News Papers and Magazines as per requirement of residents, Wi-Fi internet facility.

- CCTV cameras are installed for security of residents.
- Every hostel has RTI cell.

### **Suggestions/Recommendations**

- More hostels need to be constructed to cater to the need of all the students.
- One separate hostel be constructed for Foreign National Students.

### **Dean Students' Welfare Office**

#### **Observations**

- There is a separate web page for office where the camp/courses/ other proformas, list of staff and necessary information of the office are uploaded.
- There are five units of NSS (Girls-3 & Boys-2)
- The DSW Office Organizes Health Awareness Camps
- Indoor/outdoor sports facility and 3 months Yoga training have been provided.
- The five non-polluting vehicles were introduced on rental basis at first instance for students/visitors w.e.f. 2013-15. The Office have now been providing 3 non-polluting 14 seater e-vehicles for students.

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- There are two auditoria and two committee rooms under the control of DSW Office
- Internet facility is available for the office.
- For providing hygienic atmosphere sanitary vending machine have been installed all Girls' Hostels, Central Library and Students' Activity Centre.
- M.D.U. Think Tank Club was created in 2013 and various academic activities were organized to enhance creative intellectual skills.
- The funding from Dr. R.K. Foundation Fund enhanced two times to boost research cultural in the teachers and students.
- The unit of University Outreach Programme was established w.e.f. from 2017-18 which adopted five villages for the community development.

### **Suggestions/Recommendations**

- An indoor multipurpose multi-media theatre with a capacity of 150-200 persons for organizing various short term courses, academic and cultural events in the Student Activity Centre may be constructed.
- Fixture in the Waiting/Reception Area needs to be enhanced.
- If possible, provision of lift facilities may be made in all the buildings for differently abled persons.

### **Sports Office**

#### **Observations**

- The University has created excellent infrastructure including one Dr. Mangal Sen Multipurpose Gymnasium Hall with facility of Central A.C., one Sardal Vallabhbai Patel Cricket Stadium of Inter –National Standard, one Synthetic Athletics Track of National Standard, one Swimming Pool of International standard , Four Lawn Tennis Courts, Four Basketball Courts, one Boxing Hall, one Wrestling Hall, one Kabaddi Hall, one Judo Hall, one Squash Hall and a Astroturf Hockey Ground is imminent. In addition to above facilities one Gym Hall with latest facilities of Gym Stations have been established for warm up purpose of the student players.
- For the accommodation one Separate Sports Hostel having capacity of 200 beds has been established at MDU Campus for the comfortable of the student boys and girls players. The student players have also been accommodated in The Transit Hostel of the University when the participating teams from all over India reported at MDU Campus.
- Two Xerox Machines of heavy capacity with latest technology are available with this office, out of one is made readily available for student players for providing the Xerox essential documents relevant to their participation during Tournaments /Championship at MDU Campus without any charges keeping view the welfare of the students community.

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- A facility of one canteen adjacent to the Gym Hall is available for the light refreshment to the needy student players during the various tournaments /championship on no profit no loss basis.
- Facilities of WiFi is also made available to the student players in the Dr. Mangal Sen Multipurpose Gymnasium Hall of the University.
- Staff deputed in Directorate of Sports by the University is well versed with knowledge of computer.
- As presented by the Director Sports, the University has secured tremendous 57 positions in Inter University Tournaments/Championships during the session 2017-18.

### **Suggestions/Recommendations**

- More staff (skilled as well as non-skilled) needs to be developed.
- Play fields /grounds with latest technology needs to be upgraded.

### **Overall Observations and Recommendations**

#### **Observations**

- The University has a large campus area of 622.5 acre.
- The University adopts the e-governance in the area of administration, Finance and Accounts, Student admission and Support and Examination.
- It has experienced non-teaching staff.
- The duties assigned to the officials are being attended to within a scheduled time.
- The files/cases are being attended to as per prescribed rules and regulations of the University and following the regulations of various statutory bodies viz. UGC, AICTE, etc.
- A Unified Threat Management Solution has been implemented to secure the network from hackers, for filtering unnecessary traffic, streamlining traffic by specifying priorities, and blocking unwanted sites.
- Training programmes for the ministerial and secretarial staff are being organized regularly.
- Staff works in co-ordination and with proper consultation on different issues.
- All the circulars, notifications, letters, minutes of various statutory bodies and committees and lot of other information is uploaded are uploaded on the website of the University.
- The grievances of Students / Public received through CM / PM window and social media are given priority and resolved within minimum period say 3 to 7 days.
- Whole Campus covered with CCTV cameras which are monitored 24/7 in the centralized security control room.



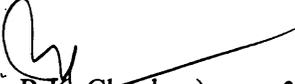
- Examinations are being conducted as per scheduled dates and results are being declared in a time-bound manner.
- Permanent Security staff and contracted supervisors are connected to each other through walkie-talkie handsets.
- Sufficiently large number of welfare schemes/measures are implemented from time to time as per Haryana Govt. rules and regulations.

#### Suggestions/Recommendations

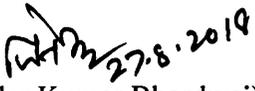
- More staff needs to be recruited in almost every branch of the University.
- A separate hostel needs to be constructed for Foreign students.
- More funds need to be mobilized from Non-Govt. agencies for research and other purposes.
- Filing and record keeping system be further improved using e-resources.
- Phased training programmes should be further strengthened.

**The Committee was happy to note that majority of the officers and staff are competent and receptive to change.**

  
(Prof. Rajbir Singh) 27/8/18

  
(Dr. R.K. Chauhan)  
27.8.2018

  
(Dr. Rakesh Kumar)

  
(Dr. Jitender Kumar Bhardwaj)  
27.8.2018

**Annexure- I**  
**(Page No.: 1-212)**

**The information in respect of ACADEMIC BRANCH pertaining to forthcoming Administrative Audit and visit of NAAC Team:-**

**Designation-wise number of staff of Academic Branch:**

Sr. No.	Name of the Employee	Designation
	S/Sh./Dr./Ms.	
1.	M.L.Batra	Assistant Registrar
2.	Suresh Kumar Rohilla	Superintendent
3.	Tilak Raj	Superintendent
4.	Om Parkash	Personal Assistant
5.	Sukhbir Sheoran	Assistant
6.	Harjindal Pal	Assistant (Temp. for NAAC work)
7.	Krishan Kumar	Clerk-cum-JDEO (Temp. for NAAC work)
8.	Naresh Kumar	Assistant
9.	Mohan Lal	Assistant
10.	Vijay Pal	Assistant
11.	Renu	Clerk-cum-JDEO
12.	Nitika	Clerk-cum-JDEO
13.	Rajesh Kumar	Clerk-cum-JDEO
14.	Narender Kumar	Clerk-cum-JDEO
15.	Naveen Attri	Clerk-cum-JDEO (on leave)
16.	Dharamvir Singh	Clerk
17.	Rita	Clerk
18.	Sita Ram	Clerk
19.	Phool Singh Sindhu	G.O.
20.	Jagpal	Compositor
21.	Suresh Kumar	Jr. Store Keeper
22.	Raj Pati	Daftri

In addition to above, three Clerks and two Peons have been provided through Outsourcing to meet the office requirement.

**Office Automation (Online Admission, maintenance of records):**

As per instructions of the State Government the Centralized Online Admissions are being made in various PG courses from the session 2017-18 and Prospectus of the various courses have been got approved by the Academic Branch, accordingly. Further action in the matter is being taken by the Director (UCC) in the matter. The relevant records of admissions are being maintained by the concerned Heads of the Department. Instructions with regard to admissions are issued by the Academic Branch from time to time as per orders of the competent authorities.

**Useful contents on the University Website:**

As per instructions of the University Authorities, agenda and minutes of the all Statutory Bodies are made available on the University Website for information of all concerned. In addition to this, Syllabus, Scheme of Examination, Rules & Regulation, Recognition/Equivalence List of Examination and all University Calendars have also been made available on the University Website. All instructions relating to UTD and Colleges are got uploaded on the University Website for information of all teachers and students.

**Internet Facility:**

Internet Facility has been provided by the University. All correspondence to the HODs, Principals of the affiliated Colleges and other concerned quarters are made through email.

**Does administrative staff have the knowledge of operating MS/Power Point/MS Excel:**

There are 27 officials (JDEOs, Assistants, Superintendents) including outsourced persons. Most of the JDEOs and Assistants have the knowledge of operating MS and MS Excel.

**Number of Computers:**

There are 13 Computers with all accessories installed in the Academic Branch. All are in working order. Two scanners and one Photostat machine have also been installed in the Academic Branch for sending the letters/documents/ information through email.

**Strength and Weakness:**

**Strength:**

Meetings of all Statutory Bodies like Academic Council, Executive Council, Court and Faculties are got conducted by the Academic Branch. Accordingly, the agendas and minutes of the above bodies are sent. For this purpose, two Photocopier Machines, one Collator Machine have been installed in the Academic Branch. Holding of Convocation is the prestigious work of the University, therefore, all Convocation works relating to Academic Branch are also got done by the Academic Branch.

All academic matters of the University with regard to Syllabus, Scheme of Examinations, Rules & Regulations are dealt with by the Academic Branch.

**Weakness:**

Instead of instructions issued from time to time to the Principals of the affiliated Colleges with regard to grievances of the students relating to admissions and recognition of courses, the students frequently visit the Academic Branch for solution of their problems without having the comments/recommendations of the Principal concerned, which results lot of problems for the Academic Branch as in

the absence of the specific comments, it becomes very difficult for the Academic Branch to deal with the case properly. Further only one Gestetner Operator has been provided for running Photostat Machine, Photocopier Machines and Collator Machine. One experienced Superintendent is to be required as Sh.Suresh Kumar Rohilla, Supdt. is going to retire on 30.09.2018. Further, 2-3 more experienced Assistants(who may well versed with the University Rules & Regulations) are to be required for smooth functioning of the Branch.

**Write up on the improvement/updation done during the last five years**

The University is known for the academic matters and the Academic Branch is main branch who deals with all academic matters regarding Rules & Regulations, Syllabus, Scheme of Examinations, all University Calendars are also maintained by the Academic Branch. For achieving the goals, two scanners, one Photostat machine, two photocopier machines and one Collator machine have been installed in the Academic Branch.

In addition to this, all admissions in the University Teaching Departments and affiliated Colleges are dealt with by the Academic Branch as Prospectus of the same are also got approved for the purpose. Further, the admission to various M.Phil and Ph.D. Programmes are also dealt with by the Academic Branch. All Statutory Bodies like Academic Council, Executive Council, Court, Board of Studies and Faculties are got constituted by the Academic Branch. Wherever required, the election of teachers from the University Teaching Departments and affiliated Colleges on these Bodies are got conducted by the Academic Branch.

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK  
BRANCH: ACADEMIC BRANCH**

Checkpoints	Yes	No	Remarks
System for control/reporting to Supervisory Officers	Yes		All the staff is awared regarding directions received from apex bodies as well as from the University authorities from time to time. They are also directed to dispose off the issues as per rules and regulations within scheduled time period.
Procedure for lodging complaints	Yes		The students can lodge complains through e-mail as well as through diariest regarding issues related to the Academic Branch.
Procedures being followed to resolve the complaints after these are lodge	Yes		The Supervisory Officer marks the file to the concerned dealing hand. The dealing hand put up the case and the same is disbursed by the Supervisory Officer, if needed the problem of candidates are resolved by making personal hearing or telephonically.
Procedure of feedback to user after complaint is acted upon	Yes		The complainant is informed about the action taken.
Analysis of data and identification of critical areas which could be focus of our attention			The issues are resolved by constituting committees etc.
Issue records and receipt records of the following			
a) Stationary	Yes		Entry is made in Stock Register.
b) Furniture	Yes		Entry is made in Stock Register.
c) Telephone Instruments	Yes		Entry is made in Stock Register.
d) Housekeeping material	Yes		Entry is made in Stock Register.
Service records of employees		No	Not applicable

Verification Procedure of log book records of van drivers		No	Not applicable
Procedure for out sourced agencies/suppliers for following suppliers hire system, signed contracts and payment system		No	Not applicable
a) Hiring System		No	Not applicable
b) Signed Contracts		No	Not applicable
c) Payment System		No	Not applicable
Schedule for checking and records of the following			
a) Equipments		No	Not applicable
b) R.O. System (In house and outside)		No	Not applicable
c) EDPs and STPs		No	Not applicable
Approval of outsourced vehicle rates and hiring record		No	Not applicable
Records of incoming Dak from outside and distribution to different institutions	Yes		Online entry is made in diary Register and distribution is made by seeking signatures in the Register.
Records of outgoing Dak. Collected from different institutions	Yes		Entry is made in diary Register and signatures are obtained in the disbursing Register.
Records of telephone lines departments-wise and payment procedure		No	Not applicable
Procedure and records of waste disposal including Electrical Waste like tube lights and others like waste engine oil		No	Not applicable
<b>Additional Points which may be considered for Administrative Audit</b>			
1. Agenda & Minutes of all the meetings i.e. Academic Council, Executive Council & Court is put on Website for the information seekers.			

2. All syllabus, Scheme of Exam, ordinances Acts, Statutes alongwith prospectuses for admission are put on website for wide publicity.

### INFORMATION RELATING TO ACCOUNTS BRANCH

• Designation wise number of Staff

S. NO.	Name	Designation
1	MUKESH KUMAR	FINANCE OFFICER
2	JASBIR SINGH	ASSTT. REGISTRAR
3	S.S. BHARGAVA	ASSTT. REGISTRAR
4	MANJU BALA	SUPERINTENDENT
5	SATISH JAIN	SUPERINTENDENT
6	R.L. PRUTHI	SUPERINTENDENT
7	SEEMA KHATTAR	SUPERINTENDENT
8	RAJINDER SINGH	SUPERINTENDENT
9	MADHU BALA	SUPERINTENDENT
10	UDAY SINGH	SUPERINTENDENT
11	R S RANA	SUPERINTENDENT
12	AJIT SINGH	Dy. SUPERINTENDENT
13	GURSHARAN SINGH	Dy. SUPERINTENDENT
14	RAJWANTI RANA	Dy. SUPERINTENDENT
15	DESH RAJ	ASSISTANT
16	SUNIL KUMAR	ASSISTANT
17	GAURAV	ASSISTANT
18	MANOJ KUMAR	ASSISTANT
19	SUNIL KUMAR DAHIYA	ASSISTANT
20	SURJIT SINGH	ASSISTANT
21	JYOTI	ASSISTANT
22	KIRAN BALA	ASSISTANT
23	JAI PAL SINGH	ASSISTANT
24	JYOTI	ASSISTANT
25	SURESH KUMAR	ASSISTANT
26	SUNITA	ASSISTANT
27	SUNIL CHAHAL	ASSISTANT
28	KANTA RANI	ASSISTANT
29	PARDEEP KUMAR	ASSISTANT
30	PARVEEN KUMAR	ASSISTANT
31	LALITA KUMARI MADAN	ASSISTANT
32	MAMTA RANI	ASSISTANT
33	RAJ KANWAR	ASSISTANT
34	PHOOL KUMAR	ASSISTANT
35	SATISH DAHIYA	ASSISTANT
36	AMIT SAINI	ASSISTANT

37	RAVINDER SINGH RATHI	ASSISTANT
38	JAGDISH CHANDER	ASSISTANT
39	NARESH VERMA	COMPUTER OPERATOR
40	ANILA RANI	CLERK
41	SATBIR SINGH	CLERK
42	PRAVEEN KUMAR	JR.D.E.O
43	ROHI RAM	JR.D.E.O
44	RAJESH SHARMA	JR.D.E.O
45	PREETI	JR.D.E.O
46	SANGEETA KAUR	JR.D.E.O
47	KULDEEP	JR.D.E.O
48	RAKHEE	JR.D.E.O
49	SANJIV KUMAR	JR.D.E.O
50	HARISH	JR.D.E.O
51	SURENDER	JR.D.E.O
52	KANCHAN	JDEO
53	NAYANI	LIBRARY ATTENDANT
54	PREM CHAND	DAFTRI
55	KALI RAM	PEON
56	JASWANT	HELPER

- **Fee Collection**

The fee is being collected from affiliated colleges and students through various banks authorized for the same. Moreover three banks exists within the University Campus for the facility of students. The misc. fee is also being collected in the shape of cash and bank drafts at the University Cash Counters.

- **Maintenance of Accounts**

The following Accounts are being maintained computerized through Microsoft Dynamics Software:

1. Cash Book
2. Classification
3. Salary Bills
4. Income Tax
5. PF/NPS
6. Fee Collection/Income Register
7. Bank Reconciliation
8. Budget

The following Accounts are being maintained manually:

1. Establishment Cheque Register (ECR's)
2. Loan & Advances Registers
3. Vouchers of all payments
4. Pension Disbursement Register
5. Project/Research Registers

- **Useful contents on University Website**

Form – 16 (Salary Statement)

Confirmation of University Cash Receipt issued by the Cashier

Budget Estimates

University Calendars Vol. III & IV consisting Service Rules and Accounts Code

Misc Forms i.e. Medical Reimbursement, Income Tax Calculation , NPS , GST No, Pension File, etc

- Administrative staff having the knowledge of operating MS/Power Point and MS Excel

Staff Strength	Staff having Computer Knowledge
56	31

- Number of computers in working condition - 31

1.

- **Strength and Weakness**

The Account Branch is working in a form of one unit. The work assigned to the officials is being attended to within a schedule time and date. The files/cases are being attended to as per prescribed rules and regulations of the University. Moreover, the instructions issued by the University authorities from time to time are also being adhered to for the implementation thereof as and where required.

- Write up on the improvement/update done during the last five years i.e. from July 2013 to June 2018 :

1. Implementation of ERP - SAP Software and collection of fee through online.
2. Computerization of University Cash Counter – The University has designed software for issuing computerized receipts at the Cash Counter.
3. The uploading of Form – 16, Salary Statements and other forms on University Website from time to time and sending SMS for information of the same.
4. The computerization of procedure for Investment Committee Meeting by sending Investment quotations through e-mail and informing the participants through SMS.
5. Collection of receipts through SWAP Machine installed at Cash Counter and Canteen

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**Maharshi Dayanand University, Rohtak**

**Branch: Accounts**

<b><u>Checkpoints</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Remarks</u></b>
System for control/reporting to Supervisory Officers	Yes		The Supervisory Officer marks the file to the concerned dealing hand. The dealing hand put up the case and the same is disbursed through the Supervisory Officer with the necessary action to be taken.
Procedure for lodging complaints	Yes		The students can lodge complaints through e-mail regarding fee and other related issues.
Procedure being followed to resolve the complaints after these are lodged	Yes		The e-mail is gone through and action is taken accordingly to resolve the complaint
Procedure of feedback to user after complaint is acted upon	Yes		The complainant is informed about the action taken.
Analysis of data and identification of critical areas which could be focus of our attention			
Issue records and receipt records of the following			
a) Stationary	Yes		Entry is made in Stock

			Register.
b) Furniture	Yes		Entry is made in Stock Register.
c) Telephone Instruments	Yes		Entry is made in Stock Register.
d) Housekeeping material	Yes		Entry is made in Stock Register.
Service records of employees	Yes		Computerized Pay Roll data is entered in respective ECR's manually also.
Verification Procedure of log book records of van drivers		No	Not applicable
Procedure for out sourced agencies/suppliers for following suppliers hire system, signed contracts and payment system			
a) Hiring System		No	Not applicable
b) Signed contracts		No	Not applicable
c) Payment System	Yes		The bills are duly checked by the Payment Section and pre-audited. After audit clearance, the cheque is issued in favour of the respective agency.
Schedule for checking and records of the following			
a) Equipments		No	Not applicable
b) R.O. System (In house and		No	Not applicable

outside)			
c) EDPs and STPs		No	Not applicable
Approval of outsourced vehicle rates and hiring record		No	Not applicable
Records of Incoming Dak from outside and distribution to different institutions	Yes		Entry is made in Diary Register
Records of outgoing Dak collected from different institutions	Yes		Entry is made in Diary Register
Records of telephone lines department-wise and payment procedure		No	Not applicable
Procedure and records of waste disposal including Electrical Waste like tubelights and others like waste engine oil		No	Not applicable

**Additional Points which may be considered for Administrative Audit**

1. Computerization of University Cash Counter – The University has designed software for issuing computerized receipts at the Cash Counter.
2. The uploading of Form – 16, Salary Statements and other forms on University Website from time to time and sending SMS for information of the same.
3. The computerization of procedure for Investment Committee Meeting by sending Investment quotations through e-mail and informing the participants through SMS.



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## MAHARSHI DAYANAND UNIVERSITY ROHTAK

(A State University established under Haryana Act No. 25 of 1975)

NAAC Accredited 'A' Grade

OFFICE OF THE CHIEF WARDEN (BOYS)

No. CWB/ 18/1826

Dated:-25.08.2018

Subject: - Information Regarding Boys Hostels.

It has reference to letter No. nil dated 24.08.2018 regarding information relating to boys hostels for administrative purposes. The desired information is given below (Hostel-Wise):

Year		2013-14	2014-15	2015-16	2016-17	2017-18
Hostel No 1	Number of Rooms	240	240	240	240	240
	Occupancy	261	257	266	272	256
Hostel No 2	Number of Rooms	240	240	240	240	240
	Occupancy	247	226	263	272	290
Hostel No 3	Number of Rooms	150	150	150	150	150
	Occupancy	157	159	158	159	158
Hostel No 4	Number of Rooms	254	254	254	254	254
	Occupancy	255	255	280	300	266
Hostel No 5	Number of Rooms	240	240	240	240	240
	Occupancy	240	249	276	309	294
Hostel No 6	Number of Rooms	240	240	240	240	240
	Occupancy	244	248	257	262	248
Hostel No 7	Number of Rooms	160	160	160	160	160
	Occupancy	334	343	358	372	332
Hostel No 8	Number of Rooms	-	-	-	-	150*
	Occupancy					266
Hostel No 9	Number of Rooms	294	294	294	294	294
	Occupancy	264**	312	314	348	319

The number of admissions exceeding the number of rooms is because the admissions were done on sharing basis to accommodate more students.

\* Started in session 2017-18.

\*\* Started session and was started late.

(Prof. Radhey Shyam)  
Chief Warden (Boys)

Registrar



**MAHARSHI DAYANAND UNIVERSITY ROHTAK**

(A State University established under Haryana Act No. 25 of 1975)

NAAC Accredited 'A' Grade

**OFFICE OF THE CHIEF WARDEN (BOYS)**

P. 5363  
26/06/18

-152

No. CWB/ 18/1709

Dated:-22.06.2018

To

The Registrar,  
M.D.University, Rohtak.

Subject: - Sample Performa for Administrative Audit.

Sir,

Please refer your email Dated 20. 06. 2018, find enclosed herewith the sample performa for administrative audit of Chief Warden (Boys) office and All Boys Hostel.

(Prof. Radhey Shyam)  
Chief Warden (Boys)

Encl.: As above.

(Boys)  
Chief Warden Office

16-  
Maharshi Dayanand University, Rohtak

<u>Checkpoints</u>	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
System for control/reporting to Supervisory Officers	Yes	—	
Procedure for lodging complaints	Yes	—	
Procedure being followed to resolve the complaints after these are lodged	Yes	—	
Procedure of feedback to user after complaint is acted upon	Yes	—	
Analysis of data and identification of critical areas which could be focus of our attention	Yes	—	
Issue records and <u>receipt</u> records of the following	Yes	—	
a) Stationary	Yes	—	
b) Furniture	Yes	—	
c) Telephone Instruments	Yes	—	
d) Housekeeping material	—	—	
Service records of employees	Yes		University EST-Branch.
Verification Procedure of log book records of van drivers	—	No	
Procedure for out sourced agencies/suppliers for following suppliers hire system, signed	—	—	By the University

Contracts and payment system			
a) Hiring System			
b) Signed contracts			
c) Payment System			
Schedule for checking and records of the following			
a) Equipments	Yes	-	
b) R.O. System (In house and outside)	-	No	
c) EDPs and STPs	-	No	
Approval of outsourced vehicle rates and hiring record	-	No	
Records of Incoming Dak from outside and distribution to different institutions	Yes	-	
Records of outgoing Dak collected from different institutions	Yes	-	
Records of telephone lines department-wise and payment procedure	-	No	
Procedure and records of waste disposal including Electrical Waste like tubelights and others like waste engine oil	-	-	The xen office deals with these.

*[Signature]*  
 22/6/18

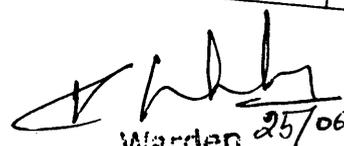
BHJ/453  
25/06/18

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**MaharshiDayanand University, Rohtak**

<b><u>Checkpoints</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Remarks</u></b>
System for control/reporting to Supervisory Officers	✓		
Procedure for lodging complaints	✓		
Procedure being followed to resolve the complaints after these are lodged	✓		
Procedure of feedback to user after complaint is acted upon	-		
Analysis of data and identification of critical areas which could be focus of our attention	-		
Issue records and receipt records of the following			
a) Stationary	✓		
b) Furniture	✓		
c) Telephone Instruments	✓		NA
d) Housekeeping material	✓		
Service records of employees	-		NA
Verification Procedure of log book records of van drivers	-		NA
Procedure for out sourced agencies/suppliers for following suppliers hire system, signed			In the Hostel, Co-operative Mess run by the Residents. Only supervisor will be taken only..

contracts and payment system			
a) Hiring System			
b) Signed contracts	-		for mess supervisor
c) Payment System	-	-	NA
Schedule for checking and records of the following	-		mess work is governed by cooperative mess committee
a) Equipments	✓		
b) R.O. System (In house and outside)	✓		
c) EDPs and STPs	✓		
Approval of outsourced vehicle rates and hiring record	NA		
Records of Incoming Dak from outside and distribution to different institutions	✓		
Records of outgoing Dak collected from different institutions	✓		
Records of telephone lines department-wise and payment procedure	✓ NA		
Procedure and records of waste disposal including Electrical Waste like tubelights and others like waste engine oil	✓		

  
 Warden 25/06/18  
**Boys Hostel No. 1**  
 M.D. University  
 Rohtak

**MaharshiDayanand University, Rohtak**  
**BOYS HOSTEL NO II (VINDHYA)**

<u>Checkpoints</u>	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
System for control/reporting to Supervisory Officers	Yes		By the warden Chief Warden
Procedure for lodging complaints	Yes		Waiting
Procedure being followed to resolve the complaints after these are lodged	Yes		Action by the warden as per the rules HB.1
Procedure of feedback to user after complaint is acted upon	Yes		By the warden
Analysis of data and identification of critical areas which could be focus of our attention	Yes		Done by the warden & Supervisor
Issue records and receipt records of the following	Yes		By maintaining Stock Register
a) Stationary	Yes		do
b) Furniture	Yes		do
c) Telephone Instruments	Yes		do
d) Housekeeping material	Yes		do
Service records of employees	Yes	-	By the University
Verification Procedure of log book records of van drivers	-	No	N.A
Procedure for out sourced agencies/suppliers for following suppliers hire system, signed			

contracts and payment system	Yes		
a) Hiring System	Yes		By the University Authority
b) Signed contracts	Yes		do
c) Payment System	Yes		do
Schedule for checking and records of the following	Yes		By maintain cashbook Register/stock Register
a) Equipments	Yes		do
b) R.O. System (In house and outside)	-	No	
c) EDPs and STPs	-	No	N-A
Approval of outsourced vehicle rates and hiring record	-	No	N/A
Records of Incoming Dak from outside and distribution to different institutions	Yes		By Maintain the Register
Records of outgoing Dak collected from different institutions	Yes		By the Hostel staff
Records of telephone lines department-wise and payment procedure	Yes		
Procedure and records of waste disposal including Electrical Waste like tubelights and others like waste engine oil			By Engineering Cell of the University.

Warden   
 Vindhya Boys Hostel  
 M.D. University, Rohtak

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Boy's Hostel No - 3

B.H.II/18/477  
Dated 25/8/18

Maharshi Dayanand University, Rohtak

<u>Checkpoints</u>	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
System for control/reporting to Supervisory Officers	Yes	-	By the Warden & Chief Warden
Procedure for lodging complaints	Yes	-	writing / label
Procedure being followed to resolve the complaints after these are lodged	Yes	-	Action by the warden as per the rules mentioned in HBI
Procedure of feedback to user after complaint is acted upon	Yes	-	By the warden
Analysis of data and identification of critical areas which could be focus of our attention	Yes	-	Done by the warden & supervisor
Issue records and receipt records of the following	Yes	-	By Main Store Stock Register
a) Stationary	Yes	-	- do -
b) Furniture	Yes	-	- do -
c) Telephone Instruments	Yes	-	- do -
d) Housekeeping material	Yes	-	- do -
Service records of employees	Yes	-	By the University
Verification Procedure of log book records of van drivers	-	No	N/A
Procedure for out sourced agencies/suppliers for following suppliers hire system, signed			

contracts and payment system	yes		
a) Hiring System	yes		By the University Auditor
b) Signed contracts	yes		- do -
c) Payment System	yes		- do -
Schedule for checking and records of the following	yes		By Maintaining Complaint Register / stock Register
a) Equipments	yes		- do -
b) R.O. System (In house and outside)	-	No	-
c) EDPs and STPs		No	- NA -
Approval of outsourced vehicle rates and hiring record	yes	No	<del>By Maintaining the Register</del> → NA -
Records of Incoming Dak from outside and distribution to different institutions	yes	-	- do - By Maintaining the Register
Records of outgoing Dak collected from different institutions	yes	-	<del>By the Hostel itself</del> By Maintaining the Register
Records of telephone lines department-wise and payment procedure	yes	-	By the Hostel itself
Procedure and records of waste disposal including Electrical Waste like tubelights and others like waste engine oil			By Engineering cell of the Uni.

  
 Warden  
 Himalaya Hostel  
 B.H.-3, M.D.U., Rohtak

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Boys Hostel No.-IV (Nilgiri)

B.H.-IV/18/666

Date: 25/6/2018

**MaharshiDayanand University, Rohtak**

<b><u>Checkpoints</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Remarks</u></b>
System for control/reporting to Supervisory Officers	Yes	-	By the wardens & chief wardens.
Procedure for lodging complaints	Yes	-	In writings or verbal.
Procedure being followed to resolve the complaints after these are lodged	Yes	-	Action by the Warden as per the rules mentioned in HBI
Procedure of feedback to user after complaint is acted upon	Yes	-	By the Warden
Analysis of data and identification of critical areas which could be focus of our attention	Yes	-	Done by the Warden & supervision.
Issue records and receipt records of the following	Yes		By Maintaining stock Register
a) Stationary	Yes		- do -
b) Furniture	Yes		- do -
c) Telephone Instruments	Yes		- do -
d) Housekeeping material	Yes		- do -
Service records of employees	Yes		By the University
Verification Procedure of log book records of van drivers	-	No	- NA -
Procedure for out sourced agencies/suppliers for following suppliers hire system, signed			

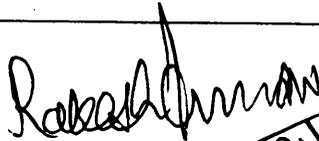
contracts and payment system	Yes		
a) Hiring System	Yes		By the University Authority
b) Signed contracts	Yes		- do -
c) Payment System	Yes		- do -
Schedule for checking and records of the following	Yes		By Maintaining Complaint Register / Stock Register
a) Equipments	Yes		'Stock Register / Complaint Register
b) R.O. System (In house and outside)	Yes		- do -
c) EDPs and STPs	-	No	-
Approval of outsourced vehicle rates and hiring record		No	- NA -
Records of Incoming Dak from outside and distribution to different institutions	Yes		By Maintaining the Register
Records of outgoing Dak collected from different institutions	Yes		- do -
Records of telephone lines department-wise and payment procedure	Yes	-	By the hostel itself
Procedure and records of waste disposal including Electrical Waste like tubelights and others like waste engine oil	Yes		By Engineering Cell of the university.

*[Handwritten Signature]*

**MaharshiDayanand University, Rohtak**

<b><u>Checkpoints</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Remarks</u></b>
System for control/reporting to Supervisory Officers	✓		
Procedure for lodging complaints	✓		
Procedure being followed to resolve the complaints after these are lodged	✓		
Procedure of feedback to user after complaint is acted upon			
Analysis of data and identification of critical areas which could be focus of our attention			
Issue records and receipt records of the following	-	-	-
a) Stationary	✓		
b) Furniture	✓		
c) Telephone Instruments	✓		
d) Housekeeping material	✓		
Service records of employees	✓		
Verification Procedure of log book records of van drivers	-	-	NA
Procedure for out sourced agencies/suppliers for following suppliers hire system, signed			In the Hostel, Co-operative mess run by the students only supervision will be taken by the Supervisor & Warden.

contracts and payment system			
a) Hiring System	-	-	
b) Signed contracts	-	-	
c) Payment System	-	-	
Schedule for checking and records of the following	-	-	
a) Equipments	✓		
b) R.O. System (In house and outside)	✓		
c) EDPs and STPs	✓		
Approval of outsourced vehicle rates and hiring record		✓	-NA-
Records of Incoming Dak from outside and distribution to different institutions	✓		
Records of outgoing Dak collected from different institutions	✓		
Records of telephone lines department-wise and payment procedure	✓		
Procedure and records of waste disposal including Electrical Waste like tubelights and others like waste engine oil	✓		

  
 Warden  
 Boys Hostel No. 5  
 M.D. University, Rohtak  
 21/6/18

Maharshi Dayanand University, Rohtak

<u>Checkpoints</u>	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
System for control/reporting to Supervisory Officers	✓		
Procedure for lodging complaints	✓		
Procedure being followed to resolve the complaints after these are lodged	✓		
Procedure of feedback to user after complaint is acted upon	✓		
Analysis of data and identification of critical areas which could be focus of our attention		✓	
Issue records and receipt records of the following	✓		
a) Stationary		✓	
b) Furniture		✓	
c) Telephone Instruments		✓	
d) Housekeeping material		✓	
Attendance records of employees	✓		
Verification Procedure of log book of van drivers		✓	NA
Procedure for out sourced vendors/suppliers for following services hire system, signed		✓	

contracts and payment system		✓	
a) Hiring System		✓	
b) Signed contracts		✓	
c) Payment System		✓	
Schedule for checking and records of the following	✓		
a) Equipments		✓	
b) R.O. System (In house and outside)		✓	
c) EDPs and STPs		✓	
Approval of outsourced vehicle rates and hiring record		✓	
Records of Incoming Dak from outside and distribution to different institutions	✓		
Records of outgoing Dak collected from different institutions	✓		
Records of telephone lines department-wise and payment procedure		✓	
Procedure and records of waste disposal including Electrical Waste like tubelights and others like waste engine oil		✓	

Warden *Shalik*  
Kings Hill Hostel  
M.D.U. Rohtak

Boys Hostel No - VII

MaharshiDayanand University, Rohtak

9.9  
76118

<u>Checkpoints</u>	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
System for control/reporting to Supervisory Officers	✓		
Procedure for lodging complaints	✓		
Procedure being followed to resolve the complaints after these are lodged	✓		
Procedure of feedback to user after complaint is acted upon	—		
Analysis of data and identification of critical areas which could be focus of our attention	—		
Issue records and receipt records of the following			
a) Stationary	✓		
b) Furniture	✓		
c) Telephone Instruments	✓		
d) Housekeeping material	✓		
Service records of employees	→		
Verification Procedure of log book records of van drivers	—		
Procedure for out sourced agencies/suppliers for following suppliers hire system, signed			

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contracts and payment system			
a) Hiring System	-		
b) Signed contracts	-		
c) Payment System	-		
Schedule for checking and records of the following	-		
a) Equipments	✓		
b) R.O. System (In house and outside)	✓		
c) EDPs and STPs	✓		
Approval of outsourced vehicle rates and hiring record	N.A		
Records of Incoming Dak from outside and distribution to different institutions	✓		
Records of outgoing Dak collected from different institutions	✓		
Records of telephone lines department-wise and payment procedure	✓ NA		
Procedure and records of waste disposal including Electrical Waste like tubelights and others like waste engine oil	✓		

  
 Warden,  
 Boy's Hostel No. VII (Dholagiri)  
 M.D. University,  
 ROHTAK.

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NO. BH-08/18/67  
21/6/18

MaharshiDayanand University, Rohtak

<u>Checkpoints</u>	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
System for control/reporting to Supervisory Officers	✓		
Procedure for lodging complaints	✓		
Procedure being followed to resolve the complaints after these are lodged	✓		
Procedure of feedback to user after complaint is acted upon	✓		
Analysis of data and identification of critical areas which could be focus of our attention	✓		
Issue records and receipt records of the following	-	-	
a) Stationary	✓		
b) Furniture	✓		
c) Telephone Instruments	✓		
d) Housekeeping material	✓		
Service records of employees	✓		
Verification Procedure of log book records of van drivers		✓	- NA -
Procedure for out sourced agencies/suppliers for following suppliers hire system, signed			In the Hostel Co-operative is run by the students itself. The Supervisor & warden only done supervision of the Mess.

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contracts and payment system			
a) Hiring System	-	-	
b) Signed contracts	-	-	
c) Payment System	-	-	
Schedule for checking and records of the following	-	-	
a) Equipments	✓		
b) R.O. System (In house and outside)	✓		
c) EDPs and STPs	✓		
Approval of outsourced vehicle rates and hiring record		✓	NA
Records of Incoming Dak from outside and distribution to different institutions	✓		
Records of outgoing Dak collected from different institutions	✓		
Records of telephone lines department-wise and payment procedure	✓		
Procedure and records of waste disposal including Electrical Waste like tubelights and others like waste engine oil	✓		

*Rakesh Kumar*

WARDEN,  
NEELKANTH BOYS HOSTEL (BH-02)  
M.D. UNIVERSITY, ROHTAK

Chief Warden (Boys)

*Sigraw*  
21/6/18  
Supervisor (BH-58)

BH-1X

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MaharshiDayanand University, Rohtak

<u>Checkpoints</u>	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
System for control/reporting to Supervisory Officers	✓		
Procedure for lodging complaints	✓		
Procedure being followed to resolve the complaints after these are lodged	✓		
Procedure of feedback to user after complaint is acted upon	✓		
Analysis of data and identification of critical areas which could be focus of our attention	✓		
Issue records and receipt records of the following			
a) Stationary	✓		
b) Furniture	✓		
c) Telephone Instruments	✓		
d) Housekeeping material	✓		
Service records of employees	✓		
Verification Procedure of log book records of van drivers		✓	
Procedure for out sourced agencies/suppliers for following suppliers hire system, signed			The Hostel Mess run by the students itself on co-operative basis, and the supervision by the supervisor & warden of the Hostel.

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contracts and payment system	✓	✓	
a) Hiring System	✓	✓	
b) Signed contracts	✓	✓	
c) Payment System	✓	✓	
Schedule for checking and records of the following	✓	✓	
a) Equipments	✓		
b) R.O. System (In house and outside)	✓		
c) EDPs and STPs	✓		
Approval of outsourced vehicle rates and hiring record		✓	
Records of Incoming Dak from outside and distribution to different institutions	✓		
Records of outgoing Dak collected from different institutions	✓		
Records of telephone lines department-wise and payment procedure	✓		
Procedure and records of waste disposal including Electrical Waste like tubelights and others like waste engine oil	✓		

 22/6/2018

Warden B.H. IX  
M.D. University  
Rohtak

**Information relating to the office of Controller of Examinations with reference to the Proforma provided in the meeting held on 24.08.2018 in the Committee Room of Vice-Chancellor's office**

**\* Designation-wise number of staff**

Sr. No	Designation	No. of staff
1	Controller of Examinations	One
2	Assistant Registrar	Two
3	Assistant	Two
4	CJDEO	Four
5	Clerk	One
6	Library Attendant	One
7	Peon	One (Regular) Mr. Gulshan Rai, going to retire in Feb.19 Three (TFS)

**\* Useful Content on University Website:**

Availability of student result, Course Syllabi, Datesheets, Merit Lists, Gazettes, Result Branch Contact Information, Examination Schedule, Examination Notifications etc. on University Website:

- <http://result.mdurtk.in/postexam/result.aspx>
- [http://www.mdurohtak.ac.in/info/exam\\_examschedule.html](http://www.mdurohtak.ac.in/info/exam_examschedule.html)
- [http://www.mdurohtak.ac.in/info/exam\\_datesheet.html](http://www.mdurohtak.ac.in/info/exam_datesheet.html)
- [http://www.mdurohtak.ac.in/info/exam\\_branches.html](http://www.mdurohtak.ac.in/info/exam_branches.html)
- <http://www.mdurohtak.ac.in/info/admitcard.html>
- [http://www.mdurohtak.ac.in/info/exam\\_notification.html](http://www.mdurohtak.ac.in/info/exam_notification.html)
- [http://www.mdurohtak.ac.in/info/result\\_gazette.html](http://www.mdurohtak.ac.in/info/result_gazette.html)

[http://www.mdurohtak.ac.in/info/umc\\_cases\\_hearings.html](http://www.mdurohtak.ac.in/info/umc_cases_hearings.html)

**\* Internet facility**

Internet facility is available in the office of Controller of Examinations.

**\* Does administrative staff have the knowledge of operation MS / Power Point and MS Excel (Give Branchwise detail as to how many staff members out of total have such knowledge)**

Out of ten, eight staff members have knowledge of operating computer.

**\* Number of Computers in working condition (Branch-wise)**

Eleven

**\* Strength & Weakness**

**Strength**

- i) We are conducting examinations strictly as per schedule fixed for the year and declaring our results timely. Results of Entrance Examinations is declared on the same day.
- ii) Dealing with the most sensitive, confidential and time bound job of the examination system.
- iii) To receive question papers duly set from the paper setters of all the UG / PG / Professional Courses run by this University.
- iv) To supply the report of question papers course wise on day to day basis to the Secrecy Branch for their record, received by this office.
- v) After receiving course wise Serial No. lists from the Secrecy Branch, Press copies of question papers are supplied to the confidential printers for printing thereof.
- vi) To apprise time to time about the wanting / pending question papers to the Secrecy Branch.

- vii) To arrange print order of question papers Semester wise / course wise / Center wise from University Computer Center.
- viii) After receiving the print order from the University Computer Center and then proper scrutiny by the Conduct Branch, the question paper were got printed from the Confidential printers.
- ix) To receive the confidential material of examinations from the confidential printers in the strong room of the University for further distribution to the Nodel Centers / Examination Centers as per requirement.
- x) To deal with the complaints received telephonically / on line / written from the examination centers about the mistakes / printing errors etc. in the question paper on during the examinations and to resolve the same instantly.
- xi) We have to work in the odd hours and even on Saturdays, Sundays and holidays.
- xii) To get the UG / PG / Professional Examinations conducted in time as per the schedule of examinations.

**Weakness**

- i) To adhere the schedule of examinations the staff members are required to attend the office before and after office hours and even on Saturdays, Sundays and holidays .
- ii) To cope up with the increased workload, regular staff is short.

**\* Write up on the improvement / updation done during the last five years i.e. from July 2013 to June 2018 (at least 500 word)**

Prior to July, 2013 most of the office work was done manually and there was shortage of computer knowing officials. Most of the offices were without computers and negligible computer knowing officials in the University. Now due to internet facility and having computers on the tables of most of the staff members there is a great improvement in the office work. Due to internet facility most of the office work is completed speedily. Besides office file work, the following office jobs are completed speedily with the help of computer / Internet facilities :-

1. to receive the serial number lists course wise from the Secrecy Branch with proper course name, subject name, examination time and maximum marks on the basis of question paper are printed.
2. to receive building notices where the examinations semester wise / course wise are to be conducted.
3. to receive print order course wise/subject wise/Center wise with the detail of number of students on the basis of confidential examination material are got printed.
4. to resolve the queries raised by the confidential printers about the mistakes on the part of the paper setters.
5. to receive the despatch detail of confidential examination material from the confidential printer (s).
6. to receive consent of Paper Setters appointed for the Entrance Examinations for Centralized / Non Centralized / M.Phil/Ph.D Course Entrance Examinations.
7. to send the confidential material of paper setting of Entrance Examinations to the Paper Setters appointed for the purpose.

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# MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A' Grade University Accredited by NAAC

No. COE/ 2018/

Dated: 26.06.2018

To

The O.S.D. to Registrar,  
M.D. University,  
Rohtak

**Sub: Information regarding Administrative Audit of the University.**

Dear Sir,

With reference to your office e-mail dated 20.06.2018 on the subject cited above.

The requisite information regarding Administrative Audit of the University pertaining to Controller of Examinations office is enclosed herewith for kind information and necessary action at your end.

CPA to COE

R05391  
26/06/18

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**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
A State University established under Haryana Act No. XXV of 1975)  
'A' Grade University Accredited by NAAC

No. COE/ 2018/ 1593  
Dated: 26.06.2018

To

The O.S.D. to Registrar,  
M.D. University,  
Rohtak

**Sub: Information regarding Administrative Audit of the University.**

Dear Sir,

With reference to your office e-mail dated 20.06.2018 on the subject cited above.

The requisite information regarding Administrative Audit of the University pertaining to Controller of Examinations office is enclosed herewith for kind information and necessary action at your end.

*Shangar*  
CPA to COE  
26/06/18



**MAHARSHI DAYANAND UNIVERSITY ROHTAK  
CONTROLLER OF EXAMINATIONS OFFICE**

**Proforma for Administrative Audit**

Checkpoint	Yes	No	Remarks
System for control/reporting to Supervisory Officer	Yes		System Controlled by the Controller of Examinations through following concerned Branch Officers like: 1. Dy. Registrar/ Asstt. Registrar 2. Supdt./Dy Supdt and to resolve the issues through meetings and issuing necessary directions from time to time.
Procedure for lodging complaints	Yes		Complaints lodged by the Diarist in the Diary Register and forwarded to concerned branches for examine, resolving and reply to the complainants, in accordance with the rules and norms.
Procedure being followed to resolve the complaints after these are lodged	Yes		All Complaints are resolved by the Concerned Branches according to the Rules, Regulations, Ordinances and Scheme of Examinations at the earliest.
Procedure of feedback to user after complaint is acted upon	Yes		After resolving the complaints the reply given to the complainants/ quarter concerned for taking further necessary action through speed post/by hand/ by email etc. by the concerned branches
Analysis of Data and identification of critical areas which could be focus of our attention	Yes		The critical and sensitive area of this office is to deal with the question papers received from the paper setters, printing thereof from the Confidential Printers and to deliver the confidential material to the Conduct Branch for further delivery to the Nodal Centres/ Examination Centres created by the University for smooth functioning of the examinations system.

*Sharma*  
*and*

Contd.....P/2

Issue records and receipt records of the following a) Stationary b) Furniture c) Telephone Instruments d) Housekeeping material	Yes		All the stationery/furniture received from the main store of the University is properly entered in the Stock Register and issued to the officials as per their requirements and maintain their record properly.
Service records of employees		No	Maintain by the Estt. Branch.
Verification Procedure of log book records of van drivers		No	Maintain by the Transport office.
Procedure for out sources agencies/ suppliers for following suppliers hire system, signed contracts and payment system: a) Hiring System b) Signed contracts c) Payment System	Yes		Printing of Question papers from the Confidential Printers, hired by the Controller of Exams. through agreement and payment thereof are made by adopting due procedure through Accounts Branch after examinations are over
Schedule for checking and records of the following:			
a) Equipments	Yes		The electronic items like computers, Photocopier etc. are maintained by the P & S Branch through AMC
b) R.O. System(In house and outside)		No	Maintain by the XEN office
c) EDPs and STPs		No	
Approval of outsourced vehicle rates and hiring record		No	Relates to transport office
Records of Incoming Dak from outside and distribution to different institutions	Yes		Diary/Despatch Registers are maintained by the diarist/ dispatcher in the Office and the same are distributed through peon book and maintain their records properly.
Records of outgoing Dak collected from different institutions	Yes		Proper records are maintained by the Diarist/ Dispatcher of this office
Records of telephone lines department-wise and payment procedure		No	Relates to the General Branch. The payment of Telephone bills are made through cheque only
Procedure and records of waste disposal including Electrical Waste like tube lights and others like waste engine oil.	Yes		Relates to General Branch/ XEN office

*[Handwritten Signature]*

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## Computer Centre

### Proforma for Administrative Audit

1. **Campus Area:** NA
2. **Security staff (Designation-wise) (Permanent as well as outsourced) :** NA
3. **Security Measures: Information Security, Network security, & Surveillance**

A Unified Threat Management Solution has been implemented to secure the network from hackers, for filtering unnecessary traffic, streamlining traffic by specifying priorities, and blocking unwanted sites.

Intellectual property right policy, IT policy and Privacy policy have been framed and implemented to prevent unauthorized access of information.

Today University has a security control room. Unified storage of 600TB is being used to store the video recordings. Hi-Tech Surveillance camera having Night Vision facility have been installed in all the buildings. It is planned to keep 15 day storage of video recordings. However for strategic locations such as Pariksha Sadan, 2-3 months backup is being stored.

4. **Designation wise number of staff:-**

(i). Director	- 01
(ii) Senior System Analyst	- 01
(iii) System Analyst	- 01
(iv) Programmer	- 01
(v) Computer Operator	- 01
(vi) Technical Assistant	- 02 (01 for S/w and 01 for N/w)
(vii) Clerk-cum-JDEO	- 03
(viii) Steno	- 01

**Contractual staff:-**

Technical Assistant	- 01
Hardware Supervisor	- 01
Computer Operator	- 03
JDEO	- 01
Network Resident Engineer	- 01
Project Manager	- 01
AMC Resident engineer	- 03
Peon/Office Attendant	- 03

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**5. Details of Professional Programmes organized for Non-Teaching staff:-**

Computer Centre has been organizing Computer awareness programmes for Non-Teaching staff from time to time. Six such programmes including one for SAP-01 training have been organized in the last 5 years. The details are available at Annexure -I.

**6. Office Automation (Online Admission, maintenance of records, .... Maintenance of Accounts):-**

SAP ERP has been implemented for SLcM (Student Life cycle Management), Finance and HcM(Human Capital Management). Software has been developed and deployed in-house for Recruitment of Teaching and Non-Teaching staff and also to computerize the Cashier window. Host-to-Host integration of University Server with the Bank has been implemented for Fee collection, which has significantly brought down the Fee related grievances. The screen shots of various e-Governance processes is attached.

**7. Useful contents on the University website:**

All the important Announcements and information regarding Admissions, Exam. Date sheets, Results, syllabi, important Notifications, Statutes and ordinances of the University, Details about rules and regulations, Teaching Departments, Affiliated colleges, Digital Learning resources, Library etc. are available on the University website.

**8. Automation of Library: NA**

**9. Outreach Projects/Programmes (NCC, NSS etc.): NA**

**10. Medical centre facility: NA**

**11. Sports facilities: NA**

**12. Details of Hostels (Boys as well as Girls): NA**

**13. Transportation facility for the students: NA**

**14. Support Services (Bank, Post office, Xerox etc.) NA**

**15. Canteens: NA**

**16. Garden: NA**

**17. Auditoria/Halls/Committee Rooms: NA**

**18. Internet facility:** 1Gbps Internet connectivity is being provided through NKN. Efforts are being made to have robust connectivity through a fall back additional link.

**19. Overall Maintenance:** Comprehensive Annual Maintenance Contract has been awarded to maintain all the Computers and UPSs in the University. Critical infrastructure is either in Warranty or under comprehensive AMC.

**20. Does Administrative staff have the knowledge of operating MS-Power Point and MS Excel:** Yes. In fact all the Clerks/and stenographers appointed after 2010 have been

appointed after passing through a Basic Computer Knowledge test. Majority of peons are also computer literate.

**21. Number of computers in working condition:** UCC has 55 computers (PCs) apart 21 servers. All the Computers are in working condition.

**22. Strength & Weaknesses:**

**Strengths**

1. Committed team of professionals
2. High end infrastructure.
3. Significant investment in infrastructure expansion and maintenance.
4. Core IT team has deep understanding of university processes.
5. Infrastructure is cloud ready

**Weaknesses**

1. Small work force compared to requirement
2. Lack of ownership of processes at user end.
3. Power source and UPS system is not fully reliable
4. Air conditioning of sever room still need improvement
5. Robustness of the ICT infrastructure need improvement

**Risks**

1. IT infrastructure security
2. Cyber security is a big risk
3. Work on information security is in primary stage.
4. Core IT team is small as a result skills and knowledge base is personalized.

**Write-up on the improvement/updation done during the last five years.** Since its inception in 1987 with UGC Grant, Computer Centre has been catering to the various computing needs of the University. The aim of the Computer centre is to provide ICT infrastructure for education, research and e-Governance.

In the few past years, there has been immense progress in terms of IT infrastructure, surveillance, networking and e-governance as detailed below:-

1. The installation of surveillance camera in MDU campus began in 2012-13. At this time, the cameras installed had no Night vision capability. There was no centralised system and the storage was only for 2-3 days. Today University has a Comprehensive Security Control Room working round the clock. More than 300 IP cameras are being managed and monitored form the control room. All major road intersections are being monitored through high resolution cameras having night vision capability. Centralized video management system using clustered blade servers to manage all the footage of IP Cameras in server room. Unified storage of 600TB is being used to store the video streams. Hi-Tech Surveillance camera having Night Vision facility have been installed in all the buildings. It is planned to keep 15 day storage of video recordings of general public area. However for strategic locations such as Pariksha Sadan, 2-3 months backup is being stored.

2. In 2012, the available Internet connectivity was only 100 Mbps, which was increased to 1Gbps through National Knowledge Network (NKN) in 2014. Core network infrastructure has been expended and updated. Core switch has been upgraded from DLink to high end CISCO NEXUS 9508. All buildings are connected through three distribution hubs. The three distribution hubs and major building are connected through upgraded 10G fibre links for audio, video and data communication. The fiber network is 10G ready. Unified Threat Management Solution has been upgraded from FortiGate 3040B to 1500D to secure the network from hackers, for filtering unnecessary traffic, streamlining traffic by specifying priorities, and blocking unwanted sites.
3. Till 2013, the Wi-Fi was not widely available. Its availability was limited to mainly in University Library only. Now 370 secure controller based Access points have been installed covering the whole campus. This has increased the Internet usage thereby improving the use of digital learning material. On an average 3-4 TB of data is being downloaded per day. Wi-Fi network is being expended.
4. In house Data Center caters to the computational needs through 16 Blade Servers (Dual CPU – 16 to 24 core, 128 GB RAM) hosting 50 Virtual servers with more than 600 TB storage. Internal LAN having backbone speed of 40G is governed by the core switch Nexus 9508. In 2012 only 6 Blade servers with comparatively low capacity were available. All servers are fully virtualized and are cloud ready.
5. Host-to-Host integration between university and bank servers for Fee collection has been implemented, which has significantly resulted into decline in Fee related grievances.
6. The Student Life Cycle Management (SLcM), Finance (FI) and Human Capital Management (HCM) modules of SAP are being implemented. The SAP ERP is being used since 2014 but some of the process of custom ERP are also being used.
7. Cash counter has been computerized for which Software has been developed in-House. Recruitment Panel has been developed and deployed in-house for Teaching and Non-teaching posts.
8. Utilization of SMS and e-mails has been increased drastically for quick and efficient communication with all stakeholders.

## **VISION & MISSION**

### **Vision**

The University Computer Centre aspires to be provide ICT infrastructure to let the university become a leading 'transformative learning community' recognized world-wide for excellence in teaching, research and service and as a catalyst for intellectual, social, cultural and economic development.

### **Mission**

The University Computer Centre is committed to provide ICT infrastructure to transform lives and serve the society through pursuit of excellence in teaching, innovation, lifelong learning, cultural enrichment and outreach services.

**To achieve its Vision and Mission, the University Computer Centre will endeavour:**

1. To provide ICT platform for an intellectually inspiring, academically challenging and supportive environment conducive to positive personal growth.
2. To provide ICT infrastructure for delivery of a comprehensive education, benchmarked against the highest global standards.
3. To provide ICT infrastructure to stakeholders to engage in innovative, high-impact and leading-edge research within and across disciplines.
4. To produce graduates of distinction committed to academic/professional excellence and lifelong learning.
5. To help in creation of a safe, healthy and sustainable workplace.
6. To provide platform to all stakeholders over the generation, dissemination and application of knowledge.

### **Strategic Plan**

1. Create a decision support system for university administrators.
2. Create unified e-Governance infrastructure for various function of the university. The final aim is to achieve nearly paperless administrative work flow.
3. Create a centrally managed video surveillance and access control system to create a safer work place.

4. Create unified communication infrastructure for communication, collaboration and delivery of digital learning material.
5. Provide platform for creation, management and dissemination of teaching-learning material.
6. Provide platform for continuous evaluation, grading, monitoring and providing feedback for learning status and capabilities of learners.
7. Provide secure ICT infrastructure desired by university researchers.
8. Develop centre of excellence in cutting edge technologies and improve ICT awareness and usage level of all stakeholders.
9. Implement a knowledge management system and provide platform to disseminate the knowledge.

### **Strategic Plan Implementation**

#### **Creation of a centrally managed video surveillance and access control system to create a safer work place**

Maharshi Dayanand University envisaged to implement video surveillance and access control system in a systematic manner in 2012. More than 200 IP surveillance cameras of Sony make were procured and installed in Vivekanand (Central) Library and entrance gates of all major buildings including hostels. The up-coming University Secretariat and Pariksha Sadan buildings were designed to have IP Cameras and Fire Alarm systems ab initio. All these IP cameras were controlled through 7 servers and a Bosch appliance. In the second phase a comprehensive video surveillance and access control system was planned to be implemented at an estimated cost of Rs. 4.5 Cr in 2016. The salient features of the proposed system were:

- i. Centralized storage and management of the video surveillance data.
- ii. Video Surveillance of all major road intersections through night vision long range IP cameras.
- iii. 24x7 Control Room for monitoring video surveillance feeds. The control room has to have close coordination with the security team. The control room has to be managed by the security agency.

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- iv. Automated (RFid Tag based) Boom Barriers for road access control.
  - v. Automated number plate recognition (ANPR) system.
  - vi. Turnstile based access control system.

Due to budget constraints, the scope of work was slightly reduced. The system has been procured and implemented at a cost of Rs. 3.5 Cr. (Approx). The blade servers and video management and analytics software are of CISCO make. The 600 TB Netapp unified storage is being used to store surveillance feed of more than 350 IP cameras. AXIS make cameras (Veri-focal Bullet and PTZ) are installed on major road intersections and university gates. Videonetics is the OEM for ANPR system.

Operationalization of control room and road intersection surveillance has significantly improved the security environment in the university. Additional IP cameras are being planned university teaching departments and in dining halls and common rooms of hostels.

This physical infrastructure is being utilised by various bodies namely:-

- (i) University Security team
- (ii) Anti-Sexual Harassment cell
- (iii) Grievance Redressal cell
- (iv) SC/ST cell
- (v) Committee for prevention of caste based discrimination

All these Administrative and infrastructural measures have resulted in a safe working environment in the University.

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# MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A' Grade University Accredited by NAAC

## COLLEGES BRANCH

### Administrative Audit:-

#### Designation wise number of Staff:-

Designation	No. of Staff (Regular)	TFS
Peon	1	2
Daftri	1	Nil
Clerk	6	3
Assistant	6	1
Deputy Superintendent	1	Nil
P.A. Gradie-I cum Superintendent	1	Nil
Superintendent	1	Nil
Assistant Registrar (Additional Charge)	1	Nil

**Only 10 employees out of 18 regular employees have the knowledge of operating MS/Power Point/ MS Excel.**

**Total 10 numbers of computer are in working condition in the Branch.**

#### Strength:-

1. Computerization of the process of Inspection with the help of College Portal in which the colleges upload all the information related to profile, infrastructure, staff, library, course, and students detail.
2. Quick process/disposal of complaints/queries of the students/colleges through E-Mail.
3. Maintaining the intake of Courses/colleges on SAP System which helps the colleges to fill RR on time without any problem related to sanction intake.
4. Experienced Staff.

#### Weakness:-

1. Shortage of staff
2. Non cooperation of Computer Center.

#### Improvement/uptation done during the last five years:-

##### 1. Implemented Apex Body norms in affiliated Colleges by following due procedure:-

On the basis of NOC/Approval/Recognition granted by State Government and concerned Central Body this University granted provisional affiliation to various new Degree Colleges/Education Colleges during the previous five years after following due procedure i.e. by verifying the required infrastructural facilities and other support system conditionally subject to fulfillment of short comings/condition mentioned by the concerned Inspection Committee(s) and further extension/continuation was/is granted by verifying the previous condition of affiliation through Inspection Committee. The University has also granted affiliation for new courses to the existing colleges like B.Ed. & M.Ed. (Special Education) on the basis of approval granted by the Central Body i.e. RCI and also introduced some other courses on the basis of NOC/Approval granted by the State Government/Central Bodies.

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**2. Affiliated Colleges Monitoring and Know My College through College Portal:-**

The University has also created a College Portal on which all the Colleges have to upload their detail of Infrastructure facilities, faculties and other support system and till today most of the Colleges have uploaded their data on the College Portal. This Information is also available for Public View. Anybody can see this Information as this also serve the purpose for M.H.R.D. procedure "Know My College" also.

**3. Redevise Inspection Proforma for professional courses:-**

In the past the University has also re-devised the various Inspection Proformas for categorization of Colleges in category i.e. "A", "B" and "C" on the basis of available infrastructure facilities and other support system and also made a remedial action plan against the Colleges which falls under category "C".

**4. Fixation of seats in Degree Colleges:-**

Before the session 2015-16, no seats were fixed in Degree Colleges in various Courses and the University after verifying the available Infrastructural facilities and other support system has fixed the seats in every courses w.e.f. the session 2016-17.

**5. Surprise Inspection of Affiliated Colleges:-**

From time to time the University is also receiving complaints from various corners regarding non availability of teaching faculty and non conduct of regular classes in some colleges, hence the University has also decided to conduct the surprise visit to such colleges to know the availability of required number of eligible teaching faculty and regular conduct of classes and after surprise Inspection, if any college found violating the norms and standards of the Central Body and rules, regulations of the University the action shall be initiated against such erring colleges as per University Act, Statute, Ordinance and rules & regulations.

**6. Framed Ordinances and amendment in Statute:-**

The University has also framed an Ordinance regarding procedure for granting provisional affiliation to Colleges/Institutions and also made amendments in Statute-38.

**7. Communication to Colleges through E-Mails:-**

All the circulars, notifications and letter are being sent through E-Mail to reduce the paper work and for immediate compliance.

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## Maharshi Dayanand University, Rohtak

<u>Checkpoints</u>	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
System for control/reporting to Supervisory Officers	Yes		System Controlled by the DCDC/Branch Officer with the help of the following:- 1. Supdt. 2. Asstt. 3. JDEO/Clerks To call the meeting by the Branch officers time to time for resolving the issues pointed out by the above officer/officials.
Procedure for lodging complaints	Yes		Complaints lodged by the complainants with the diarist which is entered in the Diary Register.
Procedure being followed to resolve the complaints after these are lodged	Yes		All Complaints are resolved by the concerned dealing officials of the Colleges Branch according to the Rules, Regulations, Ordinances at the earliest.
Procedure of feedback to user after complaint is acted upon	Yes		After resolving the complaints, the reply given to the complainants/quarter concerned through speed post/email and by hand etc. under intimation to the authorities from which the complaints have been received for taking further necessary action.
Analysis of data and identification of critical areas which could be focus of our attention	Yes		The main hall remains under the supervision of the Superintendents and dealing officials.
Issue records and receipt records of the following	Yes		All the stationery/furniture received from the main store of the University are properly entered in the Stock Register and are issued to the officials as per their requirements and maintain their record properly.
a) Stationary			
b) Furniture			
c) Telephone Instruments			
d) Housekeeping material			
Service records of employees		NA	Maintained by the Estt. Branch
Verification Procedure of log book records of van drivers		NA	Maintained by the Transport office.

Procedure for out sourced agencies/suppliers for following suppliers hire system, signed contracts and payment system	Yes		Through E-tendering Scanning Agency hired by the Colleges Branch and made their payment through cheque after deducting the GST/TDS on completion of the whole examination work in all respects.
a) Hiring System			
b) Signed contracts			
c) Payment System			
Schedule for checking and records of the following			
a) Equipments	Yes		The electronic items like computers are maintained by the Colleges Branch
b) R.O. System (In house and outside)		NA	Maintained by the XEN office
c) EDPs and STPs		NA	
Approval of outsourced vehicle rates and hiring record		NA	Pertains to transport office
Records of Incoming Dak from outside and distribution to different institutions	Yes		Diary/Despatch registers are maintained by the direct/dispatcher in the branch and the same are distributed through peon book and maintain their records properly
Records of outgoing Dak collected from different institutions	Yes		Maintained by the diarist of the Colleges Branch
Records of telephone lines department-wise and payment procedure		NA	The record of the telephone lines maintained by the General Branch but the bill of branch paid from Colleges Budget Head.
Procedure and records of waste disposal including Electrical Waste like tube lights and others like waste engine oil		NA	
Work dealt with by the Colleges Branch			<ol style="list-style-type: none"> <li>1. To grant affiliation for establishment of a new College.</li> <li>2. To grant continuation to existing College.</li> <li>3. To grant extension/affiliation to existing courses/new course to affiliated colleges.</li> <li>4. To constitute Inspection Committees for periodical inspection.</li> </ol>

			<ol style="list-style-type: none"><li>5. Constitution of Governing Body/Board of Governors of affiliated colleges.</li><li>6. To convene meetings of Screening Committee for award of ACP-II &amp; III to the teaching faculty of Govt. Aided Colleges.</li><li>7. To appoint V.C.'s nominee &amp; Subject Experts for appointment of teaching &amp; non-teaching staff of affiliated colleges.</li><li>8. To approve proceeding of Selection Committee.</li><li>9. To grant approval of appointment of teaching &amp; non-teaching staff of affiliated colleges.</li><li>10. To appoint Chartered Accountant for Audit of Affiliated Non. Govt. Aided Colleges.</li><li>11. To maintain College Portal.</li><li>12. To get the fee audited from Local Auditor.</li><li>13. To maintain SAP.</li><li>14. To forward the cases of teachers to UGC for teacher fellowship.</li><li>15. To forward the cases of Colleges to the UGC for inclusion the name of the College in 2(f) or 12 B.</li><li>16. To prepare seniority list of Teachers/Principals.</li></ol>
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*GR*  
27/6/18

Assistant Registrar (Colleges)  
M.D. University, Rohtak



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**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
(A State University established under Haryana Act No. XXV of 1975)  
**'A' Grade University Accredited by NAAC**

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**No. Conduct//2018/4263**  
**Dated:-25-08-2018**

To

The Registrar,  
M.D. University,  
Rohtak

**Subject : Performa for Administrative Audit**

Sir,

As desired by the Registrar in the meeting of the Branch Officers on 24.8.2018, a performa provided by the IQAC for Administrative Audit duly filled by the Conduct Branch is enclosed herewith for information and further necessary action.

**Dy. Registrar (Conduct)**

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## MAHARSHI DAYANAND UNIVERSITY ROHTAK

### Performa for Administrative Audit-Conduct Branch

<ul style="list-style-type: none"> <li>• Designation wise number of staff</li> </ul>	<p>Dy. Registrar-2, Supdt.-2, Asstt.-11, Clerk-3, JDEO-6, Compositor-2, Peon-1 Daily Wages Staff- 04</p>
<ul style="list-style-type: none"> <li>• Internet facility</li> </ul>	<ol style="list-style-type: none"> <li>1. Net facility is used for down loading Student strength of various courses, uploading Date sheets, UMC hearing date, sending emails to the concerned.</li> <li>2. For updating/verifying status of various grievances i.e C.M./PM.</li> <li>3. Various correspondence with affiliated Colleges as well as in the Department and various branches.</li> </ol>
<ul style="list-style-type: none"> <li>• Does administrative staff have the knowledge of operating MS/Power Point and MS Excel(Give Branch-wise detail as to how many staff members out of total have such knowledge)</li> </ul>	<p>Total Strength = 26, Out of this, 16 staff members have knowledge of operating computer.</p>
<ul style="list-style-type: none"> <li>• Number of computers in working condition (Branch-wise)</li> </ul>	<p>16 Computers + one set is for CCTV Surveillance.</p>
<ul style="list-style-type: none"> <li>• Strength &amp; Weakness (Branch-wise)</li> </ul>	<p><b>Strength :</b></p> <ol style="list-style-type: none"> <li>1. Annual Schedule of Examinations prepare well on time and display on the website for awareness of the colleges/UTDs/students.</li> <li>2. Prepare the building notice/Date sheet as per schedule of examinations well before the commencement of examinations resultantly respective colleges make necessary arrangements to conduct smooth examinations and also intimate the students well in time.</li> <li>3. Examinations Material such as Answer sheet, confidential material such as Question papers/Supdt. Packet, supply well in time to avoid the hardship of the Nodal Centre as well as examinations centre.</li> <li>4. Depute the Supervisory staff i.e. Centre Supdt./Dy. Supdt./Flying Squad for Examinations centre to avoid the unlawful situation.</li> <li>5. Practical Award uploaded on the e-Rishi panel by the concern colleges resultantly Exams result may be declared in time.</li> <li>6. Intimation of Unfair means case display on the website and also publish in news-paper.</li> <li>7. Apply individual strengths of respective officials to achieve the team's overall goals.</li> <li>8. Timely resolving the RTI/Court case/CM Grievances.</li> </ol> <p><b>Weakness :</b></p> <ol style="list-style-type: none"> <li>1. Shortage of Regular staff is the main weakness.</li> </ol>

- Write up on the improvement/updation done during the last five years i.e. from July 2013 to June 2018 (atleast 500 words)

**Status before July 2013**

1. Most of the work done manually- Examinations work such as prepare the Building notice/preparing Print order done manually.
2. Only one computer was available.
3. There was no proper space in Strong Room for keeping the Reserve set i.e. R-50 Question paper and other examinations material such as Supdt. Packets etc.

**Improvement/Updation done i.e. from July 2013 to June 2018**

1. Conduct Branch is mapped up with various latest infrastructure required for Digital India.
2. Since then Conduct branch is upgraded with
3. 17 in numbers computers with printers
4. 1 photocopier machine is available.
5. 3 in 1 multiple function printers/scanners.
6. Internet connection is available on all computers.
7. After implementing the E.C. Reso. No. 16 dated 11-03-2017, initiated by the Conduct branch, there is provision for remittance of payment of all affiliated colleges on account of use of Infrastructure and stationary, Colleges are not refused to create the Examinations centre at their respective colleges.
8. Seating Plan cum Building Notice & Date Sheets is prepared in computers.
9. After implementing of e-Rishi, examination work may speed up such as downloading student strength, preparing print order for printing the quantity of papers well before the commencement of exams.
10. Absentee statement of the students received through email and same may be forwarded to the concern result branches to avoid the result discrepancy.
11. Date Sheets (Theory/Practical) will be available on the university website and also publish in the leading newspapers for wider publicity.
12. Intimation of any Examinations Notice for important information such as change the date of Exams,/centre etc., may be forwarded to the respective College mail for information and further necessary action.
13. Now, this office has new strong room that has proper space for keeping the question paper.
14. Intimation of supervisory staff i.e. Centre Supdt./Dy. Supdt/Flying Squad, through email.
15. Practical work are now paperless. After publish the Practical Schedule, the concern colleges appoint the Practical Examiner from the panel available on the University website i.e. [www.mdurohtak.ac.in](http://www.mdurohtak.ac.in). Thereafter, the concern college may upload the Practical awards on the e-Rishi panel resultantly Exams result may be declared in time.
16. Intimation of Unfair means case display on the website and also publish in news-paper. After UMC Cases hearing, the decision may be forwarded to the concerned Result Branches for updation of the same.
17. Time to time, Examinations reforms done under the convener-ship of the Controller of Examinations.
18. Now the purchasing of Answer sheet is through Online tendering.
19. Bio-Metric machine used for attendance of the students, are to be implemented in the entrance examinations of UTDs/Centralised Entrance Exams by this branch to avoid the unlawful cases.

Dy. Registrar (Conduct)



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**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
A State University established under Haryana Act No. XXV of 1975)  
**'A' Grade University Accredited by NAAC**

R=5333

25.6.18

No. Cond./AC-VI/2018/-2823

Dated: 25-5-18

To

The O.S.D. to Registrar,  
M.D. University,  
Rohtak

**Sub: Information regarding Administrative Audit of the University.**

Dear Sir,

With reference to your office e-mail dated 20.06.2018 on the subject cited above.

The requisite information as discussed in the meeting of all Branch Officers on 19.6.2018 regarding Administrative Audit of the University pertaining to Conduct Branch is enclosed herewith for information and necessary action at your end.

  
Dy. Registrar (Conduct)



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**MAHARSHI DAYANAN UNIVERSITY ROHTAK**  
**CONDUCT BRANCH**

**Proforma for Administrative Audit**

Checkpoint	Yes	No	Remarks
System for control/reporting to Supervisory Officer	Yes		System Control by the Branch Officer through following:- 1. Supdt./Dy Supdt. 2. Asstt. 3. JDEO/Clerks and call the meeting by the Branch officers time to time for resolving the issues of the above officials.
Procedure for lodging complaints	Yes		Complaints lodged by the Direct in the Diary Register
Procedure being followed to resolve the complaints after these are lodged	Yes		All Complaints are resolved by the Conduct Branch according to the Rules, Regulations, Ordinances and Scheme of Examinations at the earliest.
Procedure of feedback to user after complaint is acted upon	Yes		After resolving the complaints the reply given to the complainants/quarter concerned for taking further necessary action through speed post/by hand/ by email etc.
Analysis of Data and identification of critical areas which could be focus of our attention	Yes		The critical area of this office is confidential examination material just like question papers are maintain by the office properly and delivered to Nodal Centres created by the University for distribution the centre-wise questions paper packets after that they will dispatched to the examination centres day to day through observer of Nodal Centres



Contd.....P/2

Main work of Conduct Branch	Yes		Conduct of Theory & Practical Examinations 1- Creation of Examination Centres 2- Preparation of Examination Schedule for theory & examinations 3- Preparation of Date Sheets course-wise after receiving the Sr. No. List / Q.P. ID from the Secrecy Branch. 4- Preparation of Building Notice-cum-Seating Plan after receiving the students strength from the UCC 5- Preparation of Print Order with the coordination of UCC 6- Appointment of Flying-Squads, Centre Supdt, Dy. Centre Supdt. and verify their remuneration bills 7- Constitution of Standing Committee on UMC as per ordinance, conduct their meetings, inform the students by uploading on University Website regarding date of hearing and send the decision of UMC committee to the concerned Result Branches.
Issue records and receipt records of the following a) Stationary b) Furniture c) Telephone Instruments d) Housekeeping material	Yes		All the stationery/furniture received from the main store of the University is properly entered in the Stock Register and issued to the officials as per their requirements and maintain their record properly.
Service records of employees		No	Maintain by the Estt. Branch.



Verification Procedure of log book records of van drivers		No	Maintain by the Transport office.
Procedure for out sources agencies/ suppliers for following suppliers hire system, signed contracts and payment system a) Hiring System b) Signed contracts c) Payment System	Yes		The purchase of answer books and outsourcing work for Scanning & Processing of OMR title page is made by inviting the Tender through E-tendering and made the payment through cheque after deducting the GST/TDS on completion of work.
Schedule for checking and records of the following:			
a) Equipments	Yes		The electronic items like computers are maintained by the
b) R.O. System(In house and outside)		No	Maintain by the XEN office
c) EDPs and STPs		No	
Approval of outsourced vehicle rates and hiring record		No	Pertains to transport office
Records of Incoming Dak from outside and distribution to different institutions	Yes		Diary/Despatch registers are maintained by the diarist/dispatcher in the branch and the same are distributed through peon book and maintain their records properly.
Records of outgoing Dak collected from different institutions	Yes		Maintained by the direct of the Branch.
Records of telephone lines department-wise and payment procedure		No	Pertains to the General Branch.
Procedure and records of waste disposal including Electrical Waste like tube lights and others like waste engine oil.	Yes		The waste materials disposal work just like answer books etc. are made by the General Branch through Contractor.

  
 Dy. Registrar (Conduct)

## **THE DIRECTORATE OF DISTANCE EDUCATION**

Realizing the important role of education which it plays in the overall national development, the Maharshi Dayanand University established a Correspondence Cell in 1988 for imparting education through 'Correspondence Course' leading to the award of B.Ed. degree. The University, with the passage of time and development of technology and requirement of society, upgraded the Correspondence Cell to the level of Directorate and expanded tremendously to offer a wide spectrum of courses and is providing opportunities for higher education to a large segment of population especially disadvantaged groups living in remote and rural areas, housewives and working people.

The Directorate seeks to create, preserve, and disseminate knowledge to build competitive capability for holistic development of man and society. The various programmes offered by the Directorate range from conventional to professional as per needs of the area and employment opportunities available in the country. In order to meet the growing demand of open and distance learning, the Directorate has acquired resources for further access to rural areas. The Directorate is contributing significantly towards achieving the national objective of providing quality education to all and to reach the unreached by offering useful distance education programmes to learners belonging to different parts of the State/Country.

The Directorate which has been divided into various segments/sections/departments is housed in a spacious building, which is properly ventilated and easily accessible. The Directorate offers ten popular Undergraduate/Postgraduate programmes for Distance Learners based on carefully designed curriculum, well planned teaching learning strategies, effective student support system for an effective functioning and fair examination and evaluation system.

The DDE believes in providing full support and service to its students, ensuring removal of difficulties at personal level so that the participation of the students in the programmes offered by the DDE becomes really effective and meaningful. Candidates facing any difficulty in pursuing the distance education programmes may contact concerned officer/official during

working hours or submit his/her problem in writing to the **Grievances Cell** of the DDE. While submitting any problem/request/complaint, students are advised to write their details i.e. Name/Father's name, Registration No. (Allotted by the DDE), name of course (with year/semester) for prompt action, failing which such requests/complaints etc. will not be entertained.

The Directorate has evolved the concept of “**Students Support Services Camps (SSSCs)**” to help and groom the distance learners in several ways. Student Support Service in open and distance learning system is quite different from other services. These services are not only confined to interactive counselling or solving the learners problems but also include to promote distance learning to address the issue of continuous upgradation of skills so as to produce manpower resources of the kind and the number required by society, to fulfill the expectations indicated in the National Education Policy (1986). In addition to the services already mentioned, the focus of the educators is also on learners’ personality development, inculcating soft-skills, career counseling & guidance and community education. Further, the SSSCs are aimed to facilitate learning, counselling and to solve the problems of the distance learners which they face during their self-study from the study material provided by the Directorate. Through SSSCs, the learners get an opportunity to interact with the counsellors and the peer group.

At present, Distance courses offered by the Directorate are:-

Undergraduate Courses: 1) Bachelor of Arts      2) Bachelor of Commerce

Post Graduate Courses: 1) Master of Arts in a) Hindi b) English c) Economics d) Public Administration e) Political Science f) Sanskrit g) Master of Commerce h) Master of Science (Mathematics)

In brief, Directorate of Distance Education is a boon to the learners for working class especially beneficial for needy, promising as well as progressive civilians of the nation.

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Sr. No	Name	Designation
1	Prof. Kuldip Singh Chhikara	Director
2	Dr. Vinay Malik	Coordinator
3	Mrs. Sharda Tuli	Asstt. Registrar
4	Sh. Subhash Bhardwaj	Supdt.
5	Dr. Ranvir Sheoran,	Supdt.
6	Dy. Rama Kanta,	Dy. Supdt.
7	Mrs. Meena Dalal,	Proof. Reader (G-I)
8	Sh. C.P Dhawan	Assistant
9	Mrs. Som Vati	Assistant
10	Mrs. Kamala,	Assistant
11	Sh. Harjinder Pal,	Assistant
12	Sh. Babu Ram	Assistant
13	Mrs. Meena Kumari	Assistant
14	Sh. Sanjeev Kumar	Assistant
15	Mrs. Geeta	Assistant
16	Sh.Navneet Singh	Assistant
17	Sh. Parmod Kumar	Assistant
18	Sh. Jaswant Dalal	Store Keeper
19	Sh. Parveen Kumar,	Clerk-cum-JDEO
20	Mrs. Sonam	Clerk-cum-JDEO
21	Sh. Kamal Saini	Clerk-cum-JDEO
22	Sh. Navin Kumar	Clerk-cum-JDEO
23	Sh. Keshav Kaushik	Clerk-cum-JDEO
24	Sh. Sunil Kumar,	Clerk-cum-JDEO
25	Mrs. Neetu Rani,	Clerk-cum-JDEO
26	Sh. Satbir Singh,	Clerk-cum-JDEO
27	Sh. Manjeet Singh,	Clerk
28	Sh. Pawan Kumar Hooda	Clerk
29	Sh. Surender Singh,	Clerk
30	Sh. Ishwar Singh,	Clerk
31	Mrs. Bati Devi	Daftri

**On contract**

32	Sh. Sunil,	Clerk
33	Sh. Jagjit Singh,	Clerk
34	Mrs. Neetu	Clerk
35	Mrs. Sonia	Clerk
36	Sushila	Clerk-cum-JDEO
37	Sh. Sanjay	Peon
38	Sh. Deepak	Peon
39	Mrs. Kanta	Peon
40	Sh. Vishavjeet,	peon
41	Sh. Ganesh,	peon

**Apprenticeship Trainee**

42	Sh. Sunil Kumar	Stenographer
43	Sh. Priyanka,	Stenographer

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Sr.	Computer Company name	Qty.	In working condition	Balance of Computer
1	Dell, Acer, Lenovo, H.P	42	27	15

Sr. No	Name	Designation	Computer knowledge
1	Prof. Kuldip Singh Chhikara	Director	YES
2	Dr. Vinay Malik	Coordinator	YES
3	Mrs. Sharda Tuli	Asstt. Registrar	
4	Sh. Subhash Bhardwaj	Supdt.	YES
5	Dr. Ranvir Sheoran,	Supdt.	YES
6	Dy. Rama Kanta,	Dy. Supdt.	
7	Mrs. Meena Dalal,	Proof. Reader (G-I)	
8	Sh. C.P Dhawan	Assistant	YES
9	Mrs. Som Vati	Assistant	
10	Mrs. Kamala,	Assistant	YES
11	Sh. Harjinder Pal,	Assistant	YES
12	Sh. Babu Ram	Assistant	
13	Mrs. Meena Kumari	Assistant	
14	Sh. Sanjeev Kumar	Assistant	YES
15	Mrs. Geeta	Assistant	
16	Sh. Navneet Singh	Assistant	YES
17	Sh. Parmod Kumar	Assistant	YES
18	Sh. Jaswant Dalal	Store Keeper	
19	Sh. Parveen Kumar,	Clerk-cum-JDEO	YES
20	Mrs. Sonam	Clerk-cum-JDEO	YES
21	Sh. Kamal Saini	Clerk-cum-JDEO	YES
22	Sh. Navin Kumar	Clerk-cum-JDEO	YES
23	Sh. Keshav Kaushik	Clerk-cum-JDEO	YES
24	Sh. Sunil Kumar,	Clerk-cum-JDEO	YES
25	Mrs. Neetu Rani,	Clerk-cum-JDEO	YES
26	Sh. Satbir Singh,	Clerk-cum-JDEO	YES
27	Sh. Manjeet Singh,	Clerk	YES
28	Sh. Pawan Kumar Hooda	Clerk	YES
29	Sh. Surender Singh,	Clerk	
30	Sh. Ishwar Singh,	Clerk	
31	Mrs. Bati Devi	Daftri	

## On contract

32	Sh. Sunil,	Clerk	YES
33	Sh. Jagjit Singh,	Clerk	YES
34	Mrs. Neetu	Clerk	YES
35	Mrs. Sonia	Clerk	YES
36	Sushila	Clerk-cum-JDEO	YES
37	Sh. Sanjay	Peon	
38	Sh. Deepak	Peon	
39	Mrs. Kanta	Peon	
40	Sh. Vishavjeet,	peon	YES
41	Sh. Ganesh,	peon	

## Apprenticeship Trainee

42	Sh. Sunil Kumar	Stenographer	YES
43	Sh. Priyanka,	Stenographer	YES

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The Directorate of Distance Education provides education to more than 60,000 students (approx.) since last 3 successive years. The Directorate has a team of 41 employees including officers and officials who are always ready to support the students with true spirit.

There is heavy workload in the Directorate of Distance Education, but shortage of staff. Directorate of Distance Education may be empowered and more progressive if adequate teaching and non-teaching staff/ faculty is recruited.



**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

**(A State University established under Haryana Act No. XXV of 1975)**

**NAAC 'A' Grade Accredited University**

**DIRECTORATE OF DISTANCE EDUCATION**

No. DDE/Misc/18/ 33268

Dated: 26/6/18

To

O.S.D to Registrar  
M.D. University,  
Rohtak

Sub: - Administrative Audit Proforma.

R/Sir,

Please refer to your instructions related to administrative Audit Proforma containing minutes of the meeting of Branch officers held on 19.06.18 for making preparations.

Please find enclosed herewith the requisite filled proforma for taking further necessary action at your end.

Encl: As above.

Yours faithfully

25/6/18  
Superintendent (DDE)  
o/c  
  
25/06/18

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**MaharshiDayanand University, Rohtak**

<b><u>Checkpoints</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Remarks</u></b>
System for control/reporting to Supervisory Officers	✓		
Procedure for lodging complaints	✓		
Procedure being followed to resolve the complaints after these are lodged	✓		
Procedure of feedback to user after complaint is acted upon	✓		
Analysis of data and identification of critical areas which could be focus of our attention	✓		
Issue records and receipt records of the following			
a) Stationary	✓		
b) Furniture	✓		
c) Telephone bills/receipts	✓		
d) Housekeeping material	✓		
Service records of employees			
Verification Procedure of log book records of van drivers			
Procedure for out sourced agencies/suppliers for following suppliers hire system, signed contracts and payment system			

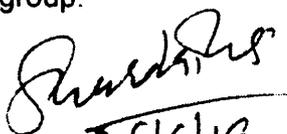
a) Hiring System	✓		
b) Signed contracts			N.A.
c) Payment System	✓		
Schedule for checking and records of the following			
a) Equipments	✓		
b) R.O. System (In house and outside)	✓		
c) EDPs and STPs	✓		
Approval of outsourced vehicle rates and hiring record			N.A.
Records of Incoming Dak from outside and distribution to different institutions	✓		
Records of outgoing Dak collected from different institutions	✓		
Records of telephone lines department-wise and payment procedure			N.A.
Procedure and records of waste disposal including Electrical Waste like tubelights and others like waste engine oil			N.A.

Department of Health & Family Welfare  
District Hospital, Ludhiana

## **THE DIRECTORATE OF DISTANCE EDUCATION**

Realizing the important role of education which it plays in the overall national development, the Maharshi Dayanand University established a Correspondence Cell in 1988 for imparting education through 'Correspondence Course' leading to the award of B.Ed. degree. The University, with the passage of time and development of technology and requirement of society, upgraded the Correspondence Cell to the level of Directorate and expanded tremendously to offer a wide spectrum of courses through a network of Study Centres. With the amendment in the Maharshi Dayanand University Act in the year 2012, the Directorate restricted delivery of its courses to distance learners from its Headquarters and is providing opportunities for higher education to a large segment of population especially disadvantaged groups living in remote and rural areas, housewives and working people. The Directorate seeks to create, preserve, and disseminate knowledge to build competitive capability for holistic development of man and society. The various programmes offered by the Directorate range from conventional to professional as per needs of the area and employment opportunities available in the country. In order to meet the growing demand of open and distance learning, the Directorate has acquired resources for further access to rural areas. The Directorate is contributing significantly towards achieving the national objective of providing quality education to all and to reach the unreached by offering useful distance education programmes to learners belonging to different parts of the State/Country. The Directorate which has been divided into various segments/sections/departments is housed in a spacious building, which is properly ventilated and easily accessible. The Directorate offers 13 popular Undergraduate/Postgraduate programmes for Distance Learners based on carefully designed curriculum, well planned teaching learning strategies, effective student support system for an effective functioning and fair

examination and evaluation system. The DDE believes in providing full support and service to its students, ensuring removal of difficulties at personal level so that the participation of the students in the programmes offered by the DDE becomes really effective and meaningful. Candidates facing any difficulty in pursuing the distance education programmes can contact concerned officer/official during working hours or submit his/her problem in writing to the Grievances Cell of the DDE. The Directorate has evolved the concept of "Students Support Services Camps (SSSCs)" to help and groom the distance learners in several ways. Student Support Service in open and distance learning system is quite different from other services. These services are not only confined to interactive counselling or solving the learners problems but also include to promote distance learning to address the issue of continuous upgradation of skills so as to produce manpower resources of the kind and the number required by society. In addition to the services already mentioned, the focus of the educators is also on learners' personality development, inculcating soft-skills, career counseling & guidance and community education. Further, the SSSCs are aimed to facilitate learning, counselling and to solve the problems of the distance learners which they face during their self-study from the study material provided by the Directorate. Through SSSCs, the learners get an opportunity to interact with the counsellors and the peer group.

  
29/6/18  
Assistant Registrar,  
Directorate of Distance Educat  
M.D. University, Rohtak

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To

The Registrar,  
M.D. University, Rohtak

**Sub: Administrative Audit information of DSW Office.**

Sir,

The required information pertaining to the Dean Students' Welfare Office is given on the prescribed proforma for further necessary action.

Campus Area	-
Security Staff (Designation-wise) (Permanent as well as outsourced)	Tagore,RK Audi and Students Activity Centre- 18 outsourced
Security Measures	Equipped with fire extinguishers
Designation-wise number of staff	List attached
Details of Professional Programmes organized for Non-Teaching Staff	-
Office Automation (Online Admission, maintenance of records, Examinations and declaration of Results, Fee Collection, Maintenance of Accounts, Planning & Development)	-
Useful contents on the University Website.	Separate web page for office with camp/courses/ other proformas, list of staff and necessary information of the office
Automation of Library	-
Outreach Projects/Programmes (NCC, NSS, etc.)	<ul style="list-style-type: none"><li>• Five units of NSS (Girls-3 &amp; Boys-2)</li><li>• NCC units introduced from this session</li></ul>
Medical Centre Facility	Organize Health Awareness Camps
Sports Facilities	For UTD students maximum Indoor/outdoor sports facility provide alongwith 3 months Yoga training

Details of Hostels (Boys as well as Girls) with the number of rooms/occupancies	-
Transportation facility for students	Three non-polluting e-vehicles 14 seaters for students
Sports Services (Bank, Post Office, Xerox etc.)	-
Canteens	Yes
Gardens	Gardens with benches
Auditoria/Halls/Committee Rooms	Two Auditoriums and Two committee rooms
Internet facility	Internet facility available in the building
Overall maintenance	-
Does administrative staff have the knowledge of operating MS/Power Point and MS Excel (Give Branch-wise detail as to how many staff members out of total have such knowledge)	03
Number of computers in working condition (Branch-wise)	08
Strength & Weakness (Branch-wise)	
Write up on the improvement/updation done during the last five years i.e. from July 2013 to June 2018 (atleast 500 words)	*

\* The five non-polluting vehicles were introduced on rental basis at first instance for students/ visitors w.e.f. 2013-15. For providing hygienic atmosphere sanitary vending machine have been installed all Girls' Hostels, Central Library and Students' Activity Centre. Youth Centre for Skill Development for All Services was started from w.e.f. 2010. Further, M.D.U. Think Tank Club in 2013 and arranged various academic activities to enhance creative intellectual skills. The funding from D.K. Foundation Fund enhanced two times to boost research cultural in the teachers and students. The unit of Uni. Outreach Prog. was established w.e.f. from 2017-18 and adopted five villages for community development Programme.



Dean Students' Welfare

## **List of Officers/Employees working in the Dean Students' Welfare Office, M.D.U. Rohtak**

1. Prof. Raj Kumar, Dean Students' Welfare
2. Dr. Jagbir Rathee, Director Youth Welfare
3. Dr. Jagwanti Deswal, Yoga Teacher
4. Dr. Partap Rathee, Assistant Director Youth Welfare
5. Sh. K.L. Bhatia, Assistant
6. Sh. Krishan Kumar, Assistant
7. Mrs. Sunita, Assistant
8. Shri Niwas Dalal, Sr. Lecture Assistant
9. Mr. Naresh Kumar, Assistant
10. Sh. Baljit Singh, Clerk
11. Sh. Kedar Singh, Securityman
12. Sh. Ramesh Kumar, Common Room Attendant (Boys)
13. Mrs. Suman, Common Room Attendant (Girls)
14. Sh. Mandeep Kumar, Groundman

**Suggestions/Recommendations**

- An indoor multipurpose multi-media theatre with a capacity of 150-200 persons for organizing various short term courses, academic and cultural events in the Student Activity Centre may be constructed.
- Fixture in the Waiting/Reception Area needs to be enhanced.
- If possible, provision of lift facilities may be made in all the buildings for differently abled persons.

Engg. cell

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**DESIGNATION-WISE NUMBER OF STAFF.**

Sr. no.	Name of Employee	Designation
<b>DIVISION-I</b>		
1.	JagdishDahiya	Executive Engineer
2.	Sansar Singh	Sub-Divisional Clerk
3.	Sanjeev Kumar	Assistant
4.	Raj Kumar	Draftsman
5.	YagDutt	Draftsman
6.	Vikas,	Clerk-cum-JDEO
7.	Ravi ShankerKataria,	Clerk-cum-JDEO
8.	SurajBhan,	Jr. Modeler Carpenter G-I
9.	Rakesh,	Waiter
10.	Jagbir,	Pipe Fitter
11.	Pinki,	Work-Supervisor (Short Term Contractual Appointment)
12.	Sachin	Clerk through outpouring agency
13.	Suresh Kumar	Peon through outpouring agency
14.	Joginder	Peon through outpouring agency
15.	Devender	Peon through outpouring agency
<b>SUB-DIVISION (CIVIL)</b>		
1.	S.N. Redhu	Sub-Divisional Engineer
2.	VipinSighal	Junior Engineer(Civil)
3.	Joginder Kumar	Junior Engineer(Civil)
4.	Harkesh	Beldar
<b>SUB-DIVISION(C-II)</b>		
1.	Prem Chand	Junior Engineer(Civil)
2.	Jitender Singh	Junior Engineer(Civil)
3.	Mandeep Saini	Junior Engineer(Civil)
4.	SurenderPhogat	Junior Engineer(Civil)

<b>Sr. no.</b>	<b>Name of Employee</b>	<b>Designation</b>
5.	Vivek Tyagi, Asstt.	Assistant
6.	Jaideep Balhara	Work-Supervisor (Short Term Contractual Appointment)
<b>SUB-DIVISION(C-III)</b>		
1.	Satya Pal Singh, SDE (C-III)	Sub-Divisional Engineer
2.	Suresh Dalal, J.E. (Civil)	Junior Engineer(Civil)
3.	Devender Dahiya, J.E. (Civil)	Junior Engineer(Civil)
4.	Smt. Shakuntla Kumari	Superintendent, E-Complaint Centre
5.	Raj Pal,	Work-Supervisor
6.	Krishan Kumar	Clerk
7.	Balbir Singh	Beldar
8.	Ram Phal	Mason
9.	Raj Pal	Whitewasher
10.	Dharamvir	Whitewasher
11.	Sikka Ram	Beldar
12.	Jai Bhagwan	Beldar
13.	Gyan Parkash	Securityman
14.	Ram Nath	Plumber
15.	Krishan	Whitewasher
16.	Kuldeep Godara	Work-Supervisor (Short Term Contractual Appointment)
17.	Raj Kumar	Work-Supervisor (Short Term Contractual Appointment)
<b>SUB-DIVISION(PH)</b>		
1.	Vijay Kumar, J.E. (PH)	Junior Engineer(PH)
2.	Dharambir,	Clerk
3.	Jagdish,	Assistant
4.	Shankar Lal,	Fitter Coolie
5.	Shamsher,	WPO
6.	Krishan Lal,	WPO
7.	Ramesh Chander,	Security Guard

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<b>Sr. no.</b>	<b>Name of Employee</b>	<b>Designation</b>
8.	Sobha Ram,	Security Guard
9.	Bhup Singh,	Pump Driver
10.	Umed Singh,	WPO
11.	Rajender,	Sewerman
12.	Ashok Kumar,	Sewerman
13.	Shri Niwas,	Work-Supervisor (Short Term Contractual Appointment)
<b>SUB-DIVISION(Horti.-I)</b>		
1.	Niranjan Kumar	Sub-Divisional Engineer (Horti.-I)
2.	Ram Niwas	Clerk
3.	Ram Sanjeevan-I	Hort. Supervisor
4.	Rohtash	Head Mali
5.	Om Parkash	Head Mali
6.	Subhash	Mali
7.	Mukhtyar	Mali
8.	Jagjit Singh	Mali
9.	Krishan Kumar-II	Mali
10.	Dharam Pal	Beldar
<b>SUB-DIVISION(Horti.-II)</b>		
1.	Baljit Singh	Sub-Divisional Engineer (Horti.-II)
2.	Ajmar	Clerk
3.	Dharmender	Peon
4.	Inder Bahadur	Head Mali
5.	Ramesh Kumar	Mali
6.	Sunder Lal	Mali
7.	Ram Sanjeevan-II	Mali
8.	Tara Chand	Mali
9.	Surender-I	Security Guard
10.	Ashok-II	Security Guard
11.	Mohinder Singh-III	Security Guard

<b>Sr. no.</b>	<b>Name of Employee</b>	<b>Designation</b>
<b>DIVISION-II</b>		
1.	Satyawan Malik	Executive Engineer (C-II)
2.	Madan Lal	PS to VC
3.	Pawan Kumar	JE (Civil)
4.	Bimal Kumar	Draftsman
5.	Sunil Kumar	Clerk-cum-Jr. D.E.O.
6.	Bikram Kumar	Clerk
7.	Dinish	Clerk through outsourcing agency
8.	Surender	Peon through outsourcing agency
<b>SUB-DIVISION(ELECT.)</b>		
1.	Rajesh Gulia	Sub-Divisional Engineer(Elect.)
2.	Rajeev Mittal	Junior Engineer(Elect.)
3.	RadheyShyam	Junior Engineer(Elect.)
4.	Ashok Kumar	Junior Engineer(Elect.)
5.	Suresh Kumar	Assistant
6.	Ashwani Kumar	A. C. Supervisor
7.	Rishi Pal	Lineman
8.	Ramesh Kumar	Lineman
9.	Raj Kumar	T-Mate
10.	Pyare Lal	T-Mate
11.	Rajesh Kumar	T-Mate
12.	Bhim Singh	T-Mate
13.	Ramesh Kumar	T-Mate
14.	Raj Kumar	T-Mate
15.	Pawan Kumar	T-Mate
16.	Suresh Kumar	T-Mate
17.	Satnarayan	T-Mate
18.	Bishember	T-Mate

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**Sub: Overall Maintenance in MDU Campus.**

The University has sufficient resources for regular upkeep of infrastructure and there are effective mechanism for the upkeep of infrastructure facilities for effective institutional functioning. Sufficient provisions of funds in Annual Budget of the University is being made for upkeep of infrastructure on the campus. The following mechanism/resources are provided for the overall maintenance of University:-

**1. Housekeeping/Sweeping/Dusting/Cleaning services**

University has allotted the Housekeeping/Sweeping/Dusting/cleaning works to the outsourcing agency and approx. 250 employees have been engaged by the outsourcing agency as per Haryana Govt. policy. The agency has sufficient machineries/equipments, tools/tackles and other consumables items for House-keeping, Sweeping, Dusting and cleaning services in MDU Campus. There is a provision in MoU that the agency will be responsible for daily/periodical House-keeping/ sweeping/ dusting/cleaning services on scheduled intervals. The Agency is responsible for:-

1. Housekeeping/sweeping of roads, parkings, footpaths, hard standing areas, collection of litter from inside and surroundings of the buildings, roads and open areas.
2. Collection of waste materials from open areas and dumping it in the selective dustbins in the University campus.
3. Sweeping, dusting and cleaning of all institutional buildings/hostels & other allied buildings.
4. Cleaning of tiles, grills, fountains etc.
5. The agency is responsible for localized rodent control, insect control, termite control, pest control, mosquito control, fungus control etc.
6. Removing of stagnate water from roads, parking hard staking areas, open drains etc. No water should be stagnate in these areas more than five hours after the rain even in holidays.
7. Cleaning of external finishes, glass façades, external and internal glass finishes, windowpanes, etc, at least once in a month.

Beside above, the sweeping/dusting/cleaning of roads and hard standing areas in residential complex of this University are being house kept by the permanent employees of University.

## **2. Public Health Maintenance**

University has allotted the Public Health Maintenance works to outsourcing agency and approx. 30 skilled employees have been engaged by the outsourcing agency as per Haryana Govt. policy. The agency has sufficient tools and tackles for Public Health Maintenance in MDU Campus. There is a provision in MoU that the agency will be responsible for preventive/ routine and break down public health maintenance measures. However, the required material for maintenance work is being provided by the University and proper record of consumption of material is maintained. The Agency is responsible for:-

1. Repairing, maintenance and operation of all public health fittings in the buildings
2. Maintenance of water coolers, water purifiers, geysers, etc.
3. Removing of blockage, leakage of any pipe line etc. immediately after tracing out in the building
4. Cleaning of open drains
5. Proper cleaning of overhead tanks of roof/water coolers
6. Removing of blockage of sewer lines.

## **3. Maintenance of Furniture including wooden Doors and Windows:**

University has allotted the maintenance of furniture items to outsourcing agency and approx. 10-12 skilled employees have been engaged by the outsourcing agency as per Haryana Govt. policy. The agency has sufficient tools and tackles for maintenance of furniture items including wooden doors and windows. There is a provision in MoU that the agency will be responsible for preventive/routine and break down measures for maintenance of furniture. However, the required material for maintenance work is being provided by the University and proper record of consumption of material is maintained. The Agency is responsible for:-

1. Maintenance of all types of furniture lying in the Institutional buildings/hostels/other buildings, etc.
2. Repairing of wooden doors, windows and cupboards, etc.
3. Repairing of beds, study chairs, study tables, dinning tables, etc. in the hostels.

#### **4. Maintenance of Civil Works**

Civil maintenance works in the campus are being done by the Engineering Cell of the University. The sufficient staff like mason, whiter washers, plumbers, sewerman, helpers, etc. are available in the Engineering Cell. The preventive/routine and breakdown maintenance are being attended by the Engineering cell Staff itself. However, major maintenance works are being done through contractors as per PWD norms by following proper procedure through e-tendering.

#### **5. Electrical Maintenance:-**

University has allotted the Electrical Maintenance works to outsourcing agency and approx. 60 skilled employees have been engaged by the outsourcing agency as per Haryana Govt. policy. The agency has sufficient equipments, tools/tackles, etc. for Electrical Maintenance in MDU Campus. There is a provision in MoU that the agency will be responsible for daily/periodical maintenance. The preventive/routine and breakdown maintenance is being attended by the agency. However, the required material for maintenance work is being provided by the University and proper record of consumption of material is maintained. The Agency is responsible for:-

1. Maintenance of electrical equipments, ACs, D.G.Sets, ceiling fans, desert coolers, exhaust fans, tubelights, etc. in the Institutional buildings/hostels and other buildings in the University.
2. Timely cleaning of ceiling fans, exhaust fans, tube fittings, switches and sheets, main nitch and sub nitches, float lights, etc.
3. Maintenance and repairing of all internal wiring of building and replacement/rewiring of burnt/damaged wiring with new one.

#### **6. Maintenance of HT/LT lines, substations and Street lights in campus**

8)

The maintenance of HT/LT lines, substations including Street lights on the campus have been outsourced to the agency and approx. 16-18 highly skilled workers have been engaged by the agency. The agency has sufficient equipments, tools/tackles for Maintenance of HT/LT lines and substations in the campus. The preventive/routine and breakdown maintenance is being attended by the agency. There is a provision in MoU that the agency will be responsible for daily/periodical maintenance on scheduled intervals. The agency is responsible for:-

1. Preventive maintenance of HT/LT Lines
2. Preventive maintenance of sub-stations
3. Preventive maintenance of Street lights
4. Immediate maintenance during any break down

#### **7. Horticulture**

The maintenance of horticulture and development works has been outsourced by the University and approx. 70-80 malis and other workers have been engaged by the agency. The agency has sufficient machineries/equipments, tools/tackles for Horticulture and Development works on the campus. The preventive/routine maintenance is being attended by the agency. There is a provision in MoU that the agency will be responsible for daily/periodical maintenance on scheduled intervals. The agency is responsible for:-

1. Maintenance of all types of trees and plants
2. Maintenance of fine grassing and rough grassing
3. Maintenance of hedges, flower pots
4. Development of additional landscaping works
5. Plantation of new plants, etc

**Details of administrative Staff of the Engineering Cell, MDU, Rohtak having knowledge of Operating MS Word, Power Point and MS Excel:-**

Sr. No.	Name of Official	Designation	Having Knowledge of M.S. Word (YES/NO)	Having Knowledge of Power Point (YES/NO)	Having Knowledge of M.S. Excel (YES/NO)
1.	Sh. Jagdish Singh Dahiya	Executive Engineer	YES	YES	YES
2.	Sh. Rajesh Gulia	Sub-Divisional Engineer	YES	YES	YES
3.	Sh. Sanjeev Kumar	Assistant	YES	NO	YES
4.	Sh. Bimal Kumar	Draftsman	YES	NO	YES
5.	Sh. Sansar Singh	Sub-Divisional Clerk	YES	NO	NO
6.	Sh. Ram Niwas	Clerk	YES	NO	NO
7.	Sh. Ajmer	Clerk	YES	NO	NO
8.	Sh. Krishan Kumar	Clerk	YES	NO	NO
9.	Sh. Vikas Gill	Clerk-cum-JDEO	YES	NO	YES
10.	Sh. Sunil Kumar	Clerk-cum-JDEO	YES	YES	YES
11.	Sh. Ravi Shanker	Clerk-cum-JDEO	YES	NO	YES
12.	Virender	AutoCAD Operator through outsourcing agency	YES	NO	YES
13.	Pinki	Work-Supervisor (Short Term Contractual Appointment)	YES	NO	YES
14.	Jaideep	Work-Supervisor (Short Term Contractual Appointment)	YES	NO	YES
15.	Raj Kumar	Work-Supervisor (Short Term Contractual Appointment)	YES	NO	YES

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**Numbers of Computers in working condition in the : 12 nos.**  
**Engineering Cell MDU, Rohtak**

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**Sub: Strength & Weakness of the Engineering Cell.**

The Engineering Cell is looking after all construction and maintenance works of civil, electrical, public health, horticulture, etc. being carried out in the MDU Campus, Rohtak. The staff of the Engineering Cell is capable to perform their duties day and night with dedication and pleasure. Prompt actions are taken up by the staff members of the office during any breakdowns, emergencies, urgencies, etc. Latest technologies are adopted in the construction/maintenance works. However, due to lack of knowledge of computers of some officials staff hinder the functioning of Engineering Cell.

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**Sub: Improvement/ updation done during the last five years i.e. from July 2013 to June 2018**

The Engineering Cell has carried out many major/minor construction projects during last five years in the MDU Campus. Construction of 400 mtr Synthetic Athletic track, Construction of 3 MLD Sewerage Treatment Plant, Construction of 12 nos. Faculty Flats (equivalent to Type-III houses), Construction of 36 nos. Flats (Equivalent to Type-IA houses) for non-teaching employees, Construction of 300 bedded Nilgiri Boys Hostel, Construction of Physical Education and sports services buildings, Installation of IMW Solar Power Plant, Centralized AC plant in Multipurpose Gymnasium Hall are some of the major projects completed and functioned during last five years.

The raw water line with sufficient hydrants have been provided in the campus for watering for Horticulture/Irrigation works. The material in construction works are taken environment friendly like fly-ash bricks, PPC cement, LED lights, etc. The HT/LT overhead lines in whole of the campus have been made underground. Approx. 55% luminaries have been changed with LED fittings. 60% Institutional/administrative buildings have been equipped with Air-conditioning to provide supportable working environment. The Engineering Cell is continuously adopting the latest construction and maintenance techniques for the works.

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**MAHARSHI DAYANAND UNIVERSITY ROHTAK**

(A State University established under Haryana Act. No. 25/1975)

NAAC Accredited 'A' Grade

Sub: Meeting Regarding Administrative Audit on 19/6/18.

Reference your office e-mail dated 20/6/18 on the subject cited above.

The Administrative Audit Check list in respect of Engineering Cell is attached herewith for your kind perusal.

It is also submitted that the information as above has also been sent through e-mail.

Encls : As above.

/EE/O-1/ 2129  
ed..... 29/6/18

  
Executive Engineer  
29/6/18  
24-06-2018

Registrar

05440  
29/06/18

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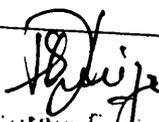
**Administrative Audit Check List**

**Engineering Cell**

**Maharshi Dayanand University, Rohtak**

<b><u>Check Points</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Remarks</u></b>
System for control/reporting to Supervisory officers	Yes		The disposal of the dak/letters/correspondence/ complaints received from various quarter concerned are being monitored by the Supervisory officers on regular basis.
Procedure for lodging complaints	Yes		The complaints regarding any type of maintenance work can be lodged in E-complaint Centre/office of Engineering Cell through e-mail, telephonically or personally.
Procedure being followed to resolve the complaints after these are lodged	Yes		The lodged complaint is being sent to site officials and after examining, these complaints are attended by the concerned site official regularly. However, the urgent nature of complaints are attended on priority basis.
Procedure of feedback to user after complaint is acted upon	Yes		After attending the complaint, the satisfactory report from the complainant/quarter concerned is received.
Analysis of data and identification of critical areas which could be focus of our attention	Yes		The site officials remains aware/alert all the time on critical areas like break down of water pipe line, blockage of sewer line, etc.
Issue records and receipt records of the following	Yes		The proper Stock Register for receipt and issue of such items/material is maintained separately for consumable and non-consumable items.
a) Stationary	Yes		
b) Furniture	Yes		
c) Telephone Instruments	Yes		
d) Housekeeping Material	Yes		
Service records of employees		No	The Service record like Service Book, Personal Files are being maintained in the Estt. Branch of the University
Verification Procedure of log book records of van drivers	Yes		The proper log book in respect of Car/Jeep/ tractor is being maintained by the concerned Driver which is supervised by the Transport Officer/Supervisory staff
Procedure for out sourced agencies/suppliers for following suppliers hire system, signed contracts and payment system	Yes		The outsourced agency/suppliers are engaged through e-tendering by following the due procedure in a transparent manner strictly complying the Government instructions.

a) Hiring System	Yes		Through wide publicity in the newspaper/University Website and e-tendering portal
b) Signed contracts	Yes		Agreement/MoU is prepared and signed after the work is allotted
c) Payment system	Yes		On completion of work the payment is made strictly as per MoU/agreement
Schedule for checking and records of the following	Yes		The servicing and maintenance of equipments is maintained and supervised by the supervisory staff through the skilled manpower
a) Equipments	Yes		
b) RO System (in house and outside)	Yes		RO system in houses is not under the control of University. However, treated water from water treatment plant is being supplied in the University Campus. The filter media is also installed before the Water Coolers in various institutional departments and hostels which are being maintained by the outsourcing agency.
c) EDPs and STPs	Yes		STP is under construction. However, EDP is not under the control of Engg. Cell
Approval of outsourced vehicles rates and hiring record		No	Not under the control of Engineering Cell
Records of Income Dak from outside and distribution to different institutions	Yes		Proper record of Dak received in this office is being maintained in Diary Register
Records of outgoing Dak collected from different institutions	Yes		Proper record of outgoing Dak is being maintained in Dispatch Register.
Records of telephone lines department-wise and payment procedure		No	Not under the control of Engineering Cell
Procedure and records of waste disposal including Electrical Waste like tubelights and others like waste engine oil	Yes		<p><u>Solid Waste</u></p> <p>The Housekeeping, cleaning and sweeping is being done by outsourcing agency on regular/daily basis as well as the Solid Waste is lifted and disposed off by the outsourced agency.</p> <p><u>Sewerage Waste</u></p> <p>The STP is under construction for treatment of liquid/sewer waste</p> <p><u>Electrical Waste</u></p> <p>Not under the scope of this office.</p>

  
 Executive Engineer  
 M.D. University  
 BONGALUR PL 29.06.2018



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**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

(A State University established under Haryana Act No. XXV of 1975)  
'A' Grade University Accredited by NAAC

No. EE/C-II/18/ \_\_\_\_\_

Dated : \_\_\_\_\_

To

Dr. Gulshan Taneja,  
Director, IQAC,  
(Deptt. of Mathematics)  
M. D. University, Rohtak

Sub : Information / details of the works executed under the office of Executive Engineer (C-II), MDU, Rohtak for making preparations for Administrative Audit of the University.

Sir,

This is with reference to the Meeting held on 19.06.2018 at 11:00 AM in the Board Room of the Institute of Hotel & Tourism Management and further with reference to the Minutes of this Meeting received from the Registrar through e-mail on 20.06.2018.

The information / details of the works executed under the office of Executive Engineer (C-II), MDU, Rohtak for making preparations for Administrative Audit of the University, are enclosed herewith for your kind information and taking further necessary action, pl.

Encl./ As above.

Yours faithfully,

*Saj*  
(Satyawan Malik)  
Executive Engineer (C-II)

Endst. No. EE/C-II/18/ 898 Dated: 29-6-18.

✓ A copy of above is forwarded to OSD to Registrar (for kind information of the Registrar), MDU, Rohtak along with a copy of Information / details of the works executed under the office of Executive Engineer (C-II), MDU, Rohtak for making preparations for Administrative Audit of the University.

Encl./ As above.

*Saj*  
(Satyawan Malik)  
Executive Engineer (C-II)

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## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

**INFORMATION / DETAILS OF THE WORKS EXECUTED UNDER THE OFFICE OF EXECUTIVE ENGINEER (C-II), MDU, ROHTAK FOR MAKING PREPARATIONS FOR ADMINISTRATIVE AUDIT OF THE UNIVERSITY.**

Sr. no.	Name of the Work	Remarks / Benefits
1.	<p>(i) Electrification work including Diesel Generator Set of the required capacity for the Indoor Gymnasium Hall in MDU, Rohtak.</p> <p>(ii) Supply, Erection, Testing &amp; Commissioning of Air-conditioning System for the Indoor Gymnasium Hall in MDU, Rohtak.</p>	<p>Prior to execution of these two works in the Indoor Gymnasium Hall, the students / sports persons were facing great difficulty in the summer season due to scorching heat in preparation for the sports competitions at the State as well as National Level. By providing the facility of Generator Set and air-conditioning in this Indoor Gymnasium Hall, the efficiency of the students / sports persons have improved at a large scale and thus the University has produced better sports persons for competition in their sports fields and the University has achieved various types of medals / trophies etc. in the field of sports and the University has gained a reputed name &amp; fame at the State as well as National Level.</p>
2.	<p>Providing &amp; Fixing of flood light fittings for 4 nos. Basket Ball Courts and 4 nos. Tennis Courts in the grounds of Sports Complex in MDU, Rohtak.</p>	<p>Prior to execution of this work, the students / sports persons were facing great difficulty in preparation for the sports competitions at the State as well as National Level. By providing and fixing these flood lights in the Basket Ball Courts and Tennis Courts in the grounds of Sports Complex, now there is much proper illumination in the night which has benefitted the students / sports persons to play even in the night at a large scale and thus the University has produced better sports persons for competition in their sports fields and thus the University has achieved various types of medals / trophies etc. in the field of sports and the University has gained a reputed name &amp; fame at the State as well as National Level.</p>

Sr. no.	Name of the Work	Remarks / Benefits
3.	Providing & Laying 11 KV underground cables from 132 KV sub-station (Bulk supply energy Meter Room) to Girls Hostel no. 3 in MDU, Rohtak.	Prior to execution of this work, the overhead HT lines were creating problems which caused failure of power supply due to heavy rains, heavy wind storms, natural calamity and there was every possibility of any type of mishappening / fatal accident etc. and the University had to incur the expenditure on repairing / maintenance of these lines. By Providing & Laying 11 KV underground cables from 132 KV sub-station, there is much safety from the above storms / rains etc. and the University has thus saved the expenditure and there is un-interrupted power supply in the University, which is benefitting the students / Research Scholars etc. etc.
4.	Supply, Installation, Testing & Commissioning (SITC) of the packaged air-cooling system in the Press Building, MDU, Rohtak.	There are various types of machines etc. for printing all the documents, registers, papers, forms etc. and the officials working in the press had been facing great difficulty in doing their jobs in the summer season due to scorching heat as these machines etc. get heated. The necessity for providing air-cooling system in this Press Building was raised by the official of the press and hence keeping in view their genuine demand, the job of SITC of the packaged air-cooling system in the Press Building was done, which has now improved the efficiency of the officials in performing their duties. Hence, the printing work of the University is being done promptly.



Name of the Work	Remarks / Benefits																																													
<p>Design, Manufacturing, Supply, Erection, Testing &amp; Commissioning including Warranty, Operation &amp; Maintenance of 1 MW (i.e. 2 nos. 500 KWp capacity each) Grid-Tie Roof-Top Solar PV Power System for 25 years in MDU, Campus, Rohtak on Power Purchase Agreement (PPA) basis.</p>	<p>The State Govt. as well as the Center Govt. has been encouraging / asking the Govt. Deptts. / offices / private sectors / individuals etc. for installation of Solar Plants in the buildings / houses for which they are giving subsidy, which will also benefit for the less consumption / energy being consumed and thus the Solar Power Plant will save the electricity. Accordingly, the University thought it better in its interest for the installation of Solar Power Plant in MDU Campus, Rohtak and thus the Solar Power Plant of the capacity of 1000 KWp has been installed in MDU, Rohtak in the following buildings, which has saved the expenditure of the University on account of cheaper rates of electricity so produced from the Solar Power Plant to meet out the requirements in the MDU Campus :</p>																																													
	<table border="1"> <thead> <tr> <th data-bbox="598 952 646 1041">Sr. no.</th> <th data-bbox="694 952 981 996">Site / Building Name</th> <th data-bbox="1228 974 1348 1086">Solar Capacity (Kwp)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Mechanical Deptt. Building</td> <td>107</td> </tr> <tr> <td>2</td> <td>Computer Deptt. Building</td> <td>111</td> </tr> <tr> <td>3</td> <td>Biotech Deptt. Building</td> <td>80</td> </tr> <tr> <td>4</td> <td>Extension UIET Building</td> <td>115</td> </tr> <tr> <td>5</td> <td>Pariksha Sadan Building</td> <td>110</td> </tr> <tr> <td>6</td> <td>Pharmacy Deptt. Building</td> <td>70</td> </tr> <tr> <td>7</td> <td>Bhagirathi Girls Hostel Building</td> <td>62</td> </tr> <tr> <td>8</td> <td>Krishna Girls Hostel Building</td> <td>55</td> </tr> <tr> <td>9</td> <td>Yamuna Girls Hostel Building</td> <td>58</td> </tr> <tr> <td>10</td> <td>Meghna Part-1 Girls Hostel Building</td> <td>30</td> </tr> <tr> <td>11</td> <td>Meghna Part-2 Girls Hostel Building</td> <td>30</td> </tr> <tr> <td>12</td> <td>Sabarmati Girls Hostel Building</td> <td>86</td> </tr> <tr> <td>13</td> <td>Kaveri Girls Hostel Building</td> <td>86</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total =</td> <td>1000 Kwp</td> </tr> </tbody> </table>	Sr. no.	Site / Building Name	Solar Capacity (Kwp)	1	Mechanical Deptt. Building	107	2	Computer Deptt. Building	111	3	Biotech Deptt. Building	80	4	Extension UIET Building	115	5	Pariksha Sadan Building	110	6	Pharmacy Deptt. Building	70	7	Bhagirathi Girls Hostel Building	62	8	Krishna Girls Hostel Building	55	9	Yamuna Girls Hostel Building	58	10	Meghna Part-1 Girls Hostel Building	30	11	Meghna Part-2 Girls Hostel Building	30	12	Sabarmati Girls Hostel Building	86	13	Kaveri Girls Hostel Building	86	Total =		1000 Kwp
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Sr. no.	Name of the Work	Remarks / Benefits
6.	Construction of 02 nos. 11 KV Indoor Electric Sub-stations (including E.I. services).	The pole mounting sub-stations already installed in MDU Campus, Rohtak were creating problems because some defects used to develop in the transformers due to rains / wind storms / natural calamity etc., which resulted into interrupted power supply in MDU Campus, Rohtak. Therefore, this work has been executed and thus there is no interruption of power supply and the problem has been solved for future also.
7.	Providing & Fixing LED tube lights inside the various buildings and Providing & Fixing LED street lights.	The tube lights already fixed inside the various buildings, are being replaced with LED tube rods / fittings. Similarly, the street light fittings have also been replaced into LED street light fittings for saving energy and for minimizing the monthly electricity consumption bill of the University .

  
29/6/18

Executive Engineer (C-II),  
M. D. University, Rohtak

**Establishment Non-Teaching Branch**

- **Designation-wise number of staff is as under:**

**Regular Staff:-**

Assistant Registrar	01
Superintendent	03
Deputy Superintendent	01
Assistant	13 (one on deputation in GUG)
Clerk/CJDEO	09
Peon	03 (02 designated Clerk)

**Outsourcing Staff:-**

Peon	02
Clerk	07

- **Does administrative staff have the knowledge of operating MS/Power Point and MS Excel (Give Branch-wise detail as to how many staff members out of total have such knowledge**

All the Clerk-cum-JDEOs and most of the Assistants have **full knowledge of MS Office including Power Point and Excel**. Most of the remaining staff has working knowledge of computers.

- **Number of computers in working condition:**

There are 25 computers in the Branch in good working condition alongwith sufficient numbers of Printers and Scanners.

- **Strength & Weakness:**

**Strengths:**

1. The Branch keeps in touch with the latest Central and State Govt. rules, policies etc. and responds to these from time to time within the stipulated period.
2. Most of the staff has the knowledge of computers and make frequent use of internet to consult and act according to latest State Govt. & Central Govt. Policies etc.
3. Open discussions are always welcome and permitted with the higher-ups in the office hierarchy.
4. All the staff works in co-ordination and with proper consultation on different issues.

**Weaknesses:**

1. The office thoroughly consults various issues viz. Legal aspects, accounts matters, service matters and above all benefits of the fellow employees which sometimes cause delay in taking decisions.
- **Write up on the improvement/updation done during the last five years i.e. from July 2013 to June 2018 (atleast 500 words):**

Initially the recruitment process of the Non-teaching employees was totally offline. Now, the office has initiated online recruitment process which saves a lot of time, money & resources which is a step towards the total digitalization on the part of the University.

Computer training sessions have been arranged from time to time for the officials upto the level of the Assistants. Three months computer training has been made mandatory for the Clerks promoted from Class-IV categories just to make them computer literate. Not only this, a few of the peons have also shown their interest in computers and they have also attended and passed the mandatory computer test and are discharging the duties of Clerk.

In the past, manual entry of papers/files was maintained in the diary register which sometimes caused a lot of delay in movement of paper. To avoid this, the diary system has been updated and online movement record of the papers / files diarised is being maintained. Secondly, this has enhanced the transparency of the movement of the papers /files as this online diary is accessible to the respective Branches.

Also a number of circulars/notifications etc. are being sent online as all the Branches/ Departments are maintaining separate E-mail address which is again a step towards total digitalization. Secondly, this has enhanced the transparency of the movement of the papers /files as this online diary is accessible to the respective Branches

This Branch is dealing with the National Apprentice Scheme and is imparting training to the students of different trades i.e. Electrician, Steno and Computer Operator & Programming Assistant by deputing them in different branches of the University. At present, this Branch is dealing with more than 40 trainees.

The officials have participated in the workshops/seminars/lectures on the topic of administration, accounts, taxation, GST, effective public dealing etc.

The office has encouraged and allowed its officials to join Yoga and Sports activities organized by the University to rejuvenate and refresh themselves from the routine office life.

- **Grievance & Redressal Mechanism:**

The Assistant Registrar (Estt. NT)/ Nodal Officer is dealing with the Grievances of general public received through the online platform of CM Grievance, PM Grievance & UGC Grievance and he is playing a vital role in settlement of all the complaints received through the above platforms and in result of that approximate 95% complaints have already been resolved.

**Superintendent (Estt.NT)**

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**Maharshi Dayanand University, Rohtak**  
**Establishment Non-Teaching Branch**

8-5191  
29/6/18

Checkpoints	Yes	No	Remarks
System for control/reporting to Supervisory Officers	Yes		On upward direction from Dy. Supdt./Supdt. to Asstt. Registrar.
Procedure for lodging complaints	Yes		This Branch receives all types of requests from the Non-Teaching Employees. With regard to grievances, there is a proper Grievances Cell maintained in the University
Procedure being followed to resolve the complaints after these are loaded	Yes		There is a proper Grievances Cell maintained in the University. All the complaints are put up to the University Administration, where ever necessary, separate Committees are constituted to deal a Complaint.
Procedure of Feed back to user after complaint is acted upon	Yes		The complainant is informed on the action taken on the complaint by this Branch.
Analysis of Data and identification of critical areas which could be focus of our attention	Yes		All the data related to employees is maintained properly and help form different agencies is also taken from time to time.
Issue records and receipt records of the following	Yes		The record is being maintained by the Store-Keeper of the Branch in the Stock Register for the items mentioned in Col. a, b, c and d separately for Consumable and Non consumable items
a) Stationary	Yes		
b) Furniture	Yes		
c) Telephone Instruments	N.A		
d) Housekeeping material	N.A		
Service records of employees	Yes		This Branch deals with the Non-Teaching Employees. All record relating to the Non-Teaching Employees is being maintained by the different sets of the Establishment Non-Teaching Branch. Besides Recruitment is also processed by this Section and during the last five years more than 80 employees have been recruited in the University on regular basis. Each set is having its own Computer Set/s. There is a separate email id of the

  
Assistant Registrar (Estt. NT.)  
Maharshi Dayanand University

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			Branch Officer for receiving/sending the information.
Verification Procedure of log book records of van drivers		No	Relates to Transport office
Procedure for outsourced agencies/suppliers for following suppliers hire system,, signed contracts and payment system			Tender/E tenders are being invited from the Registered/Reputed Agencies.
a) Hiring system			Tenders are invited through advertisement
b) Signed contracts			
c) Payment system			
Schedule for checking and records of the following			This work is assigned to General Branch.
a) Equipments			
b) R.O. system (in house and outside)			
c) EDPs and STPs			
Approval of outsourced vehicle rates and hiring record			This work is assigned to T.O. Office.
Records of Incoming Dak from outside and distribution to different institutions			Proper record of incoming Dak is being maintained in Diary Register. It is distributed to the concerned Sets internally for taking further necessary action. Establishment NT is working on online file tracking System for Diary of files
Records of outgoing Dak collected from different institutions	Yes		There is a Dispatch Register through which various reply/communication are sent to the concerned person/Institution.
Records of telephone lines department-wise and payment procedure			Online payment of the telephone bill is done
Procedure and records of waste disposal including Electrical waste like tube lights and other like waste engine oil			This job is taken up by XEN Office

*[Signature]*  
29/6/18

Assistant Registrar (Estt. NT.)  
Maharshi Dayanand University  
ROHTAK-124001 *[Signature]*

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**MAHARSHI DAYANAND UNIVERSITY ROHTAK  
ESTABLISHMENT (TEACHING) BRANCH**

**A. Designation Wise No. of Staff:-**

1.	Deputy Registrar	One
2.	Superintendent	Two
3.	Assistant	Six
4.	Clerk-cum-JDEO	Four
5.	Steno-Typist	Two
6.	Peon	One

Six clerks and two peons are working through out sourcing.

**B. Internet Facilities:-**

Internet facility is available in the university.

**C. Overall Maintenance**

This branch deals with the teaching faculty. All the record relating to the teachers is being maintained by the different sets of the branch. The proper record of incoming and outgoing dak is being maintained in the dairy/dispatch register respectively. There is a store keeper who maintains the stock register of the branch for consumable and non consumable item separately.

**D. Does administrative staff have the knowledge of operating MS/Power Point and MS Excel (Give Branch-wise details as to how many staff members out of total have such knowledge**

All the Assistants/Clerk-cum-JEDOs/Steno-Typist have the knowledge of operating MS/Power Point and MS Excel and rest of the staff have computer knowledge.

**E. No of Computer in working Condition**

There are 14 computers in the branch.

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## **F. Strength & Weakness**

### **i. Teamwork**

Working well with others is strength in a team environment, such as a place of employment. Workers who are team players have the ability to relate to others, moderate conflicts and motivate team members. A strong team player will promote the ideas of his team mates if it is in the best interest of the organization. The Estt. Branch (Teaching) is the perfect example of this. Each employee co-operates with each other and in case of any need/help is always ready.

### **ii. Communication skills**

The employee with communication skills has the ability to convey a message to other through verbal and written communication. Communication skills also include the ability to listen and relate to others. Employers value workers with the ability to communicate effectively.

The Estt.-Branch (Teaching) deals with the teachers almost having the highest degree i.e. Ph.D. The staff has to communicate with them. Though the office tries its best to restrain them for minimum visits for their official work, yet in any case, they visit, they are fully satisfied.

### **iii. Dependability**

Employers look for workers who are dependable and responsible. The dependable worker shows up to work every day and on time. In addition to showing up to work, a dependable employee is one the employer can turn to for a task. With responsible employees, the authority can rest assured the work will complete the assigned task on time.

In the Estt.-Teaching Branch, all the employee are dependable and responsible. In case of any orders for completing the assignment, they attend office even on holiday without any reservation.

### **iv. Motivation**

Employees with skills can motivate others to work at their highest level to reach the goals of organization.

In this office, Senior Persons having officials skills also encourage their juniors by doing the official work with almost dedication. This makes a huge impact on the juniors and they are motivated.

Above all, the officials of this branch are well acquainted with the computer and its functioning. Most of the work is done through computer. This has lessened the paper work.

#### **G. Improvement/updatation during last 5 years**

To stay relevant, especially when it comes to technology, means keeping up with what is trending, technology wise, in your industry. It's important to know the extent of your customer's technological expertise and stay on pace with them. Technology will continue to advance and the people will find new and exciting ways to use it. If an organization continues to resist progress and decides not to keep up with technology, they are likely to fade away into obscurity. Keeping ahead of technology is a necessity if your organization anticipates long term stability and growth. To acquaint with latest updates in the world, technology is the most effective medium.

This office is dealing with the teachers. The status quo is much preferable, at least among the established faculty - the younger ones are more likely to want to raise standards.

During the last 5 years, young faculty has been appointed/engaged as Resource persons. The young people use the new technology very effectively.

In the Branch, many new computers have been installed and each employee has been trained for operating the same. The diary system has been upgraded from manual to computerized. The tracking system has been made operative. By doing this, now, it has come very easy to track the file where it exists in the University. Most of the work is done through e-mail resulting the save of time and also the paper work. The staff is well acquainted with the use of internet. So, they are able to assess happening in the world.

Due to adoption of new technology like e-mail etc., the office is using it very frequently and thus making the teachers' visit to very minimum level for their official Work. The information is sought even by the teachers on mail and the same is

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responded through this immediately. As a matter of fact, the teaching work in the Department does not suffer and the students are not put at teaching loss.

Earlier with the use of typing machines, the office had to type the same matter again and again. But with the availability of computers, it has come very easier and the same matter need not to type again and again.

Moreover, in the power bank, Pen Drive, C.D. etc., data in bulk can be stored which can be accessed at any time. For this purpose, the files need not to open again and again. The University has invited application forms for appointment to various teaching posts through online mode. The Application Fee has also been submitted/deposited by the candidates through online.

Deputy Registrar (Estt. T)

SK./Estt.T / 4290  
 Dated: 22/6/18

**Maharshi Dayanand University, Rohtak**  
**ESTABLISHMENT TEACHING SECTION**

<b><u>Checkpoints</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Remarks</u></b>
System for control/reporting to Supervisory Officers	Yes		On upward direction from Dy.Suptd/Suptd. to Asstt. Registrar & Asstt. Registrar to Dy.Registrar
Procedure for receiving requests/complaints			This Branch receives all types of requests from the Teachers of the UTD. With regard to grievances, there is a proper Grievances Cell maintained in the University.
Records of Incoming Dak from outside and distribution to different institutions	Yes		Proper record of incoming Dak is being maintained in Diary Register . It is distributed to the concerned Set internally for taking further necessary action. Estt.T Section is working on online file tracking System for Diary of files.
Records of outgoing Dak collected from different institutions	Yes		There is a Dispatch Register through which various reply / communication are sent to the concerned person/Institution
Issue records and receipt records of the following	Yes		The record is being maintained by the Store-Keeper of the Branch in the Stock Register for the items mentioned in Col. a, b, c and d separately Consumable and Non consumable items
a) Stationary	Yes		

OSD to Registrar -

  
 Deputy Registrar (Estt.)  
 M.D. University, Rohtak

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b) Furniture			
c) Telephone Instruments			
d) Housekeeping material			
Service records of employees	Yes		<p>This Branch deals with the teaching faculty. All record relating to the teachers is being maintained by the different sets of the Estt. Teaching. Besides Recruitment is also processed by this Section and during the last five years 48 new faculty members have been recruited in various Depts. Of the University (list attached). Each set is having its own Computer Set. There is a separate email id of the Branch Officer for receiving/sending the information.</p>

  
Deputy Registrar (Estt.-I)  
M.D. University, Rohtak  


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LIST OF TEACHERS APPOINTED IN LAST FIVE YEARS WITH ET-1-

Sr. No.	Name of the Teacher	Present Designation	2017
<b>DEPARTMENT OF HINDI</b>			
1.	Dr Anil Kumar	Assistant Professor	3.7. 2017
<b>DEPARTMENT OF GEOGRAPHY</b>			
1.	Dr Pardeep Kumar	Assistant Professor	3.7. 2017
<b>DEPARTMENT OF DEFENCE &amp; STRATEGIC STUDIES</b>			
1.	Dr Pratap Singh	Assistant Professor	3.7. 2017
<b>DEPARTMENT OF COMMERCE</b>			
1.	Dr Mahender	Assistant Professor	3.7. 2017 (AN)
2.	Dr Sangita Rani	Assistant Professor	3.7. 2017 (AN)
3.	Dr Kapil Malhotra	Assistant Professor	3.7. 2017
4.	Dr Rekha Rani	Assistant Professor	3.7. 2017 (AN)
<b>INSTITUTE OF MANAGEMENT STUDIES &amp; RESEARCH</b>			
1.	Dr Saurabh Kant	Assistant Professor	3.7. 2017 (AN)
1.	Dr Ashok Kumar	- do -	11.2.2014
<b>Institute of Management Studies &amp; Research (under SFS)</b>			
1.	Dr Ekta Rani	Assistant Professor (under SFS)	3.7. 2017 (AN)
2.	Dr Sapna	Assistant Professor (under SFS)	- do -
3.	Dr Neetu Rani	Assistant Professor (under SFS)	- do -
4.	Dr Nitu	Assistant Professor (under SFS)	- do -
5.	Dr Priyanka Yadav	Assistant Professor (under SFS)	- do -
6.	Sh. Jitender Kumar	Assistant Professor (under SFS)	- do -
7.	Dr Aarti	Assistant Professor (under SFS)	14.9.2017
8.	Dr Ishwar Mittal	Assistant Professor (under SFS)	14.9.2017

  
Deputy Registrar (Ext. 3)  
M.D. University, Rohtak

AR  
ET-1

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FOLLOWING TEACHERS HAVE JOINED DURING THE LAST FIVE YEARS

Sr. No.	Name of person	Department	Designation	Date of joining
1	Dr. Rashmi Bhardwaj	Centre for Medical Biotechnology	Assistant Professor	20.11.2013 A.N
2	Dr. Anil Kumar	-do-	-do-	19.9.2013 A.N
3	Dr. Mehak Dangi	Centre for Bioinformatics	-do-	19.9.2013 A.N
4	Dr. Rajesh Punia	Physics	Associate Professor	14.3.2017 A.N
5	Ms. Amrinder Kaur	Computer Sc. & applications	Assistant Professor	14.3.2017 A.N
6	Dr. Sukhvinder Singh Deora	-do-	-do-	17.3.2017

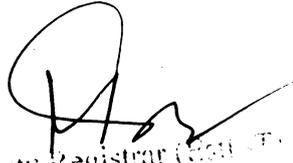
  
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 21/6/17

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Number of full time teachers who joined the institution during the last five years :  
(UJLMS Gurugram) ET-5

Sr. No	Name of the teacher.	Designation	Date of Joining
1.	Dr. Seema	Assistant Professor in English	4.2.13 ( session to session basis) 27.6.13 (Regular)
2.	Dr. Suchitra	Assistant Professor in English	03.7.2017
3.	Dr. Anisha	Assistant Professor in HINDI	05.7.2017
4.	Dr Sunil Devi	Assistant Professor in Political Science	11.2.2014 (A.N)
5.	Dr. Preeti	Assistant Professor in Sociology	11.2.2014 (A.N)
6.	Ms. Kavita	Assistant Professor in Economics	12.2.2014 (F.N.)

  
Deputy Registrar (ET-5)  
M.D. University, Rohtak  
AK

  
21/6/18

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Number of full time teachers who joined the institution during the last five years :  
(Budgeted) ET-5

Sr.No	Name of the Teacher	Designation	Name of the Dept.	Dt of Joining
1	Ms. Menka	Assistant Professor	Education	14.3.2017
2	Ms. Kiran Bala	Assistant Professor	Economics	04.7.2017
3	Sh. Naveen Kumar	Assistant Professor	Journalism & Mass Communication	03.7.2017
4	Dr. Sushma Nara	Assistant Professor	Sanskrit	4.7.2017
5	Dr. Ravi Prabhat	Assistant Professor	Sanskrit	5.7.2017

  
21/6/18





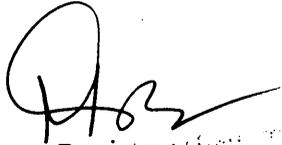
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Number of teachers who joined the institution during the last five years.

Name	Designation	Date of joining
Ms. Suman	Assistant Professor in Mathematics	16.8.2014
Sh. Vineet Kumar	Assistant Professor in Civil Engineering	19.8.2014

ET-6 <sup>21/8/18</sup>

  
Deputy Registrar (Inst. In-charge)  
M.D. University, Rohtak



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**LIST OF TEACHERS IN LAST FIVE YEARS**

**Department of English**

Sr. No.	Name of Teacher	Designation	Date of Joining
1	Dr. Gulab Singh	Professor	29.03.2014
2	Ms. Kavita	Assistant Professor	04.07.2017
3	Dr. Sudhir Kumar	Assistant Professor	12.07.2017

**Department of Library & Information Science**

1	Dr. Nirmal Kumar Swain	Assistant Professor	25.02.2014
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**DDE**

1	Dr. Vinay Malik	Coordinator	13.02.2014
2	Dr. Jagbir Singh Narwal	Assistant Professor	16.08.2017

**Department of Mathematics (SFS)**

1	Mrs. Meenakshi	Assistant Professor	20.09.2013
2	Sh. Balraj Singh	Assistant Professor	20.09.2013 ( Expired on 03.12.2014)
3	Mrs. Monika	Assistant Professor	03.07.2017
4	Dr. Poonam Redhu	Assistant Professor	04.07.2017



18/08/2018  
ET 7 2/16/18



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Sr. No.	Name , Designation & Dept.	Designation & Dept.	Date of Joining
1	Dr. Jyoti	Assistant Professor Political Science	3.7.2017
2	Dr. Rajesh Kumar	Assistant Professor, Public Admn.	11.8.2017

Jan 24/18  
E-1-8



1152  
**MAHARSHI DAYANAND UNIVERSITY**  
**FACULTY HOUSE**

1. **Designation-wise number of staff :**

(a) **Regular Staff.**

S/No	Name	Designation
1.	Mr Sultan Singh Tyagi	Manager I/C Hospitality
2.	Mr Vijender Singh	Clerk-cum-JDEO
3.	Mr Manjeet	Catalogue Typist
4.	Mr Ram Bahadur	H. Cook
5.	Mr Tek Bahadur	Beldar
6.	Mr Man Bahadur	Pump Operator
7.	Mr Surender Singh	Waiter
8.	Mr Banwari Lal	Cook
9.	Mr Sant Ram	Helper
10.	Mr Damodar Sharma	Cook
11.	Mr Parshuram Kafle	Peon

(b) **Outsource Staff.**

1	Mr Nitin	Waiter
2.	Mr Ravinder Kumar	Steward
3.	Mr Krishan Kumar	Steward

2. **Office Automation.** Faculty House updating status of rooms booking on website.

3. **Overall Maintenance.** Maintenance of the Faculty House is being done by service providers satisfactorily.

4. **Does administrative staff have the knowledge of operating MS Power Point and MS Excel.** Out of total three administrative staff members only a member has the knowledge of operating MS Power Point and MS Excel.

5. **Number of Computers.** Two computers are held in working condition.

6. **Strength & Weakness.**

(a) **Strength.** Faculty House is providing best hospitality with healthy/hygienic meal and clean/ tidy rooms to the Guests.

(b) **Weakness.** Presently, in Faculty House cash is being taken cash from the guests as room rent/meal charges. Very soon within few days, it will become digital.

7. **Write up on the improvement/updation during the last five years (July 2013 to July 2018).**

- (a) A committee constituted to improve hospitality services.
- (b) Improvement regarding security by providing additional security staff for new block.
- (c) Three additional mess staff have been provided through outsource to improve hospitality services.
- (d) An additional administrative staff has been provided to look after proper administration for the guests.
- (e) New beds, dining tables, dining chairs, sofa sets have been provided.
- (f) Six non AC room converted in AC Rooms.
- (g) A portal for on line status for booking of rooms has been introduced.
- (h) Two wheel chairs for disabled have been purchased.
- (i) Following work for improvement hospitality services are in pipe line :-
  - (i) Purchase of new LED TVs.
  - (ii) Purchase of New mattress.
  - (iii) Night vision CCTV cameras.
  - (iv) Renovation of old block building with more facilities.
  - (v) Two rooms will be upgraded for disabled.

Faculty House is providing best boarding and lodging facilities to the guest/VIPs/VVIPs. Our hospitality service is famous in the country and the staff is always curious to improve.

Manager I/C Hospitality

# Main Canteen

## 1. Regular staff

S. No.	Names	Designation	Emp No.
1.	Sh. Raj kumar	Halwai	255
2.	Sh. Ramesh chander	Cook	2351
3.	Sh. Rakesh kumar	Helper	1553
4.	Mrs. Santosh choudhry	Asstt.	2572
5.	Sh. Jagdish Prasad	Care taker	250

## 2. Out sources TFS employees and their designation.

S. No.	Names	Fathers Name	Designation
1.	Sh. Kashi Nath	Sh. Mohan Nath	Waiter/Helper
2.	Sh. Puran Singh	Sh. Goving Singh	-do-
3.	Sh. Dan Singh	Sh. Jaman Singh	-do-
4.	Sh. Suresh Kumar	Sh. Sultan Singh	Coupon attendant
5.	Sh. Naveen	Sh. Tika Ram	Waiter/Helper
6.	Sh. Kuwar Singh	Sh. Dev Singh	-do-
7.	Sh. Manoj-1	Sh. Balwan Singh	-do-
8.	Sh. Manoj-2	Sh. Ramesh kumar	-do-
9.	Sh. Narender	Sh. Govind Singh	-do-
10.	Sh. Anand Singh	Sh. Mohan Singh	-do-
11.	Sh. Narain Singh	Sh. Chandan Singh	-do-
12.	Sh. Deepak	Sh. Bhagwat Singh	-do-
13.	Sh. Devender Singh	Sh. Bhim Singh	-do-
14.	Sh. Rajesh Kumar	Sh. Kanwar Singh	Clerk

3. **Canteens.** There are three canteens running in the university campus on "No profit no loss basis" for the welfare of the students employees and teachers. .
4. No one in the canteen is able to operate MS Power Point/Ms Excel. However one employee has the basic knowledge of the computer.
5. One computer is held in working condition in the canteen.
6. **Strength.** Three canteen are running in the campus on "No profit No Loss" basis for the welfare of the students, employees and teachers on economical rates with hygienic and healthy meal. Our canteens are not using any plastic/disposal utensils.
7. **Improvement and updation done during last five years.** Out of three, two canteens converted in fully Air Condition with new furniture. Adequate staff have been provided in all three canteens. New Computer provided in the canteen. Acqua Guard have been installed in all the canteens.

Manager I/C  
hospitality

**Required information of General Administration Branch is as under.**

**(1) Designationwise number of staff**

<u>Sr. No.</u>	<u>Name</u>	<u>Designation</u>
1.	Mr. N.K. Tyagi	Care Taker
2.	Mrs. Darshana	Assistant
3.	Mr. Ashok Kumar	Assistant
4.	Mr. Raj Kumar	Assistant
5.	Mr. Deepak Saini	Assistant
6.	Mr. Avinash Kumar	Clerk
7.	Mr. Baljeet Singh	Clerk
8.	Mr. Neeraj	JDEO
9.	Mr. Krishan Kumar	TM
10.	Mr. Ved Singh	Waiter
11.	Ms. Sapna	Waiter
12.	Mr. S.S. Lather	Superintendent
13.	Mrs. Sukhwant Kaur	Superintendent
14.	Mr. Manoj Budhwar	Deputy Registrar

**(2) Canteens**

<u>Sr. No.</u>	<u>Name</u>	<u>Run By</u>
1.	Cafeteria (Near Library)	MD University
2.	Canteen (Examinations Wing)	MD University
3.	Canteen (In Front of Boys Hostel)	On Rent Basis
4.	Canteen (Girls Hostel Premises)	On Rent Basis
5.	Canteen (University Hatt)	On Rent Basis
6.	Canteen (Student Acitivity Centre)	On Rent Basis

**(3) Number of Computers in working condition in General Administration Branch -- 06 (Six)**

#### **(4) Campus Area**

**(a) Total area (covered and uncovered) – 622.5 Acres.**

**(b) Administrative and supporting building(s):-**

1. University Secretariate
2. Examinations Block
3. Student Activity Centre
4. University Press
5. Extension of Press
6. Engineering Cell
7. Transport Office
8. Teachers Club and Faculty House
9. Extension of Faculty House.
10. Health Centre
11. Vivekanand Library
12. Extension of Vivekanand Library Phase- I & II

**(c) Institutional Building(s)**

1. Hotel and Tourism Management
2. Law
3. Institute of Management Studies and Research
4. Institute of Bio Sciences
5. Old Bio Science
6. Chemistry Block
7. Pharmacy
8. Extension of Pharmacy
9. Directorate of Distance Education
10. Teaching Block in DDE
11. Art Faculty
12. University Science Instrumentation Centre
13. Humanities
14. Statistics
15. Bio Technology
16. Mathematics
17. Psychology
18. Fine Arts
19. UIET
20. Extension of UIET
21. Physical Education and Sports Science

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**(d) Boys Hostels**

1. Mount Abu Hostel
2. Dhol Giri Hostel
3. Uday Giri Hostel
4. Extension of Uday Giri Hostel
5. Vindhya Hostel
6. Kailash Hostel
7. Him Giri Hostel
8. Himalaya Hostel
9. Everest Hostel
10. Neel Giri Hostel
11. Transit Hostel
12. Neelkanth Hostel
13. Sports Hostel

**(e) Girls Hostels**

1. Saraswati Hostel
2. Ganga Hostel
3. Kaveri Hostel
4. Extension of Kaveri Hostel
5. Sabermati Hostel
6. Extension of Sabermati Hostel
7. Meghna Hostel
8. Narmada Hostel
9. Krishna Hostel
10. Yamuna Hostel
11. Bhagirathi Hostel
12. Nivedita Hostel

**(f) Sports Complex**

1. Dr. Mangal Sen Multipurpose Gymnasium Hall
2. Boxing and Wrestling
3. Swimming Pool
4. One Squash Court
5. Sports Stadium

**(g) Houses**

1. Vice-Chancellor's Residence
2. 4 no's Officer(s) Residence
3. 47 no's 9-J Houses
4. 43 no's Type -IV Houses
5. 40 no's Type-III Houses
6. 24 no's Type-III Duplex
7. 96 no's Type-II Houses
8. 26 no's Type-II A Houses
9. 128 no's Type-I Houses
10. 100 no's Type-I-A Houses
11. 16 no's Faculty Flats (equivalent to 9-J)
12. 12 no's Faculty Flats (equivalent to Type-III)
13. 36 no's Flats equivalent to Type-I-A
14. 3 no's Warden's Residence
15. 3 no's Supervisor's Residence.

**(h) Miscellaneous Buildings**

1. Tagore Auditorium
2. Radha Krishnan Auditorium
3. Ambedkar Hall
4. University Haat
5. Library Canteen-cum-Cycle Stand
6. Library of Law Faculty
7. Shops on Delhi Road
8. Community Club
9. Yagya Shala
10. Animal House
11. Campus School
12. Shopping Complex
13. Water Works
14. Building for State Bank of India
15. Health Centre
16. Teacher's Club
17. Non Teaching Employees Association Office
18. 3 no's J.E Rooms
19. Electrical Sub Station (near UIET)
20. Workshop Building for UIET
21. Workshop and Gas Godown
22. 2 no's Sub Stations (near Pariksha Sadan & Nursery)

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(5) **Strength and Weakness:-**

Mutual Co-ordination and Co-operation of all the staff members of General Administration Branch is our **Strength** and there is **no Weakness** of General Administration Branch.

--sd--  
**D.R. (Gen. Admn.)**

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M.D. University, Rohtak

Sub: Administrative Audit by Expert Team.

Reference Minutes of the Meeting of all the Branch Officers held on 19.6.18 at 11.00 a.m. on the subject cited above:-

The General Branch deals with the following works:-

1.	Allotment of Houses	All the matters related to Allotment of Houses to Teaching and Non-Teaching employees of the university are attended to by the General Branch as per university rules
2.	Allotment of Shops/ Canteen/Cafeteria	All the matters related to Allotment of Shops/ Canteen/Cafeteria of the university are attended to by the General Branch as per university rules
3.	Sanitation work	Regarding sanitation/cleanliness work of all the campus done by the General Branch through regular employees & contractor. For lifting the garbage from all the campus a contract has been awarded to the contractor
4.	Telephone Facility	For this purpose seven telephone Nos. is running/installed through EPBX for providing telephone facility to the university Officers/ officials and the payment is made through Gen.Admn. Branch and a Telephone Mechanic has been appointed on a regular basis to look after the work/ complaints regarding telephone
5.	Disposal of Raddi	For disposal of waste/raddi, contract has been awarded to contractor for the purpose and for raddi a register has made for reference and record
6.	Allotment of space	All the matters relating to allotment of space and record of land of all the campus is attended by the General Branch.
7.	Suggestions	A steno-typist may be provided to all the Branch Officers for efficiency in the university administration as well as keeping the record of meetings and other work etc. of Branch Officers

*Ashtok Kumar*  
G-V

Supdt.(Gen.Admn.)

*A.R. (G/A)*

*25/6/18*

*may see the above, Re*

*M.B. Bhatnagar*

*25/6/18*

*Regr*

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MaharshiDayanand University, Rohtak

<u>Checkpoints</u>	<u>Yes</u>	<u>No</u>	<u>Remarks</u>
System for control/reporting to Supervisory Officers	✓		
Procedure for lodging complaints	✓		
Procedure being followed to resolve the complaints after these are lodged	✓		
Procedure of feedback to user after complaint is acted upon	✓		
Analysis of data and identification of critical areas which could be focus of our attention	✓		
Issue records and receipt records of the following			
e) Stationary	✓		
f) Furniture	✓		
g) Telephone Instruments	✓		
h) Housekeeping material	✓		
Service records of employees	--		
Verification Procedure of log book records of van drivers			N.A.
Procedure for out sourced agencies/suppliers for following suppliers hire system, signed contracts and payment system			N.A.

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d) Hiring System	-		
e) Signed contracts	-		
f) Payment System	-		
Schedule for checking and records of the following	-		
d) Equipments	-		
e) R.O. System (In house and outside)	-		
f) EDPs and STPs	-		
Approval of outsourced vehicle rates and hiring record			N.A.
Records of Incoming Dak from outside and distribution to different institutions	✓		
Records of outgoing Dak collected from different institutions	✓		
Records of telephone lines department-wise and payment procedure	✓		
Procedure and records of waste disposal including Electrical Waste like tube-lights and others like waste engine oil	✓		

2

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+25

## OFFICE OF CHIEF WARDEN (GIRLS)

The required information is as under.

1. **Security Measures :-** CCTV Camera's and 24 hours security gaurd & ladies security staff are available on the main gate of the girls hostels.

2. **Designation-wise number of staff :-**

Mrs. Santosh Hooda	Warden	9813422360
Mrs. Bimlesh	Assistant worked as supervisor	8950173834
Mrs. Vijay	Steno-typist	8059157459
Mrs. Sucheta Malik	Warden	8059121664
Mrs. Rekha	Clerk-cum-JDEO	8901103695
Mrs. Kavita	Steno-typist	8818019990
Dr. Sunita Malhan	Warden	9996303937
Mrs. Veenus	Supervisor	9215188821
Mrs. Suhapati	Asstt.	9812594666
Mrs. Santosh	Warden	9813422360
Mrs. Suman	Asstt.	8168959164
Mrs. Sunil	Supervisor (TFS)	9254663789
Mrs. Sunita Ishpuniani	Warden	9416945933
Mrs. Mamta	Steno-typist	-
Mrs. Sunita Ishpuniani	Warden	9416945933
Mrs. Murti	Supervisor	9812338736
Mrs. Mamta	Steno-typist	8607835406
Mrs. Sunita Malhan	Warden	9996303937

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Mrs. Indu Saini	Supervisor TFS	8901140814
Mrs. Navita Rani	Clerk-cum-JDEO	9729006447
Mrs. Raj Bala	Warden	9812224027
Mrs. Sunita	Clerk-cum-Jr.DEO	9466220725
Ms. Prakrati	Clerk-cum-JDEO	7206722292
Mrs. Raj Bala	Warden	9812224027
Mrs. Sarika Singhal	Supervisor	9416234899
Mrs. Asha	Clerk-cum-JDEO	8059813124

3. **Medical Centre Facility:-** A lady doctor is appointed for girls hostels.

4. **Details of Hostels:-**

Sr.No.	Name of Hostel	Hostel Type	Intake Capacity	No. of students residing
1.	Ganga Hostel	Girls Hostel	354	260
2.	Narmada Hostel	Girls Hostel	240	240
3.	Saraswati Hostel	Girls Hostel	160	160
4.	Kaveri Hostel	Girls Hostel	300	287
5.	Godawari Hostel	Working Women Hostel	60	15
6.	Sabarmati Hostel	Girls Hostel	300	270
7.	Meghna Hostel	Girls Hostel	240	230

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8.	Yamuna Hostel	Girls Hostel	240	220
9.	Krishna Hostel	Girls Hostel	300	Krishna Hostel is given to PGIMS Rohtak on rent basis
10.	Bhagirathi Hostel	Girls Hostel	300	285

5. **Transportaion facility for students** :- Buses and e-ricksha are arranged for students.
6. **Canteens** :- Five shops are available in the girls hostels.
7. **Gardens** :- Big lawns are in each hostel.
8. **Auditoria/Halls/Committee Rooms** :- Each hostel has one common room and reading room.
9. **Internet Facility** :- Wi-Fi and internet connectivity is available in every MDU girls hostels for research work and studies.
10. **Overall Maintanance** :- Overall maintanance is given by outsources agency.
11. **Does administrative staff have the knowledge of operating MS** :- Yes, one in each hostel.
12. **Number of computers** :- One in each hostel (Total 09 computers)
13. **Strength** :- MDU girls hostel provide a comprehensive and cost effective facilities to resident is the main strength of hostel.

**Weakness** :- To recurit more lady attendant in the girls hostels so that 24 hours availability of attendants to the residents for security.

14. **Write up on the improvement from July 2013 to June 2018** :- MDU girls hostel life is a union of diverse cultures and different upbringing, which blends into a harmony for a rich and memorable experience. We provide atmosphere where they can learn, laugh and live to the fullest. The Wardens and caretakers ensure that the students get a clean, green and relaxed atmosphere. We promote green sustainability inside the hostel premises.

MDU girls hostel infrastructure is fastened with amenities like 24 hour power supply, cold and hot water availability, Wi-Fi connectivity, clean and hygienic environment, spacious and comfortable rooms, clean toilets, periodic

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disinfection of building, mess with dedicated staff, nutritious menu with variety, activity room, 24 hours medical facility and many more things inside hostel campus and 24 hour security. MDU girls hostels are managed with manual paper work in a labour intensive environment. The system of managing hostels, mess and other facilities in campus is very effective as it is attributed to the following facilities from 2013 to 2018.

1. Effective hostel administration.
2. Proper utilisation of resources.
3. Proper management of hostel records assets & inventing.
4. Accuracy of data.
5. To conduct Yoga classes on regular basis.
6. To conduct lectures for counselling of girls hostel.
7. To organise self defensive programme for girls residents.
8. To conduct health camps.
9. To conduct environment awareness programme.
10. To celebrate festival in girls hostel campus.

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**MAHARSHI DAYANAND UNIVERSITY ROHTAK**

No.CW/ 85

Dated 23.6.2018

To

**The Registrar,  
M.D.University,  
Rohtak**

**Sub: Report for administrative Audit of the Girls Hostels**

Sir,

Please find a copy of report for administrative audit of the girls hostels.

Yours faithfully,

*R Dhu*

**Chief Warden(Girls)**

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## INFRASTRUCTURE OF GIRLS HOSTEL

**Total No. of Girls Hostel : 09**

<b>Sr. No.</b>	<b>Name of Hostel</b>	<b>Hostel Capacity</b>	<b>Session</b>	<b>Department allotted to hostel</b>
1	Ganga	350	2013-2014 2014-2015 2015-2016 2016-2017 2017-2018	B.Tech-I, LLB-I, M.A Eco.I,II,Inte., M.A History-I, II, M.Com-I,II, Inte., Political Science-I&II, Public Ad. I&II, MBA-I,II & III and Inte., Maths-I, MCA-I,II &III, M.Tech- I, M.Sc.-I&II
2.	Narmada	240 (Block 'A'- Capacity 120 for IIM students and Block 'B'-120 for MDU students)	2013-2014 2014-2015 2015-2016 2016-2017 2017-2018	M.Sc. Statistics-I & II, Law-III, Mass Comm. &Gurn. -I & II, M.A Edu.-I & II and Med, Music-I & II, Sanskrit-I & II, M.Tech-I & II (Engg. And Tech.), M.Tech -II (computer Sci. & App.),
3.	Saraswati	160	2013-2014 2014-2015 2015-2016 2016-2017 2017-2018	Old M.Phil and PhD all subject
4.	Kaveri	300	2013-2014 2014-2015 2015-2016 2016-2017 2017-2018	B.Tech -II, LLB-II, Math-I & II and Inte., MSc math with computer science, MBA - IV & V and 5 Yr. Inte., M.L.I.SC. -I &II, B.ped- I
5.	Godaveri	60	2013-2014 2014-2015 2015-2016 2016-2017 2017-2018	Working women of MDU Campus
6.	Sabarmati	300	2013-2014 2014-2015 2015-2016 2016-2017 2017-2018	B.Tech - III, MSc. Food Tech- I & II, MSc Genetics- I& II, MSc forenics sci.- I & II, Msc Zoology- I & II, MSc Geo-nomics - I, MSc- Envi. Sci. -I & II, LLM- II, MscBotony- I & II, Msc Bio. Info. - I & II

7.	Meghna	240	2013-2014 2014-2015 2015-2016 2016-2017 2017-2018	LLB- IV, Msc.Micro. Bio. – II, MSc Micro. Tech.- II, MSc Bio. Tech. –II, Msc Agri. Bio. Tech. – II, MSc Bio. Info.- II, MSc Medical Bio. Tech. – II, MSc Bio. Chem. – II, Chem. – II, M.A Psychology – I & II and P.G diploma in guidance and counselling and P.G. diploma in psychology in organization, M.A Sociology – I & II, MHM, MTM, BHM, BTM, Diploma in Food and Bever., Dip. In Ser. Mgt., Dip. In Housekeeping Mgt., Dip. In Front office operation mgt. III to final yr., and New students of M. Phill all subjects
8.	Yamuna	240	2013-2014 2014-2015 2015-2016 2016-2017 2017-2018	Pharmacy – I & II, M. Pharma- I & II, M.A Fine Arts – III to final and 6 yr. Inte., MHM, MTM, BHM, BTM, Diploma in Food and Bever., Dip. In Ser. Mgt., Dip. In Housekeeping Mgt., Dip. In Front office operation mgt. Fresh and IInd, B.Tech. – IV, LLB- V, LLM – I, M.A Geography-I, M.A population studies, MSc Geo-infor., M.A English – I &inte., M. Ped – I & II,
9.	Bhagirathi	300	2013-2014 2014-2015 2015-2016 2016-2017 2017-2018	MSc Zoology – I and Geo-nomics – I , Msc Micro. Bio. & Bio. Technology – I, MSc Bio. Tech – I , MSc Agri. Bio. Tech – I, Msc Bio. Infor. – I, MSc. Physics – I, M.A defence & Strategic studies - & II, B. Pharma- III & IV, M.A Hindi- I & II and P.G. Dip. In Translation, M.A Geography- II, M.A English and inte. II to Final., MSc Chemistry- I, MSc Bio. Chemistry- I, M.Sc Medical Bio. Tech.- I, MSc Bio. Chem. – I, MSc. Clinical- I

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## HUMAN RESOURCES /STAFF OF GIRLS HOSTAL

<i>Sr. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Name of Hostel</i>
1.	Prof. (Mrs) Rajesh Dhankar	Chief Warden	
2.	Mrs Jyoti	Assistant	Chief Warden Office
3.	Mrs Urmila	Waiter	Chief Warden Office
4.	Mrs SantoshHooda	Warden	Ganga Hostel
5.	Mrs Bimlesh	Assistant	Ganga Hostel
6.	Mrs Vijay Yadav	StenoTypist	Ganga Hostel
7.	Mrs Sangeeta	Attendent	Ganga Hostel
8.	Mrs Ramrati	Attendent (Outsource)	Ganga Hostel
9.	Mrs Manisha	Attendent (Outsource)	Gnaga Hostel
10.	Mrs Sucheta	Warden	Narmada Hostel
11.	Mrs Kavita	Steno Typist	Narmada Hostel
12.	Mrs Rekha	Steno Typist	Narmada Hostel
13.	Mrs Rajesh	Attendent	Narmada Hostel
14.	Mrs Sudesh	Attendent (Outsource)	Narmada Hostel
15.	Mrs Ritika	Attendent (Outsource)	Narmada Hostel
16.	Dr.SunitaMalhan	Warden	Saraswati Hostel
17.	Mrs Suhapati	Deputy Superintendent	Saraswati Hostel
18.	Mrs Veenus	Supervisor	Saraswati Hostel
19.	Mrs Saroj	Attendent	Saraswati Hostel
20.	MrsRajni	Attendent (Parttime)	Saraswati Hostel
21.	MrsSadhna	Attendent (Outsource)	Saraswati Hostel
22.	Mrs SantoshHooda	Warden	Kaveri Hostel
23.	Mrs Sunil	Supervisor(Outsource)	Kaveri Hostel
24.	Mrs Suman	Assistant	Kaveri Hostel
25.	Mrs Savitri	Attendent	Kaveri Hostel
26.	Mrs Anita	Attendent (Outsource)	Kaveri Hostel
27.	Mrs Mukesh	Attendent (Outsource)	Kaveri Hostel
28.	Mrs Sunitalshpuniani	Warden	Godavari Hostel
29.	Mrs Sushila	Attendent (Outsource)	Godavari Hostel
30.	Mrs Sunitalshpuniani	Warden	Sabarmati Hostel
31.	Mrs Murit Devi	Supervisor	Sabarmati Hostel

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32.	Mrs Mamta	Steno-Typist	Sabarmati Hostel
33.	Mrs Rajesh	Attendent (Outsource)	Sabarmati Hostel
34.	Mrs Neelam	Attendent (Outsource)	Sabarmati Hostel
35.	Mrs Shashi	Attendent (Outsource)	Sabarmati Hostel
36.	Dr SunitaMalhan	Warden	Meghna Hostel
37.	Mrs InduSaini	Supervisor (Outsource)	Meghna Hostel
38.	Mrs Navita Rani	Clerk-cum-Jr. D.E.O.	Meghna Hostel
39.	Mrs Rajbala	Attendent	Meghna Hostel
40.	Mrs Meena	Attendent	Meghna Hostel
41.	Mrs Anita	Attendent (Part time)	Meghna Hostel
42.	Mrs Krishna	Attendent (Outsource)	Meghna Hostel
43.	Mrs Rajbala	Warden	Yamuna Hostel
44.	Mrs Sunita	Assistant	Yamuna Hostel
45.	Mrs Prakrati	Clerk-cum-Jr. D.E.O.	Yamuna Hostel
46.	Mrs Meera	Attendent (Part time)	Yamuna Hostel
47.	Mrs Vishnu	Attendent (Outsource)	Yamuna Hostel
48.	Mrs Suman	Attendent (Outsource)	Yamuna Hostel
49.	Mrs Rajbala	Warden	Bhagirathi Hostel
50.	Mrs SarikaSinghal	Superisior	Bhagirathi Hostel
51.	Mrs Asha Rani	Assistant	Bhagirathi Hostel
52.	Mrs Susheela	Attendent (Part time)	Bhagirathi Hostel
53.	Mrs Mukesh	Attendent (Outsource)	Bhagirathi Hostel
54.	Mrs Priyanka	Attendent (Outsource)	Bhagirathi Hostel
55.	Mrs Suman	Attendent (Outsource)	Bhagirathi Hostel

- Lady Security ten in number for all hostel<sub>gate</sub> (Outsource Agency)

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## SYSTEM OF CONTROL FOR GIRLS HOSTEL

<i>Checkpoints</i>	<i>Yes</i>	<i>No</i>	<i>Remarks</i>
System for control/reporting to supervisory officers	Yes	-	All the hostel staff members have to the report to the Warden/Chief Warden
Procedure for lodging complaints	Yes	-	Hostel residents to give their complaints to staff, Warden, Chief Warden
Procedure being followed to resolve the complaints after these are lodged	Yes	-	Chief Warden/Warden resolving all complaints
Procedure of feedback to user after complaint is acted upon	Yes	-	Regular counselling is given by the Warden/Chief Warden
Analysis of data and identification of critical areas which could be focus of our attention	Yes	-	All complaints are conveyed to parents
Issue records and receipt of the following	Yes	-	
a) Stationary	Yes	-	Entries are made of all consumable item in consumable stoke register
b) Furniture	Yes	-	Entries are made of all Non-Con. item in Non. consumable stoke register
c) Telephone Instruments	Yes	-	Entries are made in Non-consumable register
d) Housekeeping material	Yes	-	
Service records of employees	Yes	-	Permanent staff record is available in Esst. Branch & outsource employees records is available in outsource agency and only mess servants record is available in girls hostel
Verification Procedure of log book records of van drivers	Yes	-	Verification Ambulance driver is done by warden/Chief Warden but all record is available in transport office
Procedure for out sourced agencies/suppliers for following suppliers hire			It is related to General Branch

system, signed contracts and payment system			
a) Hiring system			It is related to General Branch
b) Signed contracts			It is related to General Branch
c) Payment system			It is related to General Branch
Schedule for checking and records of the following			
a) Equipments	Yes	-	All the records are verified by the Audit Branch and equipments and stoke register are psychically checked by General Branch
b) R.O. system ( in house and outside)	Yes	-	R.O. system record of maintenance is available in XEN Branch.
c) EDPs and STPs			Related to Examination Branch
Approval of outsourced vehicle rates and hiring record			It is related to Transport office
Records of incoming Dak from outside and distribution to different institutions	Yes	-	Chief Warden/Warden/office maintain incoming and outgoing dak through register and email
Records of outgoing Dak collected from different institution	Yes	-	Yes
Records of telephone lines department-wise and payment procedure	Yes	-	Supervisor/Warden/Chief Warden have remuneration for telephone and bill record is available in hostel
Procedure and records of waste disposal including electrical waste like tube lights and others like waste engine oil			It is done by outsource

## **FINANCIAL MANAGMENT**

- Budget
- Bills
- Internal audit
- External audit
- Stock verification
- Opinion utilization

## **MAINTENANCE OF THE HOSTEL**

- XEN Branch (MDU)
- General Branch
- Horticulture Department (Outsource Agency)
- House keeping (Outsource Agency)
- Securitiry (Outsource Agency)
- Electrictrion (Outsource Agency)
- Plumber (Outsource Agency)
- Carpenter (Outsource Agency)

## **GRIEVANCE AND REDRESSES COMMITTEE / REGULATION OF COMPLAINTS**

- Anti-Ragging committee  
*General body meeting select the senior and junior students from each department of hostel*
- Discipline committee in each hostel.  
*Senior and junior students from each department of hostel*
- Mess Committee  
*Residents from each department of the hostels.*

## **FACILITIES IN THE GIRLS HOSTEL**

- 24 hours security guards are available on the main gate of the MDU girls hostel campus along with lady security within the girls hostel complex.
- Lady attendant available in each hostel.
- CCTV camreras are installed at the entrance of main gate as well as in the entrance of each MDU girls hostel serarately.
- Shopping complex in the MDU girls hostel having the facilities like ATM machine, Photocopy, General store, Juice Corner, Canteen, Beauty Parlour, Mobile recharge etc.
- Mini Gym is available in the hostels.
- Ambulance facility is provided in the MDU girls hostel for the medical services.
- Medical health campus are organised time to time by the Red Cross Society for the routine investigation like blood profile, urine test, eyes and dental etc.
- Time to time Lecture series conducted and Safety training given to residents by the women police.
- Lady Doctor is provided in Mini Health centre from 4:00 to 6:00 p.m. daily.
- First-Aid Box is available in hostels.
- Wi-Fi and internet connectivity is available in every MDU girls hostel for research work and studies.
- Sound system in each hostel for the announcement of necessary information to the residents.
- Cooperative Mess facility is provided in each MDU girls hostel and mess committee for running of mess.
- Well furnished Guest Room, Mess, Common Room with LCD facility, Reading Room with magazine and newspaper are available in each hostel.
- Water Coolers with Jumbo filter are available in every hostel.
- Geyser facilities are available in every girls hostel.
- Power backup facilities is available in galleries and bathroom.
- Availability of running water for residents 24 hours.
- In-Door games is facilities available for residents like badminton, carom board, chess etc.
- Hostel provides a bed, a table and a chair and calling fan separately for each resident.
- Green and clean environment is maintained in the MDU girls hostel premises.

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## **OTHER ACTIVITIES OF GIRLS HOSTEL**

- Hawan ceremonies starting of the session and hawan are performed on every Thursday in Maturam Yajanshala
- Diwali function celebrated by the residents.
- Competition Mehandi, Rangoli held time to time.
- Counselling by psychologist.
- Environment awareness lectures.

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**PURCHASE & STORE BRANCH**

The Branch is facing acute shortage on account of ministerial staff. Most of the Staff does not have the knowledge of Computer. It is a fact that some of them even do not know how to work on Computer. Some of them are Class-IV promotee employees, who do not want to work on Computers and adopt the old traditional methods of manual working. Proper up-keepment of the Computers, Printers and even photostate machines, installed in the Branch, is not there. The filing system and record keeping is also not proper.

**Suggestions:**

For the last two-three years, the Training Programmes for the Ministerial Staff is being provided. There is an improvement in the working of the officials. They have now been provided with training on various issues vis-à-vis as to how to put up a case before the authorities by examining all pros and cons by quoting the relevant rules. Every official is now in a position to handle the Computers, Photostate machines etc. etc.

The University Administration is humbly requested to appoint well trained Staff who is well conversant with the latest ICT Technologies. Proper number of staff must be provided in the Branch, not only at the junior level but also at the supervisory level as well. The University authority is also requested to make it a regular feature to provide proper training to the staff at all levels.

*[Handwritten signature]*  
27.8.2018

O.S.D. (P & S)

**Registrar**

# M.D. University, Rohtak

Sub:- Administrative Audit by Expert Team. 140

Reference minutes of the meeting of all the Branch Officers held on 19-06-2018 at 11:00 a.m. on the subject cited above:-

The Purchase & Store Branch deals with the following works:-

1.	CPC Meeting	CPC meeting is got conducted every month on 10 <sup>th</sup> by the P&S Br. to consider the matter for the purchase of various items. The A.R.(P&S) act as Member Secretary in the meeting.
2.	Centralized Purchase	All the Items (i.e. stationery items, Computers, Furniture items etc.) which are required by various offices/departments in the University are purchased in bulk by the P&S Branch to avoid small and petty purchase. The A.R.(P&S) or his nominee is nominated as a member of the Committee for purchase of items required by the various offices/departments in the University.
3.	Centralized Store (Uni. Main Store)	It works under the Control of Purchase & Store Branch. The items are purchased by the P&S Branch in bulk and maintained in the Main Store. These items are issued to the departments/offices after submitting the indent as per their requirement.
4.	Annual Maintenance Contract	The Annual Maintenance Contract of Computers, Photocopier Machines and UPSs (various capacities) etc. are got approved by the P&S Branch.
5.	Custom/Excise Duty Exemption Report	Custom/Excise Duty Exemption Reports received from the concerned Departments/Offices are submitted to the Department of Science and Technology, Govt. of India after every Six Months.
6.	e-tendering	e-tendering process has been adopted for all the items above Rs.1.00 Lac as per instructions of the Haryana State Govt.
7.	GEM Portal	The activation of GEM Portal is at final stage for purchase of various items.
8.	Smart Class Room Items	Supply order for the purchase of Smart Class Room items amounting Rs.2.25 Crore (approx.) under RUSA Scheme has been placed to the concerned firm and the items are expected to be received in the month of July/August.
9.	Suggestions	A Steno-typist may be provided to all the Branch Officers for increasing the efficiency in the University administration as well as keeping the record of meetings and other work etc. of Branch Officers.

~~A.R. (P&S)~~

Submitted for perusal of the Registrar. Per

Registrar

Hans Raj  
Supat. 25/6/18

M. Batra  
25/6/18

R. 5327  
25/6/18

P&S-1068  
dt. 25-06-18



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**MAHARSHI DAYANAND UNIVERSITY ROHTAK**  
**PUBLIC RELATIONS OFFICE**

**N.A.A.C. INFORMATION RELATED TO P.R. OFFICE**

Sr.No.	Name (S./Sh.)	Designation
1.	Sunit Mukherjee	Director, PR (Additional Charge)
2.	Pankaj Nain	P.R.O
3.	Naveen Kumar	Stat. Asstt.
4.	Jai Bhagwan	Asstt.
5.	Yogesh Kumar	Clerk Cum JDEO
6.	Diwan Singh	Daftri

(Two officials-Sunil Kumar and Ajay are on outsourcing Basis)

**University Website**

The office details are available on the official MDU website

[www.mdurohtak.ac.in](http://www.mdurohtak.ac.in).

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**Availability of Internet Facility:**

Internet Facility is available in the office.

**Administrative Staff** having knowledge of operating MS Powe Point and MS Excel

P.R.O Pankaj Nain, and 2 other officials (Naveen Kumar & Yogesh Kumar) have knowledge of operating MS Power Point and MS Excel.

**Number of computers in working condition -Five (5)**

**Office Automation:**

1. All information processing related to Annual Report work is done online (as well as offline). Annual Reports available on University Website.
2. Press-Release(s) sent through e-mail mode to media persons.
3. Social Media platforms Facebook & Twitter accounts of MDU available online.
4. Linkage of MDU Facebook account on MDU Website.

5. Official communication for advertisement work done with D.I.P.R., Haryana and respective newspapers done through e-mail.
6. Financial Transactions, especially filling of TDS returns related to advertisement work done online.

### **Strengths:**

- Well-qualified P.R.O., and officials dedicated towards duties.
- High Level Commitment of officials for University work.
- Computerized office with Internet/Wi-Fi connectivity.
- Office engaged actively in Digital P.R. apart from Traditional P.R. practices.
- Active presence on Facebook with dedicated Facebook page and News-Group (Maharshi Dayanand University & M.D. University News). The number of followers of FB page are 11, 480, and that of FB News Group 31, 837.
- Presence of daily issue of Press Release(s) in Print Media as well as Electronic Media, with on an average minimum two press-release daily.
- Daily maintenance of newspaper clippings of M.D.U. related news, and news related to education sector.
- The P.R. Office collects, collates, and compiles the information related to University Annual Report, and yet it published annually.
- The University advertisement related work is meticulously by the P.R. Office.

- The P.R. Office works in concerted manner to promote positive image of the University, and address the informational needs of various stake-holders.

### **Weaknesses:**

- One Post of Publicity Assistant lying vacant.
- Lack of more staff positions in P.R. Office to handle the enormous quantum of work, especially for social media promotional work.
- Lack of Electronic Media Unit in P.R. Office to prepare promotional videos for University publicity work, including electronic media equipments.
- Lack of Proper Archive-space as well as institutionalized set-up for the same.
- Higher Speed Internet connectivity required to keep pace with ICT requirements of P.R. Work.
- Lack of separate office space of Director, P.R.
- Being State University of Haryana, financial resources constraints are there vis-à-vis private universities in the realm of publicity work.

**Improvement/Updation done during the last five years  
(July 2013 to June 2018)**

- Dedicated Facebook Page of Maharshi Dayanand University was made functional in 2015. News related to the University updated daily on this page. Currently, about 11000 persons follow this page.
- Twitter Handle @officialMdu made functional from 19 July, 2016, with news/information updated regularly.
- Promotional advertorial related to Maharshi Dayanand University got published in leading Career magazine Career 360 during the session 2013-2014, and 2014-2015.
- P.R. Office, was an organizational partner with DSW office, for the First ever MDU RAAHGIRI programme organized on Oct. 9, 2015 focusing on environmental consciousness, social & communal harmony, and universal peace.
- P.R. Office organized Haryana Golden Jubilee Special Lecture Programme on Nov. 6, 2015 featuring Motivational Speaker & Youth Icon Naveen Gulia. This was an inspiring programme for University students.
- National Press Day (Nov. 16) was organized by P.R. Office in collaboration with Dept. of Journalism & Mass Communication on 16/11/2017.
- University Annual Report made available online on MDU website.

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**MAHRSHI DAYANAD UNIVERSITY, ROHTAK (Re-eval)**

**(Re-eval)**

The information pertains to this office with reference to the performa provided in the meeting of the Branch Officers held on 24.08.2018 at 02.30 p.m. in the office of worthy Vice-Chancellor MDU, Rohtak.

Point wise information is as under:-

1.	Designation-wise No. of staff	Presently the following staff is working in this office:- Dy. Registrar                      1 Superintendents                      3 Dy. Supdt.                              1 Asstts.                                      2 Junior store keeper                      3 Clerk                                        1 Daftri                                        1
2.	Regarding Knowledge of operation MS/Power Point & MS Excel of administrative staff	In this regards it is informed that the Dy. Registrar & one of the J.S.K. posted in this office have the knowledge of operating MS/MS Excel programme.
3.	Number of Computer in working condition	There are four computer in this office and all are in working condition.
4.	Strength & Weakness	All the staff posted in this office is efficient, sincere and hard working. But there is a acute shortage of regular and experienced staff as the job of the office is of very sensitive nature.
5.	Improvement/updation done during the last five years i.e from July 2013 to June 2018	It is informed that before 2017 results of the Re-evaluation cases were sent to the results branch (s) manually but presently the results are conveyed online and also updated on the University website for the information of the candidates, specially in case of PG classes. The Re-evaluation job is performed by a team of experienced teaching and non-teaching staff with in the stipulated period of 90 days as decided by the University.

Dy. Registrar (Re-evaluation)

Re-evaluation Br

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MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Checkpoints	Yes	NO	Remarks
System for control/ reporting Supervisory Officers	Yes		Attendance register of arrival & departure and movement register is maintained for discipline in the office
Procedure for lodging complaints	Yes		Through RTI, Grievance & ordinary suggestion box etc. application
Procedure being followed to resolve the complaints after these are lodged			Complaints are resolved on top priority
Procedure of feedback to user after complaint is acted upon			Complaint ore contacted telephonically or by E- mail
Analysis of data and identification of critical areas which could be focus of our attention	Yes		Data of Re eval. Br. i. e. Re eval from are properly diarised and finely action are talks by the Br.
Issue records and receipt records of the following			
a) Stationary			By – store keeper
b) Furniture			By – store keeper
c) Telephone Instruments			By – store keeper
d) Housekeeping material			Assigned to Pvt- Agency by Gen. Br
Service records of employees			Not related to this office
Verification procedure of log book records of van drivers			Not related to this office
Procedure for out sourced agencies/ suppliers for following suppliers hire system, signed contracts and payment system			Not related to this office
a) Hiring System			Not related to this office
b) Signed contracts			Not related to this office
c) Payment System			Not related to this office

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Schedule for checking and records of the following			Not related to this office
a) Equipment			
b) R. O. System ( In house and outside)			
c) EDPs and STPs			
Approval of outsourced vehicle rates and hiring record			
Records of Incoming Dak from outside and distribution to different institution	yes		Maintained by direct in the relevant registers
Records of outgoing Dak collected from institutions			Maintained by despatcher in the relevant registers
Records of telephone lines department- wise and payment Procedure	Yes		Not related to this office
Procedure and records of waste disposal including Electrical Waste like tube lights and others like waste engine oil	Yes		Old and waste records/ material is deposited office prior sanehon as per university and records is maintained by the general br. & xen br.

# REGISTRATION & SCHOLARSHIP BRANCH

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## Administrative Audit

### ➤ Designation-wise number of Staff:-

Designation	No. of Staff
Daftri	01
Clerks	11
Compositor	01
Sr. Machineman	01
Assistant	12
Dy. Superintendent	02
Superintendent	02
Assistant Registrar	01

- All the informations related to Colleges, students i.e. Schedule of RR/CR, Submission of Migration Certificates/documents etc. are timely get uploaded on the University main website.
- The computers available in the branch fully equipped with the Internet connection.
- Some of the employees of the branch have the knowledge of operating MS/Power Point and MS Excel. The number of such employees are 9 (nine) out of 31 employees.
- Total 15 Nos. of Computers are in working condition in the branch.
- Strength and Weakness

#### Strength:-

- i) Online process of working in the branch i.e. receiving of RR/CR, making corrections, marking eligibility of the students etc.
- ii) Experienced Staff
- iii) Knowledge of Work
- iv) Quick process in Public dealing

#### Weakness:-

- i) Shortage of Staff

### ➤ Improvement/updation done during the last five years i.e. from July 2013 to July 2018

During the year 2013-14, the online system for various functions of the branch i.e. receiving of Registration Return/Continuation Return, making corrections etc. was in process. After the introduction of the SAP system in the year 2015-16, all the processes of the Pre-examination work has improved. Now, the branch is doing following functions in online mode:-

1. Receipt of online Registration Return and Continuation Return was made online.
2. Checking of eligibility of all courses and uploading the same on the online portal of the colleges.
3. Online corrections of the particulars of the students
4. Ph.D/URS registration was made online from the session 2015-16 onwards.

After the introduction of online system, the preparation of various types of information required by UGC, State Govt. etc. have become easy. All University Scholarships/stipends/Post Matric Scholarships for SC/BC students have been made online. The introduction of DBT (Direct Benefit Transfer) Scheme, have also benefited thousands of students who receives various fellowships, scholarships, stipends etc.

➤ **Future Plan:-**

The branch proposes to get prepared the online process of issuing of Inter University Migration Certificate with the help of University Computer Centre of the University.



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# MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A' Grade University Accredited by NAAC

No. R&S/R-5/18/ 3454

Dated: 27/6/18

To

The OSD (Registrar),  
M.D. University,  
Rohtak

**Sub: Sample Proforma for Administrative Audit**

Sir,

This is with reference to the Registrar office email dated 20.06.2018 and with reference to the minutes of the meeting held on 19.06.2018 on the subject cited above.

I am desired to enclose herewith the required information as per Proforma for Administrative Audit for your information and further necessary action pl.

Encl: As Above

Yours faithfully,

27/6/18  
Superintendent(R&S)  
for OSD(R&S)

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**Administrative Audit Check List**  
**Maharshi Dayanand University, Rohtak**

Checkpoints	Yes	No	Remarks
System for control/reporting to Supervisory Officers	Yes		The disposal of the dak/letter/correspondence received/made from/by different quarters are being monitored by the Supervisory Officers on daily basis.
Procedure for lodging complaints	Yes		If there is any complaint(s), the Complainant can lodge the complaint against any of the in-action by the Branch/Office on the issue(s) to the University Authorities directly, for its resolution.
Procedure being followed to resolve the complaints after these are lodged	Yes		On receipt of such complaints, these are got examined as per the existing rules as contained in various Acts/Statutes/Ordinances available on the subject and then the issue(s) is/are resolved.
Procedure of feedback to user after complaint is acted upon	Yes		Complainant/quarter concerned is always informed about the decision taken by the University
Analysis of data and identification of critical areas which could be focus of our attention		No	No relevancy
Issue records and receipt records of the following			The Stock Register is maintained in this office for such issues. There is proper record for usable and non-usable items separately.
Stationary	Yes		
Furniture	Yes		
Telephone Instruments	Yes		
Housekeeping material		No	No relevancy
Service records of employees		No	No relevancy
Verification Procedure of log book records of van drivers		No	No relevancy
Procedure for outsourced agencies/suppliers hire system, signed contracts and payment system		No	No relevancy
Hiring System		No	No relevancy
Signed contracts		No	No relevancy
Payment system		No	No relevancy
Schedule for checking and records of the following:- Equipments		No	No relevancy

R.O. System (In house and outside) EDPs and STPs			
Approval of outsourced vehicle rates and hiring record		No	No relevancy
Records of Incoming Dak from Outside and distribution to different institutions	Yes		Proper record of dak received from outside agencies/offices/individuals and distribution is maintained in this office.
Records of outgoing Dak collected from different institutions	Yes		Proper record of outgoing dak is maintained by this office.
Records of telephone lines department-wise and payment procedure		No	No relevancy
Procedure and records of waste disposal including Electrical Waste like tubelights and other like waste engine oil		No	No relevancy

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## **Result Branch-1**

### **❖ Designation-wise number of staff.**

I. Asstt. Registrar	= 01
II. Superintendent	= 02
III. Assistant	= 16
IV. Clerk	= 07 + ( 01 Outsource)
V. Peon	= 2 Outsources
<b>Total</b>	<hr/> <b>= 29</b> <hr/>

### **❖ Office Automation (Online Admission, maintenance of records, Examination and declaration of Results Fee Collection, Maintenance of Accounts, Planning & Development)**

#### **➤ Maintenance of records**

After adopting the online system by the University all the record of this Branch like Theory Awards, Internal Assessment Awards, Practical Awards and results available on the Online panel.

#### **➤ Examination and declaration of Results**

The Examinations are conducted in odd and Even semester which are conducted as per schedule fixed by the University normally in the month of November / December for odd examination and April / May for even Examination. The results are declared in a time bound manner giving priority to declare the results for qualifying and final examinations. The other results are also declared within a period of 30 to 60 days.

### **❖ Useful contents on the University Website.**

- I. Results (fresh as well as old) are available on University website.
- II. Result gazette.

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- III. Pass percentage.
- IV. Merit List.
- V. All type of application forms for issuance of Duplicate DMCs / Degrees / Provisional Certificates.

❖ **Does administrative staff have the knowledge of operating MS/Power Point and MS Excel**

➤ Number of officials of this Branch having Computer knowledge in MS/Power point and MS Excel is as under:-

- I. MS word knowing = 06
- II. MS Power point / Excel knowing = 07

❖ **Number of computers in working condition**

➤ 13 Computers in working condition.

❖ **Strength & Weakness**

➤ **Strength**

- I. Results are declared well in time purely through online system.
- II. Practical / Internal Assessment awards are received through online system in the given schedule.
- III. DMCs are issued immediately after declaration of result within 10 - 20 days.
- IV. Degrees are prepared twice in a year after 30<sup>th</sup> September and 31<sup>st</sup> March.
- V. All RTI information is supplied within the prescribed period.
- VI. The grievances of Students / Public received through CM / PM window and social media are given priority and resolved within minimum period say 3 to 7 days.

VII. Visiting students / guardians / parents dealt by the office staff in a soft manner with their full satisfaction.

➤ **Weakness:**

Shortage of staff as per sanctioned budgeted post. If the staff is provided in the Examination Branches as per sanctioned post in the budget the performance and output is bound to increase and period of declaration of result etc. and in the other allied field of Examination Branches.

❖ **Improvement done during the last five years i.e. from July 2013 to June 2018**

The university shifted its offices from old to new campus and a separate building for Examination wing only has been constructed / established on the edge of National highway Delhi Rohtak road easily approachable for the students and public. The new examination wing has been equipped with all modern facilities and infrastructure which has improved the working conditions for the staff in a better way. This has further improved the performance and output of Result Branches during the last five years. The manual process for submitting different types of Examination awards i.e. Practical / internal assessment awards have been stopped and we are receiving these awards on the online portal given to the affiliated colleges / Deptt. besides receiving theory awards in the shape of soft copy. The automation online system has made easy the process of sharing and exchanging information with the Deptt. / Colleges / students relating to submission of Examination forms, conduct of examinations as per prescribed schedule of the University and further declaring the result in a time bound manner with in a period of 30 to 60 days. The declaration of result of qualifying / final examination is given top priority and declared before the start of process of admission so as to avoid any hardship to the students / aspirants of pursuing of higher studies. We can say that our University has been declaring the result in a very quick manner as compared to other Universities in the state. The DMCs are also despatched to the colleges immediately after the declaration of result with in

a period of 10 – 20 days. Degrees are prepared and send twice in a year after 30th September and 31st March.

The other examination related work for issuance of duplicate DMCs, duplicate Degrees and preparing transcript is performed in a time bound manner and issued within 3 to 7 days.

University has made available all type of application form for issuance of Duplicate DMCs, Duplicate Degree on the University website which is helpful to the students and saves their time.

**Asstt. Registrar (R-1)**



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**MAHARSHI DAYANAN UNIVERSITY ROHTAK**  
**RESULT-1 BRANCH**

**Proforma for Administrative Audit**

Checkpoint	Yes	No	Remarks
System for control/reporting to Supervisory Officer	Yes		System Control by the Branch Officer through following:- 1. Supdt./Dy Supdt. 2. Asstt. 3. JDEO/Clerks and call the meeting by the Branch officers time to time for resolving the issues of the Branch.
Procedure for lodging complaints	Yes		Complaints can be lodged by the complainant with the Diarist of the branch or on University Website of the branch result1@mdurohtak.ac.in
Procedure being followed to resolve the complaints after these are lodged	Yes		All Complaints are resolved by this office according to the Rules, Regulations, Ordinances and Scheme of Examinations within stipulated time or at the earliest possible.
Procedure of feedback to user after complaint is acted upon	Yes		After resolving the complaints the reply given to the complainants/quarter concerned for taking further necessary action through speed post/by hand/ by email etc.
Analysis of Data and identification of critical areas which could be focus of our attention	-	No	
Issue records and receipt records of the following a) Stationary b) Furniture c) Telephone Instruments d) Housekeeping material	Yes		All the stationery/furniture received from the main store of the University is properly entered in the Stock Register and issued to the officials as per their requirements and maintain their record properly.
Service records of employees		No	Maintain by the Estt. Branch.
Verification Procedure of log book records of van drivers		No	Maintain by the Transport office.
Procedure for out sources agencies/ suppliers for following suppliers hire system, signed contracts and payment system a) Hiring System b) Signed contracts c) Payment System		No	
Schedule for checking and records of the following:		No	

a) Equipments b) R.O. System(In house and outside) c) EDPs and STPs d) Housekeeping material			
Service records of employees	Yes		Pertains to Establishment Branch
Records of Incoming Dak from outside and distribution to different institutions	Yes		Diary/Despatch registers are maintained by the diarist/dispatcher in the branch and the same are distributed through peon book and maintain their records properly.
Records of outgoing Dak collected from different institutions	Yes		Such record is maintained by the dispatcher in dispatch register and all outstation dak is issued through Regd. Post (Speed Post)
Records of telephone lines department-wise and payment procedure		No	Pertains to the General Branch.
Procedure and records of waste disposal including Electrical Waste like tube lights and others like waste engine oil.	Yes		The waste materials disposal work just like old bills, exam forms etc. are made by the General Branch through Contractor.

Superintendent (R-1)  
For Asstt. Registrar (R-1)

Result - I B.S.

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**MaharshiDayanand University, Rohtak**

<b><u>Checkpoints</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Remarks</u></b>
System for control/reporting to Supervisory Officers	Yes		Time to time meeting were held for monitoring the complaints.
Procedure for lodging complaints	Yes		Properly diarised in dairy Register by diarist by providing dairy no. and date to the complainant
Procedure being followed to resolve the complaints after these are lodged	Yes		Each complaint handed over to concerned set by obtaining proper receipt signature.
Procedure of feedback to user after complaint is acted upon	Yes		Reply sent through regd. Post by concerned set through dispatcher.
Analysis of data and identification of critical areas which could be focus of our attention			N.A
Issue records and receipt records of the following			Record maintained by Misc. Set properly. Each item handed over to various sets by making necessary entry in the

16)

			Stock Register.
a) Stationary			
b) Furniture			
c) Telephone Instruments			
d) Housekeeping material			
Service records of employees			
Verification Procedure of log book records of van drivers			N.A.
Procedure for out sourced agencies/suppliers for following suppliers hire system, signed contracts and payment system			N.A.
a) Hiring System			
b) Signed contracts			
c) Payment System			
Schedule for checking and records of the following			N.A.
a) Equipments			
b) R.O. System (In house and outside)			
c) EDPs and STPs			
Approval of outsourced vehicle rates and hiring record			N.A.
Records of Incoming Dak from outside and distribution to different institutions	Yes		Registered by diarist by providing diary no. & date and delivered to concerned set.
Records of outgoing Dak collected	Yes		Records of outgoing Dak

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from different institutions			maintained in dispatch register
Records of telephone lines department-wise and payment procedure	Yes		Partly relates to this branch. Payment of telephone bill made through cheque.
Procedure and records of waste disposal including Electrical Waste like tubelights and others like waste engine oil			N.A.

**Innovative steps**

**Note:** In past Re-evaluation cases received from Re-evaluation Branch were first handed over to the concerned set and then concerned set arrange to update only those Re-evaluation cases where Result changed after making entry in the result sheets. This process consumes much time.

Now an IT cell has been created in the Branch and all re evaluation cases either with result change or no change are now Updated on University website through result processing agency within 2 to 3 days after receiving it.

This action of the Branch reduce the Public Dealing related to enquiry of Re evaluation cases.

## Result Branch II

- **Designation-wise number of staff.**

I.	Asstt. Registrar	= 1
II.	Superintendent	= 2
III.	Deputy Superintendent	= 2
IV.	Assistant	= 7
V.	Clerk	= 11
VI.	Clerk	= 5 (On Contract Basis)
VII.	Daftri	= 1
VIII.	Peon	= 2
IX.	Peon	= 1 (On Contract Basis)
X.	Compositor	= 1
XI.	Offset Operator	= 1
XII.	Jr. Binder	= 1
	<b>Total</b>	<b>= 35</b>

- **Office Automation (Online Admission, maintenance of records, Examination and declaration of Results Fee Collection, Maintenance of Accounts, Planning & Development)**

- **Maintenance of records**

After adopting the online system by the University all the record of this Branch like Theory Awards, Internal Assessment Awards, Practical Awards and results available on the Online panel.

- **Examination and declaration of Results**

The Examinations are conducted in odd and Even semester which are conducted as per schedule fixed by the University normally in the month of November / December for odd examination and April / May for even Examination. The results are declared in a time bound manner giving priority to declare the results for qualifying and final examinations. The other results are also declared within a period of 30 to 60 days.

- **Useful contents on the University Website.**

- I. Results (fresh as well as old) are available on University website.
- II. Result gazette.
- III. Pass percentage.
- IV. Merit List.
- V. All type of application forms for issuance of Duplicate DMCs / Degrees / Provisional Certificates.

- **Does administrative staff have the knowledge of operating MS/Power Point and MS Excel**

- Number of officials of this Branch having Computer knowledge in MS/Power point and MS Excel is as under:-

- I. MS word knowing = 10
- II. MS Power point / Excel knowing = 7

- **Number of computers in working condition**

- 17 Computers in working condition.

## ● Strength & Weakness

### ➤ Strength

- I. Results are declared well in time purely through online system.
- II. Practical / Internal Assessment awards are received through online system in the given schedule.
- III. DMCs are issued immediately after declaration of result within 10 – 20 days.
- IV. Degrees are prepared twice in a year after 30<sup>th</sup> September and 31<sup>st</sup> March.
- V. All RTI information is supplied within the prescribed period.
- VI. The grievances of Students / Public received through CM / PM window and social media are given priority and resolved within minimum period say 3 to 7 days.
- VII. Visiting students / guardians / parents dealt by the office staff in a soft manner with their full satisfaction.

### ➤ Weakness:

- I. Shortage of staff as per sanctioned budgeted post. If the staff is provided in the Examination Branches as per sanctioned post in the budget the performance and output is bound to increase and period of declaration of result etc. and in the other allied field of Examination Branches.

- **Improvement done during the last five years i.e. from July 2013 to June 2018**

The university shifted its offices from old to new campus and a separate building for Examination wing only has been constructed /established on the edge of National highway Delhi Rohtak road easily approachable for the students and public. The new examination wing has been equipped with all modern facilities and infrastructure which has improved the working conditions for the staff in a better way. This has further improved the performance and output of Result Branches during the last five years. The manual process for submitting different types of Examination awards i.e. Practical / internal assessment awards have been stopped and we are receiving these awards on the online portal given to the affiliated colleges / Deptt. besides receiving theory awards in the shape of soft copy. The automation online system has made easy the process of sharing and exchanging information with the Deptt. / Colleges / students relating to submission of Examination forms, conduct of examinations as per prescribed schedule of the University and further declaring the result in a time bound manner with in a period of 30 to 60 days. The declaration of result of qualifying / final examination is given top priority and declared before the start of process of admission so as to avoid any hardship to the students / aspirants of pursuing of higher studies. We can say that our University has been declaring the result in a very quick manner as compared to other Universities in the state. The DMCs are also despatched to the colleges immediately after the declaration of result with in a period of 10 – 20 days. Degrees are prepared and send twice in a year after 30th September and 31st March.

The other examination related work for issuance of duplicate DMCs, duplicate Degrees and preparing transcript is performed in a time bound manner and issued within 3 to 7 days.

University has made available all type of application form for issuance of Duplicate DMCs, Duplicate Degree on the University website which is helpful to the students and saves their time.

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**MaharshiDayanand University, Rohtak**

<b><u>Checkpoints</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Remarks</u></b>
System for control/reporting to Supervisory Officers	Yes		Time to time meeting were held for monitoring the complaints.
Procedure for lodging complaints	Yes		Properly diarised in dairy Register by diarist by providing dairy no. and date to the complainant
Procedure being followed to resolve the complaints after these are lodged	Yes		Each complaint handed over to concerned set by obtaining proper receipt signature.
Procedure of feedback to user after complaint is acted upon	Yes		Reply sent through regd. Post by concerned set through dispatcher.
Analysis of data and identification of critical areas which could be focus of our attention			N.A
Issue records and receipt records of the following			Record maintained by Misc. Set properly. Each item handed over to various sets by making necessary entry in the Stock Register.

a) Stationary			
b) Furniture			
c) Telephone Instruments			
d) Housekeeping material			
Service records of employees			
Verification Procedure of log book records of van drivers			N.A.
Procedure for out sourced agencies/suppliers for following suppliers hire system, signed contracts and payment system			N.A.
a) Hiring System			
b) Signed contracts			
c) Payment System			
Schedule for checking and records of the following			N.A.
a) Equipments			
b) R.O. System (In house and outside)			
c) EDPs and STPs			
Approval of outsourced vehicle rates and hiring record			N.A.
Records of Incoming Dak from outside and distribution to different institutions	Yes		Registered by diarist by providing diary no. & date and delivered to concerned set.
Records of outgoing Dak collected from different institutions	Yes		Records of outgoing Dak maintained in dispatch

			register
Records of telephone lines department-wise and payment procedure	Yes		Partly relates to this branch. Payment of telephone bill made through cheque.
Procedure and records of waste disposal including Electrical Waste like tubelights and others like waste engine oil			N.A.

#### Innovative steps

Note: In past Re-evaluation cases received from Re-evaluation Branch were first handed over to the concerned set and then concerned set arrange to update only those Re-evaluation cases where Result changed after making entry in the result sheets. This process consumes much time.

Now an IT cell has been created in the Branch and all re evaluation cases either with result change or no change are now Updated on University website through result processing agency within 2 to 3 days after receiving it.

This action of the Branch reduce the Public Dealing related to enquiry of Re evaluation cases.

Asstt. Registrar R-II)

**The information in respect of University Press pertaining to forthcoming Administrative Audit and visit of NAAC Team:-**

**Designation-wise number of staff of University Press:**

Sr. No.	Name of the Employee	Designation
	S/Sh./Dr./Ms.	
1.	M.L.Batra	Assistant Registrar
2.	H.S. Narang	Superintendent
3.	Jai Singh	Foreman
4.	Bhim Sain	Offset Machine Operator
5.	Satywan	Senior Machineman
6.	Bhu Dutt	Offset Machine Operator
7.	Inderjeet	Offset Machine Operator
8.	Ram Bhaj	Plate Maker
9.	Joginder	Distributor
10.	Suresh Kumar	Distributor
11.	Raj Kumar	Plate Grainer
12.	Suresh Singh	Head Binder
13.	Hamid Khan	Senior Binder
14.	Mahender Pal	Senior Binder
15.	Kamesh Kumar	Senior Binder
16.	Rajbir Singh	Plate Maker
17.	Raj Kumar	Assistant Foreman
18.	Rajender Lal	Compositor
19.	Main Pal	Compositor
20.	Ram Parshad	Process Camera Operator
21.	Satish Kumar	Mali
22.	Surender Kumar	Distributor
23.	Jawahar Lal	Clerk
24.	Vikas	Proof Reader
25.	Rajesh Kumar	Clerk-cum-JDEO
26.	Mohit	Store Keeper (outsource policy-II)

In addition to above, One DTP Operator and 7 Technical Labourers have been provided through Outsourcing Agency by the University to meet the office requirement.

**Internet Facility:**

Internet Facility has been provided by the University. All correspondence to the concerned quarters are made through email.

Continue on page 2....

**Overall Maintenance:**

Service of the various machines installed in the University Press is got done from time to time, hence the same are maintained in working condition.

**Does administrative staff have the knowledge of operating MS/Power Point/MS Excel:**

There are One Clerk-cum-JDEO in the University Press who knows the computer very well and has the knowledge of operating MS/Power Point and MS Excel as the main work of the University Press is printing of various jobs. Therefore, skilled staff has been provided for the purpose.

**Number of Computers:**

There are 5 Computers with all accessories installed in the University Press. All are in working order. One Scanners and one Photostat machine has also been installed in the University Press for sending the letters/documents/information through email.

**Strength and Weakness:****Strength :**

The University Press caters the needs of all printing work of University offices/departments as all printing work relating to printing of Prospectus, Forms, Journals, Certificates, Invitations are printed by the University Press. For this purpose, a Digital colour printer has been installed. In addition to this, multi colour printing jobs like invitation cards, title pages of magazines, souvenir etc. are also done.

Thermal CTP was purchased and installed which paved the way to discard old technique of plate making system, graining of aluminium plates with crude material in a phase manner.

Apart from the routine jobs of the University, the University Press prints study material of Directorate of Distance Education. Directorate of Distance Education runs several courses through Distance Mode. The University Press has been printing the study material of entire courses.

There is a boundary wall of the University Press and for entering in the University Press an iron gate has been fixed and 24 hours security has been provided.

**Weakness**

More modernization of University Press is required.

Continue on page 3....

**Write up on the improvement/updation done during the last five years**

Since the inception of the University, University Press has been established for doing the printing work of the University. There is also a set up of different types of machines for printing jobs. The University Press is responsible for doing of printing work of various offices/departments. It caters the printing needs of the University. For improvements of printing work in the Press, Digital Colour Printer and Thermal CTP machine have been installed in the University Press. The major work of University Press is to print the study material for DDE which runs several courses through Distance Mode.

In view of urgency of work, the official of the University Press works on Holidays and after office hours to complete the jobs in time.

Rajesh Kumar  
Clerk-cum-JDEO  
25.08.2018

Superintendant (Press)

Assistant Registrar (Press)

**Sub : Administrative Audit by Expert Team**

Reference minutes of the meeting of all the Branch Officers held on 19.06.2018 at 11:00 a.m. on the subject cited above.

The upgradation/increase of infrastructure of the University Printing Press for the last 5 years has not made tangible. However, the University Press deals with the following works :-

1.	Jobs work	The University Press receives orders for printing from all Department/Branches of the University. It caters to the printing needs of the university. When a order of job is received, 1st operation begins by allotting a job number. It is put to work process like composing/feeding in computer. A proof is prepared, when the proof is finally approved by indentor, the jobs is printed. If the job requires binding, it is forwarded to the Binding Section. Then a finished job is produced. Indenting Branch take the delivery of the jobs. The Press raises printing charges against the branch concerned.
2.	Purchase	Annual Requirement in consolidated form is prepared. The same is forwarded to Purchase Section to effect purchase as per purchase procedure. In this way, all bulk purchases are purchased through Purchase Section which includes sanctions of the authority and CPC.
3.	Digital Colour Printers	Eversince the inception of the Press, Press printed jobs in Blank & White. It was best suited at the time. But with the chage of new technology, need of colour printing was felt. As such, a Digital Colour Printer was purchased & installed in the University Press. From the day one, University Press started printing multi-colour jobs like invitation cards, certificates, title pages of magazines/souvenir/ Journals etc. for all the departments/Branches/Hostels.
4.	Thermal CTP	Thermal CTP was purchased and installed which paved the way to discard old technic of plate making system, graining of aluminium plates with crude material in a phase manner.
5.	Duct Jumbo coolers	Duct Jumbo coolers were Installed in the roof-top in order to mitigate heat and humidity emitted by machines in Printing/Binding Halls.
6.	Printing of study material	Apart from, the routine jobs of the University, the University Press prints study material of DDE. Directorate of Distance Education runs several courses on Distance Mode. The Press has been printing the study material of entire courses.

ASI

*Praveen*  
Manager Press

*Praveen*  
Manager Press

*PH*  
27/6/18

*Praveen*  
27-6-18

*Satish Sharma*

27/6/18

*Praveen*  
27-6-18  
Clerk-cum-JDEO



**MAHARSHI DAYANAN UNIVERSITY ROHTAK  
RESULT BRANCH - III**

**Proforma for Administrative Audit**

Checkpoint	Yes	No	Remarks
Campus Area		NA	
Security Staff (Designation-wise)(Permanent as well as Outsourced)		NA	
Security Measures		NA	
Designation-wise number of Staff	Yes		There is 2 outsourced staff in this branch. Permanent Staff detail is as under:- 1. Indira Dahiya (Supdt. Incharge) 2. Sudershan Kumar (Supdt.) 3. Satraj Singh (Assistant) 4. Rajbir Singh (Assistant) 5. Jai Singh (Assistant) 6. Piare Lal (Assistant) 7. Dinesh (Assistant) 8. Vijay (Clerk-cum-JDEO) 9. Guru Hans Pal (Clerk-cum-JDEO) 10. Sunita (Clerk) 11. Randhir (Clerk) 12. Subhash (Clerk) 13. Satyabir Singh (Clerk) 14. Jyoti (Jr. Store Keeper)
Detail of Professional Programmes organized for Non-Teaching Staff		NA	
Office Automation	Yes		All the examinations are conducted timely and after that timely results are declared through online system on university website within 30 to 60 days of commencement of the examination.
Useful contents on the University Website.	Yes		The entire examination schedule, results are available on university website in proper manner.
Automation of Library		NA	
Outreach Projects/Programmes(NCC, NSS, etc.)		NA	
Medical Centre Facility		NA	

Contd.....P/2

Sports Facilities		NA	
Details of Hostels (Boys as well as Girls) with the number of rooms/occupancies		NA	
Transportation Facility for students		NA	
Support Services (Bank, Post Office, Xerox etc.)		NA	
Canteens		NA	
Gardens		NA	
Auditorium/Halls/Committee Rooms		NA	
Internet facility		NA	
Overall maintenance		NA	
Does Administrative staff have the knowledge of operating MS power point and MS Excel	Yes		There is only 2 permanent and 1 outsourced staff have the knowledge of MS office.
No. of computers in working condition.	Yes		Nine Computers are in working condition.
Strength & Weakness	Yes		<p><b>Strength:</b></p> <ol style="list-style-type: none"> <li>1. All the results are timely declared by this branch through online system.</li> <li>2. Internal/Practical Awards are received through online system within time.</li> <li>3. RTI, CM grievances are timely disposed of by this branch.</li> <li>4. Student Grievances are timely resolved by this branch.</li> <li>5. All the DMC's, Degree's are dispatched within 10 to 20 days to the concerned colleges or concerned students.</li> </ol> <p><b>Weakness:</b></p> <ol style="list-style-type: none"> <li>1. There is acute shortage of staff in the branches.</li> </ol>

Contd.....P/3

<p>Write up on the improvement/updation done during the last five years</p>	<p>Yes</p>	<p>In the last 5 year there are so many improvement done by the university and the branches. From last 5 year online system was adopted by the university which is very helpful for the University staff, college staff and also for the students. Before online system the theory awards were send manually but now scanning system is adopted by the university by which theory awards were scanned and send in digital form which save the lot of time and the results declared with in stipulated time.</p> <p>Before adoption of the online system university take lot of time to declare the results. SAP portal was also established by the university within 5 year by this integrated system was developed in the university. Branches are also connected by this SAP portal and it is also a lot of time saving online system.</p> <p>Before only system the internal/practical marks were received manually from the colleges but after online system was developed the marks were received online which is also time saving to declare the results of the University. By online system branches were received DMC's, Degree's and result sheets timely and students also received their DMC's, Degrees timely. Result discrepancies are also reduced by the online system. Corrections, RLA's, discrepancies are resolved through online mode also which was save the time &amp; money of students and saving from the harassment.</p> <p>Proper records of the DMC's, Degree's are maintained by the branch. All the system like DAK, RLA's, RTI, Grievances, Results and discrepancies are resolved and declared in proper manner by the branch with in stipulated time. Transcripts, verifications to the students are provided by the branch within stipulated time.</p> <p>Correction of DMC's &amp; Degree's Duplicate DMC's &amp; Degree's are also dispatched to the concerned students &amp; concerned college within 7 to 10 days. Verification of the records of the students are dispatched within 7 days of the receiving of the letter.</p>
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			<p>Verification, RLA's, Discrepancies received through Branch E-mail is resolved within 2 to 5 days.</p> <p>In short, from last 5 years branches were improved in Result declaration time, RLA, discrepancy time, DMC's, Degree's dispatch time.</p>

**Superintendent (R-II)**



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**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
(A State University established under Haryana Act No. XXV of 1975)  
'A' Grade University Accredited by NAAC

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No. RIII/Misc/2018 2904  
Dated: 26-6-18

To

The O.S.D. to Registrar,  
M.D. University,  
Rohtak

**Sub: Information regarding Administrative Audit of the University.**

Dear Sir,

With reference to your office e-mail dated 20.06.2018 on the subject cited above.

The requisite information as discussed in the meeting of all Branch Officers on 19.6.2018 regarding Administrative Audit of the University pertaining to Result Branch -III is enclosed herewith for information and necessary action at your end.

  
Incharge R-III 26/6/18



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**MAHARSHI DAYANAN UNIVERSITY ROHTAK**  
**RESULT BRANCH - III**

**Proforma for Administrative Audit**

Checkpoint	Yes	No	Remarks
System for control/reporting to Supervisory Officer	Yes		System Control by the Branch Officer through following:- 1. Supdt./Dy Supdt. 2. Asstt. 3. JDEO/Clerks and call the meeting by the Branch officers time to time for resolving the issues of the above officials.
Procedure for lodging complaints	Yes		Complaints are lodged by the Branch in the Diary Register.
Procedure being followed to resolve the complaints after these are lodged	Yes		All Complaints are resolved by the Result Branch-III according to the Rules, Regulations, Ordinances and Scheme of Examinations at the earliest.
Procedure of feedback to user after complaint is acted upon	Yes		After resolving the complaints the reply given to the complainants/quarter concerned for taking further necessary action through speed post/by hand/ by email etc.
Analysis of Data and identification of critical areas which could be focus of our attention		NO	Not Applicable.
Issue records and receipt records of the following a) Stationary b) Furniture c) Telephone Instruments d) Housekeeping material	Yes		All the stationery/furniture received from the main store of the University is properly entered in the Stock Register and issued to the officials as per their requirements and maintain their record properly.
Service records of employees		No	Maintain by the Estt. Branch.

Contd.....P/2

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Verification Procedure of log book records of van drivers		No	Maintain by the Transport office.
Procedure for out sources agencies/ suppliers for following suppliers hire system, signed contracts and payment system a) Hiring System b) Signed contracts c) Payment System		No	
Schedule for checking and records of the following:			
a) Equipments		No	The electronic items like computers are maintained by the UCC office.
b) R.O. System(In house and outside)		No	Maintain by the XEN office
c) EDPs and STPs		No	
Approval of outsourced vehicle rates and hiring record		No	Pertains to transport office
Records of Incoming Dak from outside and distribution to different institutions	Yes		Diary registers are maintained by the diarist in the branch and the same are distributed through peon book and maintain their records properly.
Records of outgoing Dak collected from different institutions	Yes		Maintained by the diarist of the Branch in Despatch Register.
Records of telephone lines department-wise and payment procedure		No	Pertains to the General Branch.
Procedure and records of waste disposal including Electrical Waste like tube lights and others like waste engine oil.		No	The waste materials disposal work just like answer books etc. are made by the General Branch through Contractor.

*[Signature]*  
26/6/18  
Incharge R-III



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**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
(ESTABLISHED UNDER HARYANA ACT. NO. 25 OF 1975)  
'A' Grade University Accredited by NAAC

## Result-IV

No. MDU/R-IV/AE-  
Misc./2018/.....

Date: .....

To

The Registrar  
M. D. University  
Rohtak

**Subject: Forwarding of Information for Administrative Audit  
for the year 2013 to 2018**

Sir,

This is with reference to email dated 24.08.2018 at 15:52 regarding above quoted subject.

The required information of Result 4 Branch is enclosed at annexure-I for further necessary action at your end.

D.A. Annexure-I

Sd/xxxxxxxxx  
**Superintendent (Result-IV)**

**Cc to:-** P.A. to C. O. E. for kind information of the Controller of Examinations

## Point wise Information of Result-IV Branch

### 1. Designation-wise number of staff

Deputy Registrar	- 01
Superintendent	- 02
Deputy Superintendent	- 01
Assistant	- 04
Clerk	- 03
Clerk	- 01 (through outsources)
Clerk-cum-J.D.E.O.	- 05
Helper	- 01
Peon	- 02 (through outsources)

**Total - 20**

### 2. Does administrative staff have the knowledge of operating MS/Power Point and MS Excel (Give Branch-wise detail as to how many staff members out of total have such knowledge).

05 (Clerk-cum-J.D.E.O)

### 3. Office Automation (Online Admission, maintenance of records, Examinations and declaration of Results, Fee Collection, Maintenance of Accounts, Planning & Development)

All the examinations are conducted as per schedule fixed by the University well in advance and the results are being declared through online system within 30-60 days of the completion of last paper of the course. All records of the students are available on the students panel

### 4. Useful contents on the University Website.

Gazette of the examinations.  
Individual result  
Panel of the students detail being operated by the University officials

### 5. Number of computers in working condition (Branch-wise)

08

**6. Strength & Weakness (Branch-wise)**

**Strength:**

The work of the Branch is almost online.

The DMCs and Degrees are being sent to the individuals/colleges well in time.

The applications received through CM Window/PM Window and RTI applications are being resolved within stipulated time.

Difficulties faced by the students are being settled immediately and are being informed to the students/colleges concerned through email.

**Weakness:**

There is no sufficient staff as per work allotted to this Branch.

**7. Write up on the improvement/updation done during the last five years i.e. from July 2013 to June 2018 (atleast 500 words)**

The data of the students has been updated online. Therefore, the difficulties faced by the student are resolved immediately. Internal/sessional/practical awards are now being received from the colleges online and because of that the results are being declared in time. The DMC(s) and Degree(s) of the students/colleges are now been dispatched within 10-20 days from the date of declaration of the result. After adopting online system in the University, all type of discrepancies are being sorted out timely and the RLA cases are also sorted out in short period. Presently, there is a huge demand of the transcripts which are being issued to the individuals within 5 to 7 days.

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**Maharshi Dayanand University, Rohtak**

<b><u>Checkpoints</u></b>	<b><u>Ye s</u></b>	<b><u>No</u></b>	<b><u>Remarks</u></b>
System for control/reporting to Supervisory Officers	√		
Procedure for lodging complaints	√		Complaints are marked to concerned set for examine & report
Procedure being followed to resolve the complaints after these are lodged	√		Complaints as received are disposed of according to rules & norms and accordingly information sent to the complainant (s).
Procedure of feedback to user after complaint is acted upon	√		Feedback is given to the quarter concerned.
Analysis of data and identification of critical areas which could be focus of our attention		√	
Issue records and receipt records of the following			Requirements at items as at a, b, c & d are sent to Purchase and Store Branch. Issue and receipt record are entered in the stock register.
a) Stationary			
b) Furniture			
c) Telephone Instruments			
d) Housekeeping material			
Service records of employees		√	For Establishment Branch
Verification Procedure of log book records of van drivers		√	For Transport Office
Procedure for out sourced agencies/suppliers for following suppliers hire system, signed contracts and payment system		√	For Establishment Branch

a) Hiring System			
b) Signed contracts			
c) Payment System			
Schedule for checking and records of the following			
a) Equipments			
b) R.O. System (In house and outside)			
c) EDPs and STPs			
Approval of outsourced vehicle rates and hiring record			
Records of Incoming Dak from outside and distribution to different institutions			
Records of outgoing Dak collected from different institutions			
Records of telephone lines department-wise and payment procedure			
Procedure and records of waste disposal including Electrical Waste like tubelights and others like waste engine oil			



**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
(A State University established under Haryana Act No. XXV of 1975)  
**'A' Grade University Accredited by NAAC**

No. Secy/AS-1/18/3793

Dated:- 25/6/18

To

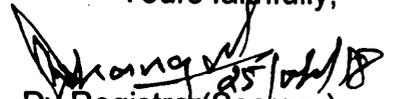
The Registrar,  
M.D. University,  
Rohtak

Subject **Proforma for Administrative Audit**

Sir,

As desired by the Registrar in the meeting of the Branch Officers on 19.6.2018, a proforma provided by the IQAC for Administrative Audit duly filled by the Secrecy Branch is enclosed herewith for information and further necessary action.

Yours faithfully,

  
Dy. Registrar (Secrecy)

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## Maharshi Dayanand University, Rohtak

### Proforma for Administrative Audit

Checkpoint	Yes	No	Remarks
System for control/reporting to Supervisory Officer	Yes		System Controlled by the Branch Officer with the help of the followings:- 1. Supdt./Dy Supdt. 2. Asstt. 3. JDEO/Clerks To call the meeting by the Branch officers time to time for resolving the issues pointed out by the above officers/officials.
Procedure for lodging complaints	Yes		Complaints lodged by the complainants with the diarist which is entered in the Diary Register.
Procedure being followed to resolve the complaints after these are lodged	Yes		All Complaints are resolved by the concerned dealing officials of the Secrecy Branch according to the Rules, Regulations, Ordinances and Scheme of Examinations at the earliest.
Procedure of feedback to user after complaint is acted upon	Yes		After resolving the complaints, the reply given to the complainants/quarter concerned through speed post/email and By hand etc. under intimation to the authorities from which the complaints have been received for taking further necessary action.
Analysis of Data and identification of critical areas which could be focus of our attention	Yes		The critical areas of the Secrecy Branch are the place/store rooms/Main Despatch Hall where answer books of the students of all the examinations are kept before and after evaluation of answer books. The main hall remain under the supervision of the Superintendants and dealing officials alongwith two security guards. These Halls/Store Rooms have installed CCTV Cameras which are monitored by the Dy.Registrar(Secy.) and the Controller of Examinations. All the answer books are despatched to the evaluation centres for evaluation after bar-coding/scanning the same.
Main Work of Secrecy Branch	Yes		1. Preparation of Serial No.List of all UG/PG/Professional(Regular and Distance)Courses. 2. Preparation of Offers for setting of Question papers from the Examiners sessionwise. 3. Creation of Spot Evaluation Centres 4. Arranging of University Vehicles for receiving/sending Answer books from the Nodal Centres/Spot Evaluation Centres. 5. Sorting out of Answer books/classwise/ Coursewise/Question paper I.D.wise. 6. Sanction of Advance for payment to the Paper setters/Examiners. 7. Project reports of BCA/BBA/MBA/ MCA/M.Tech.B.Com/M.Com,M.Ed. 8. Awarding of PH.D Degree work

			<b>9. Conducting of Viva for Ph.D.Holders</b>
Issue records and receipt records of the following a) Stationary b) Furniture c) Telephone Instruments d) Housekeeping material	Yes		All the stationery/furniture received from the main store of the University are properly entered in the Stock Register and are issued to the officials as per their requirements and maintain their record properly.
Service records of employees		No	Maintained by the Estt. Branch.
Verification Procedure of log book records of van drivers		No	Maintained by the Transport office.
Procedure for out sources agencies/ suppliers for following suppliers hire system, signed contracts and payment system a) Hiring System b) Signed contracts c) Payment System	Yes		Through E-tendering Scanning Agency hired by the Secrecy Branch and made their payment through cheque after deducting the GST/TDS on completion of the whole examination work in all respects.
Schedule for checking and records of the following:			
a) Equipments	Yes		The electronic items like computers are maintained by the Secrecy Branch
b) R.O. System(In house and outside)		No	Maintained by the XEN office
c) EDPs and STPs		No	
Approval of outsourced vehicle rates and hiring record		No	Pertains to transport office
Records of Incoming Dak from outside and distribution to different institutions	Yes		Diary/Despatch registers are maintained by the direct/dispatcher in the branch and the same are distributed through peon book and maintain their records properly.
Records of outgoing Dak collected from different institutions	Yes		Maintained by the diarist of the Secrecy Branch.
Records of telephone lines department-wise and payment procedure		No	The record of the telephone lines maintained by the General Branch but the bill of branch paid from Secrecy Budget Head.
Procedure and records of waste disposal including Electrical Waste like tube lights and others like waste engine oil.	Yes		The waste materials of disposal work like used answer books etc. are arranged by the General Branch through Contractor.

  
 Dy Registrar (Secrecy) 25/04/18  
 M.D. University Rohtak

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**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
(A State University established under Haryana Act No. XXV of 1975)  
**'A' Grade University Accredited by NAAC**

No. Secy/AS-7/18/ \_\_\_\_\_

Dated:- \_\_\_\_\_

To

The Registrar,  
M.D. University,  
Rohtak

Subject **Proforma for Administrative Audit**

Sir,

As desired by the Registrar in the meeting of the Branch Officers on 24.8.2018, a proforma provided by the IQAC for Administrative Audit duly filled by the Secrecy Branch is enclosed herewith for information and further necessary action.

Yours faithfully,

Dy. Registrar(Secrecy)

Maharshi Dayanand University, Rohtak

## Proforma for Administrative Audit-Secrecy Branch

<ul style="list-style-type: none"> <li>• Designation wise number of staff</li> </ul>	<p>Dy.Registrar-One, Superintendents-5, Assistants-12, Clerks-5, J.D.E.O.-9 , Junior Store-keeper –One Off Set Machine Operator-One Daily wagers(Labour)-20(Outsources)</p>
<ul style="list-style-type: none"> <li>• Internet facility</li> </ul>	<ol style="list-style-type: none"> <li>1. Net faculty is used for down loading updated syllabi for all UG/PG/Professional Courses for paper setting.</li> <li>2. For interacting through E.Mail with all Spot Evaluation Centres i.e.UG/PG/Professional Courses for speedy evaluation of answer books for timely declaration of results.</li> <li>3. For updating/verifying status of various grievances i.e C.M./PM/UGC.</li> <li>4. Various correspondence with affiliated Colleges as and when required.</li> <li>5. Updated status report of question papers</li> <li>6. Status of result declaration</li> <li>7. To resolve the RLA cases and other discrepancies</li> <li>8. Lists of Re-evaluation cases.</li> <li>9. Panels of subject experts for paper setting and viva voce</li> <li>10. obtaining consent from the Examiners for evaluation of Ph.D. thesis.</li> </ol>
<ul style="list-style-type: none"> <li>• Does administrative staff have the knowledge of operating MS/Power Point and MS Excel(Give Branch-wise detail as to how many staff members out of total have such knowledge)</li> </ul>	<p>Total Strength = 34 Out of this 19 staff members have knowledge of operating computer.</p>
<ul style="list-style-type: none"> <li>• Number of computers in working condition (Branch-wise)</li> </ul>	<p>22 computers</p>
<ul style="list-style-type: none"> <li>• Strength &amp; Weakness (Branch-wise)</li> </ul>	<p><b>Strength :</b></p> <ol style="list-style-type: none"> <li>1. Timely paper setting</li> <li>2. Supply of Sr. No. list of all UG/PG/Professional courses on time</li> <li>3. Completion of evaluation work on time</li> <li>4. Resolving of RLA/RLD/Discrepancies on time</li> <li>5. Timely supply of photocopy of answer books to the candidate concerned.</li> <li>6. Timely supply of Answer books to the Re-evaluation Branch</li> </ol>

	<p>7. Timely resolving the court case/CM/PM/UGC Grievances.</p> <p><b>Weakness :</b></p> <p>1. Shortage of Regular staff is the main weakness.</p>
<p>• Write up on the improvement/updation done during the last five years i.e. from July 2013 to June 2018 (atleast 500 words)</p>	<p><b><u>Status before July 2013</u></b></p> <ol style="list-style-type: none"> <li>1. Most of the work done manually.</li> <li>2. Only one computer was available.</li> <li>3. First stage of conduct examination i.e. supplying of Serial No. list of UG/PG/Professional courses were prepared by steno with the help of this computer which leads to delay in supply the same.</li> <li>4. Hard copy of syllabi were required to be obtained from the Academic branch/Publication Cell.</li> <li>5. For paper setting all these syllabi were required to be photocopied for attaching with the offers of paper setting.</li> <li>6. Forwarding slips to despatch the answer books to the spot evaluation centre were prepared manually.</li> <li>7. Manual awards were prepared by the examiner which were sent to the result branches manually for preparation of result. Manual feeding of result data sometimes leads to wrong punching of Roll No./Marks.</li> <li>8. There was no proper space for keeping the answer books and other materials.</li> <li>9. Records of answer books supplied to Re-evaluation cell was maintained manually in registers.</li> <li>10. RTI answer books were required to be search manually with the help of Supdt. forwarding slip of answer books which consume a lot of time.</li> </ol> <p><b><u>Improvement/updation done i.e. from July 2013 to June 2018</u></b></p> <ol style="list-style-type: none"> <li>1. Since then secrecy branch is upgraded with             <ol style="list-style-type: none"> <li>(a) 22 in numbers computers with printers</li> <li>(b) 3 photocopy machines are available.</li> <li>(c) 2 in numbers multiple function printers/scanners.</li> </ol> </li> <li>2. Internet connection is available on all computers.</li> <li>3. Serial No. lists and other correspondences is prepared in computers.</li> <li>4. Now all the Scheme of examination/syllabi are available for students/teachers and same is downloaded for the purpose of paper setting.</li> <li>5. Most of the Supdt. forwarding slips are prepared in MS-Excel sheet for accuracy.</li> <li>6. Title page of answer book have been revised and converted into OMR sheet.</li> <li>7. Barcodes are printed/pasted on the title page of the answer book. Half part of title page of answer</li> </ol>

	<p>book is detached for maintaining the secrecy of Roll No.s of the students.</p> <ol style="list-style-type: none"><li>8. These Roll parts are further scanned and digital images are prepared.</li><li>9. Awards pages are also printed on OMR sheets duly encrypted with these barcodes and teacher are only required to fill marks against these barcodes and to fill the bubbles.</li><li>10. Then these awards pages are scanned, digital images captured and data of marks is taken by the software against these barcodes which leads to accuracy in preparation of marks data.</li><li>11. These images of Roll No. parts as well as award sheets help in solving the RLA/RLD/Absentees in short span of time.</li><li>12. Most of the record like supplying of answer books to Re-evaluation cell is maintained in excel sheet.</li><li>13. Since the data is available in digital mode which helpful to trace out the barcode and Bag ID of answer book for supplying photocopy of answer books under RTI Act, 2005.</li><li>14. Work station/place and work culture is like modern corporate sector.</li><li>15. Secrecy Branch is mapped up with various latest infrastructure required for Digital India.</li></ol>
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Dy. Registrar (Secrecy)

<b>List of Permanent Security Staff of MDU, Rohtak (Designation Wise)</b>		
<b>S.No</b>	<b>NAME</b>	<b>DESIGNATION</b>
1	Tarun Sharma, Controller Security	Controller Security
2	Balraj Singh, CSO	Chief Security Officer
3	Shamsher Singh, SO	Security Officer
4	Satbir Singh, ASO	Astt. Security Officer
5	Ramesh Kumar Dhaka, ASO	Astt. Security Officer
6	Krishan Kumar Security Guard	Astt. Security Officer
7	Ram Kumar HSG	Head Security Guard
8	Hawa Singh HSG	Head Security Guard
9	Balraj I Security Guard	Head Security Guard
10	Ashok I	Security Guard
11	Balwan Singh	Security Guard
12	Balraj II	Security Guard
13	Dharam Pal	Security Guard
14	Gajraj Singh	Security Guard
15	Hari Prakash	Security Guard
16	Him Bhahadur	Security Guard
17	Jaswant singh I	Security Guard
18	Jaswant II	Security Guard
19	Jitendra	Security Guard
20	Kapoor Dalal	Security Guard
21	Sheeshpal	Security Guard
22	Main Pal	Security Guard
23	Manjeet Singh	Security Guard
24	Mehar Singh lakra,	Security Guard
25	Mahender Singh	Security Guard
26	Naresh I	Security Guard
27	Naresh Sharma	Security Guard
28	Naseeb Singh	Security Guard
29	Om Prakash,	Security Guard
30	Prem Singh	Security Guard
31	Rajender Singh (Bagdi)	Security Guard
32	Rajender Kumar (Pali)	Security Guard
33	Rajendra (Beri)	Security Guard
34	Rajesh Kumar	Security Guard
35	Raju	Security Guard
36	Ram Prasad	Security Guard
37	Dhan Singh	Security Guard
38	Virender II	Security Guard
39	Raj Bhardwaj	Security Guard
40	Sultan Singh	Security Guard
41	Surender II	Security Guard
42	Suresh,	Security Guard
43	Yashwant Singh	Security Guard
44	Vishal Singh	Security Guard
45	Dilbag Singh I	Security Guard

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46	Sudhir	Security Guard
47	Kuldeep Chand	Security Guard
48	Muni Ram	Security Guard
49	Prem Parkash	Security Guard
50	Ajit Singh	Security Guard
51	Dharmender	Security Guard
52	Gopal Kumar,	Security Guard
53	Ved Parkash,	Security Guard

<b>List of outsourced security staff of MDU, Rohtak</b>		
1	JASBIR HOODA	BRANCH MANAGER
2	NASIB SINGH	SECURITY OFFICER
3	RAMESH KUMAR	SUPERVISOR
4	SURENDER	SUPERVISOR
5	MAAL SINGH	SUPERVISOR
6	SATYAVIR	SUPERVISOR
7	JAI KISHAN	SUPERVISOR
8	JAI BHAGWAN	SUPERVISOR
9	SUNIL	SUPERVISOR
10	NARESH	SUPERVISOR
11	BIJENDER	SUPERVISOR
12	RAJESHWAR	SUPERVISOR
13	VIJAY	SECURITY GUARD
14	NAVEEN KUMAR	SECURITY GUARD
15	PARVEEN	SECURITY GUARD
16	RAVINDER	SECURITY GUARD
17	GOVIND	SECURITY GUARD
18	OMBIR	SECURITY GUARD
19	SONIYA	SECURITY GUARD
20	SUNNY	SECURITY GUARD
21	VIKASH	SECURITY GUARD
22	NARESH RATHEE	SECURITY GUARD
23	SANJAY	SECURITY GUARD
24	RAJENDER SINGH	SECURITY GUARD
25	SATISH KUMAR	SECURITY GUARD
26	SURENDER KUMAR	SECURITY GUARD
27	KULDEEP SINGH	SECURITY GUARD
28	HAWA SINGH	SECURITY GUARD
29	SANDEEP	SECURITY GUARD
30	VINOD KUMAR	SECURITY GUARD
31	SACHIN	SECURITY GUARD
32	SHAMSHER SINGH	SECURITY GUARD
33	DHARAMBIR	SECURITY GUARD
34	JAISINGH	SECURITY GUARD
35	JAGPAL SINGH	SECURITY GUARD
36	DEEPAK	SECURITY GUARD
37	MANOJ	SECURITY GUARD
38	MAHIPAL	SECURITY GUARD
39	OM PARKASH	SECURITY GUARD
40	LALIT	SECURITY GUARD
41	VICKY	SECURITY GUARD
42	SUNIL KUMAR	SECURITY GUARD
43	SUNIL KUMAR	SECURITY GUARD
44	SATWAN	SECURITY GUARD
45	SURESH	SECURITY GUARD

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46	AMIT	SECURITY GUARD
47	SUNIL KUMAR	SECURITY GUARD
48	JAIVIR	SECURITY GUARD
49	MANOJ	SECURITY GUARD
50	SUNNY	SECURITY GUARD
51	SUNIL	SECURITY GUARD
52	RAVI	SECURITY GUARD
53	SUMIT KUMAR	SECURITY GUARD
54	RAVI KUMAR	SECURITY GUARD
55	PORASH KUMAR	SECURITY GUARD
56	SANJAY KUMAR	SECURITY GUARD
57	SUDHIR	SECURITY GUARD
58	DARSHAN	SECURITY GUARD
59	PRITAM SINGH	SECURITY GUARD
60	PAWAN	SECURITY GUARD
61	DEEPAK	SECURITY GUARD
62	DHARAMPAL	SECURITY GUARD
63	BIJENDER	SECURITY GUARD
64	PARDEEP	SECURITY GUARD
65	SUNIL KUMAR	SECURITY GUARD
66	KULDEEP SINGH	SECURITY GUARD
67	AJAY	SECURITY GUARD
68	PARDEEP SINGH	SECURITY GUARD
69	MOHIT SINGH	SECURITY GUARD
70	SAT NARAYAN	SECURITY GUARD
71	VISHNU	SECURITY GUARD
72	RAM CHANDER	SECURITY GUARD
73	RAJBIR SINGH	SECURITY GUARD
74	KAPTAN SINGH	SECURITY GUARD
75	SATENDER	SECURITY GUARD
76	GULSHAN	SECURITY GUARD
77	NARENDER	SECURITY GUARD
78	MANOJ BENIWAL	SECURITY GUARD
79	HAWA SINGH	SECURITY GUARD
80	DHRAMBIR SINGH	SECURITY GUARD
81	DEEPAK	SECURITY GUARD
82	KARAMVIR	SECURITY GUARD
83	PAWAN RATHI	SECURITY GUARD
84	JASBIR	SECURITY GUARD
85	NAVEEN	SECURITY GUARD
86	ANUJ KANWAR	SECURITY GUARD
87	AMIT	SECURITY GUARD
88	DAYACHAND	SECURITY GUARD
89	PARTAP SINGH	SECURITY GUARD
90	PREM SINGH	SECURITY GUARD
91	PARVEEN	SECURITY GUARD
92	ASHWANI KUMAR	SECURITY GUARD
93	ANIL KUMAR	SECURITY GUARD

94	RAMESH	SECURITY GUARD
95	RAM MURTI	SECURITY GUARD
96	RAJESH KUMAR	SECURITY GUARD
97	RAJESH KUMAR	SECURITY GUARD
98	VIKRAM SINGH	SECURITY GUARD
99	VIRENDER	SECURITY GUARD
100	INDER PAL	SECURITY GUARD
101	ANIL KUMAR	SECURITY GUARD
102	NARESH	SECURITY GUARD
103	RAHUL	SECURITY GUARD
104	RAJNI DEVI	SECURITY GUARD
105	RITA	SECURITY GUARD
106	SUNIL	SECURITY GUARD
107	VIKRAM SINGH	SECURITY GUARD
108	KAVITA	SECURITY GUARD
109	KARAMBIR	SECURITY GUARD
110	RAKESH	SECURITY GUARD
111	ANIL KUMAR	SECURITY GUARD
112	SANDEEP KUMAR	SECURITY GUARD
113	RAKESH KUMAR	SECURITY GUARD
114	NARESH	SECURITY GUARD
115	RAKESH	SECURITY GUARD
116	BHOLA RAM	SECURITY GUARD
117	BHOPAL SINGH	SECURITY GUARD
118	KRISHAN KUMAR	SECURITY GUARD
119	KRISHAN MALIK	SECURITY GUARD
120	KULDEEP	SECURITY GUARD
121	VINOD	SECURITY GUARD
122	VIJAY	SECURITY GUARD
123	VINOD KUMAR	SECURITY GUARD
124	VIKAS	SECURITY GUARD
125	AJIT SINGH	SECURITY GUARD
126	SATBIR SINGH	SECURITY GUARD
127	SARITA	SECURITY GUARD
128	NEELAM	SECURITY GUARD
129	RAJESH	SECURITY GUARD
130	SURENDER	SECURITY GUARD
131	PAWAN KUMAR	SECURITY GUARD
132	MOHAN	SECURITY GUARD
133	JAGVINDER SINGH	SECURITY GUARD
134	HARENDER SINGH	SECURITY GUARD
135	SATNAM SINGH	SECURITY GUARD
136	SANDEEP	SECURITY GUARD
137	ROHTASH	SECURITY GUARD
138	RAJESH	SECURITY GUARD
139	SUNIL KUMAR	SECURITY GUARD
140	PAWAN KUMAR	SECURITY GUARD
141	SURESH KUMAR	SECURITY GUARD

142	NARESH	SECURITY GUARD
143	PARVESH	SECURITY GUARD
144	MAHABIR	SECURITY GUARD
145	MUKESH	SECURITY GUARD
146	MOHIT	SECURITY GUARD
147	SANDEEP	SECURITY GUARD
148	MANJEET	SECURITY GUARD
149	MOHIT	SECURITY GUARD
150	SURAJ MAL	SECURITY GUARD
151	HARPREET	SECURITY GUARD
152	HARISH KUMAR	SECURITY GUARD
153	SURJEET	SECURITY GUARD
154	VEDPARKASH	SECURITY GUARD
155	ANUJ	SECURITY GUARD
156	MANDEEP KUMAR	SECURITY GUARD
157	SUBASH CHANDRA	SECURITY GUARD
158	JOGENDER	SECURITY GUARD
159	BHUPENDER	SECURITY GUARD
160	RAMESH	SECURITY GUARD
161	SHIV KUMAR	SECURITY GUARD
162	ARJUN	SECURITY GUARD
163	WAZIR	SECURITY GUARD
164	SANJAY KUMAR	SECURITY GUARD
165	SATPAL	SECURITY GUARD
166	SUSHMA	SECURITY GUARD
167	NEELAM	SECURITY GUARD
168	MAHABIR	SECURITY GUARD
169	SACHIN	SECURITY GUARD
170	VIKASH	SECURITY GUARD
171	URMILLA	SECURITY GUARD
172	HOSHIYAR SINGH	SECURITY GUARD
173	VEDPAL	SECURITY GUARD
174	HARISH KUMAR	SECURITY GUARD
175	ASHOK KUMAR	SECURITY GUARD
176	OM PARKASH	SECURITY GUARD
177	LOKENDER	SECURITY GUARD
178	RAMRAJI	SECURITY GUARD
179	RAKESH	SECURITY GUARD
180	RAVI	SECURITY GUARD
181	JAI SINGH	SECURITY GUARD
182	PAPPU RAM	SECURITY GUARD
183	SATBIR	SECURITY GUARD
184	RAJKUMAR	SECURITY GUARD
185	NEERAJ	SECURITY GUARD
186	NARESH	SECURITY GUARD
187	HARENDER	SECURITY GUARD
188	KAILSAAH	SECURITY GUARD
189	KAVITA	SECURITY GUARD

190	SANJEEV	SECURITY GUARD
191	AMIT KUMAR	SECURITY GUARD
192	PARAMJEET	SECURITY GUARD
193	JITENDER	SECURITY GUARD
194	SONU	SECURITY GUARD
195	SANDEEP	SECURITY GUARD
196	LALIT	SECURITY GUARD
197	DHARAMBIR	SECURITY GUARD
198	SHREEOM	SECURITY GUARD
199	LOVE KUMAR	SECURITY GUARD
200	ISHWAR SINGH	SECURITY GUARD
201	YOGESH	SECURITY GUARD
202	MAHENDER	SECURITY GUARD
203	SUMIT KUMAR	SECURITY GUARD
204	NEERAJ	SECURITY GUARD
205	NAVEEN KUMAR	SECURITY GUARD
206	MANOJ	SECURITY GUARD
207	MOHIT	SECURITY GUARD
208	SANDEEP	SECURITY GUARD
209	MONU	SECURITY GUARD
210	DILBAG	SECURITY GUARD
211	VIJAY	SECURITY GUARD
212	SAWAN	SECURITY GUARD
213	SAMSHER	SECURITY GUARD
214	RAJEEV	SECURITY GUARD
215	VIKASH	SECURITY GUARD
216	TILAK RAJ	SECURITY GUARD
217	DEEPAK	SECURITY GUARD
218	SURESH	SECURITY GUARD
219	SONU	SECURITY GUARD
220	SAHIL	SECURITY GUARD
221	SHRI BHAGWAN	SECURITY GUARD
222	ANKIT	SECURITY GUARD
223	SATISH	SECURITY GUARD
224	TEJVIR RANA	SECURITY GUARD
225	RISHI	SECURITY GUARD
226	SANDEEP	SECURITY GUARD
227	ASHOK	SECURITY GUARD
228	SONU	SECURITY GUARD
229	SHANKER	SECURITY GUARD
230	RAHUL	SECURITY GUARD
231	SANDEEP	SECURITY GUARD
232	SUMIT	SECURITY GUARD
233	DEEPAK	SECURITY GUARD
234	ANIL	SECURITY GUARD
235	PARAMJEET	SECURITY GUARD
236	YUDHVIR	SECURITY GUARD
237	KAPIL	SECURITY GUARD

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238	SONU	SECURITY GUARD
239	AMIT KUMAR	SECURITY GUARD
240	JAGBIR	SECURITY GUARD
241	ANIL KUMAR MALIK	SECURITY GUARD
242	SANDEEP	SECURITY GUARD
243	ASHOK	SECURITY GUARD
244	RAVINDER	SECURITY GUARD
245	RAMBIR	SECURITY GUARD
246	HARENDER	SECURITY GUARD
247	RAJESH	SECURITY GUARD
248	RAVINDER	SECURITY GUARD
249	RAJENDER SINGH	SECURITY GUARD
250	DINESH	SECURITY GUARD
251	MANOJ	SECURITY GUARD
252	SOMBIR	SECURITY GUARD
253	RAVINDER	SECURITY GUARD
254	SUNIL	SECURITY GUARD
255	REKHA	SECURITY GUARD
256	SURENDER	SECURITY GUARD
257	POONAM	SECURITY GUARD
258	RAMCHANDER	SECURITY GUARD
259	RAJESH	SECURITY GUARD
260	OMBIR	SECURITY GUARD
261	JAIPARKASH	SECURITY GUARD

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### Security Measures

1. Whole Campus covered with CCTV cameras which are monitored 24/7 in the centralized security control room
2. QRT teams stationed at Gate No. 1 and 2 to respond to any emergency round the clock.
3. Permanent Security staff and contracted supervisors are connected to each other through walkie-talkie handsets.
4. Automatic Number Plate Reader for vehicles at all three gates of the University campus is now ready to begin very shortly.
5. Boom Barriers placed at all three exit and entry points to control vehicular flow in and out of the campus.
6. Turnstiles is to be placed at Girls Hostel to control visitor flow and stop unauthorized entry which is under process.
7. Centralized control room equipped with videowall and 10 CCTV Operators to keep a watch on the complete campus round the clock.

<b>Designation-wise number of permanent staff in Security Office</b>		
<b>S.No</b>	<b>DESIGNATION</b>	<b>No.</b>
1	Controller Security	1
2	Chief Security Officer	1
3	Security Officer	1
4	Astt. Security Officer	3
5	Head Security Guard	3
6	Security Guard	44
<b>Total=</b>		<b>53</b>

Does Administrative staff have the knowledge of operating MS/Power Point and MS Excel (Give Branch-wise detail as to how many staff members out of total have such knowledge)

- The Controller Security and a Clerk in the security office have the knowledge of basic computer knowledge.

**Number of computers in working condition (Branch-wise)**

- 02

**Strength & Weakness****Strengths**

1. Above mentioned security measures ensure that the campus is kept safe and secure and all possible threats are intercepted and neutralized without any damage.
2. University has a highly experienced permanent supervisory cadre over and above the contracted security personnel to monitor and guide the security team in achieving its objective of keeping the campus safe and secure.

**Weakness**

As the University has taken all security measures to keep the campus secure hence at present there is no weakness in the security. However, in future due to election of students union may cause some issues/weakness in the University campus for security.

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**Write up on the improvement/updation done during the last five years i.e. from July, 2013 to June 2018**

The University has taken very serious view and took all steps by adopting all security measures in the campus in the last 5 years for which University tried to hire the best service provider agencies by adopting all due procedures. The service provider agencies which have been hired during last five years had a vast experience in the field of security services. Now, the University has hired the agency for providing Integrated Surveillance Security Services covered with CCTV cameras which will monitor 24X7 in the centralized security control room. A QRT team stationed at Gate No. 1 and 2 to respond to any emergency is available round the clock for the safety point of view. The University has permanent security staff and agency's supervisors who are connected to each other through walkie-talkie handsets which enables them to control any unwanted activity in the campus. To keep the record of all the vehicles who enters in the University campus, the University is going to install Automatic Number Plate Reader (ANPR) at all three gates of the University campus, very shortly. Boom Barriers have also to be installed in the residential areas of the University to keep the area safe. Moreover, the centralized control room equipped with videowall and 10 CCTV Operators to keep a watch on the complete campus round the clock helps to avoid any untoward incident.

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**Maharshi Dayanand University, Rohtak**  
**Sports Office**

The information related to this office as required for forth coming administrative audit and visit of NAAC team is as under:-

Sr. No	Particulars /Subject Matter	Details
	Sports Facilities	<p><i>The University has created excellent infrastructure including one Dr. Mangal Sen Multipurpose Gymnasium Hall with facility of Central A.C., one Sardal Vallabhbbhai Patel Cricket Stadium of Inter –National Standard , one Synthetic Athletics Track of National Standard, one Swimming Pool of International standard , Four Lawn Tennis Courts, Four Basketball Courts, one Boxing Hall, one Wrestling Hall, one Kabaddi Hall, one Judo Hall, one Squash Hall and a Astroturf Hockey Ground is imminent. In addition to above facilities one Gym Hall with latest facilities of Gym Stations have been established for warm up purpose of the student players.</i></p> <p><i>For the accommodation one Separate Sports Hostel having capacity of 200 beds has been established at MDU Campus for the comfortable of the student boys and girls players. The student players have also been accommodated in The Transit Hostel of the University when the participating teams from all over India reported at MDU Campus.</i></p>
	Sports Services	<p><i>Two Xerox Machines of heavy capacity with latest technology are available with this office, out of one is made readily available for student players for providing the Xerox essential documents relevant to their participation during Tournaments /Championship at MDU Campus without any charges keeping view the welfare of the students community.</i></p>
	Canteen	<p><i>A facility of one canteen adjusant to the Gym Hall is available for the light refreshment to the needy student players during the various tournaments /championship on no profit no loss basis.</i></p>
	Internet Facility	<p><i>Facilities of WiFi is also made available to the student players in the Dr. Mangal Sen Multipurpose Gymnasium Hall of the University.</i></p>

	Knowledge of Computer facilities	<i>Staff deputed in Directorate of Sports by the University is well versed with knowledge of computer</i>
	Number of computers in working condition	<i>7 computers are in working condition</i>
	Strength and Weakness	<p><i>Keeping in view the available infrastructure facilities at sports complex of the University and experts technical staff available with the University, the Association of the Indian Universities, New Delhi (Sports Division) have allotted <b>24 Inter Universities Tournament/Championships during the session 2017-18</b> to MDU which were organised successfully and appreciable by all . For the last five years our University student players secured tremendous positions at National /International Tournaments/Championships.</i></p> <p><i>Though the staff of Directorate of Sports is doing its best with the available facilities and men power yet there remains always requirements for more skilled and unskilled men power along with developed play fields /grounds with latest technology keeping in view the strength and increasing crowd of the student players /trainees.</i></p>
	Write up on the improvement/updation done during the last five years	<p><i>It is placed on record that the University has secured <b>tremendous 57 position in Inter University Tournaments/Championships during the session 2017-18</b> and it is the first time in the history of University to secure tremendous positions at national level. Further, for the last five years, the University has achieved remarkable positions at Inter University Tournaments/Championships. To keep it up, the positions holders are being awarded with handsome cash prizes along with stitched blazers with University pocket colour every year at the time of Annual Sports Prize Distribution Function and such benefits are also being awarded to the coaches and managers of the winning teams as well.</i></p> <p><i>University has produced many sportspersons of National and Inter National repute including several Arujna and Bhim Awardees i.e. Vijender Kumar Boxer (Olympian medallist),</i></p>

		<p><i>Yogeshwar Dutt (Olympian Medallist), Shakshi Malik (Olympian Medallist), Vinesh Phogat (Asian Medallist), Rakesh Kuamr (Asian Medallist), Anup Kumar (Asian Medallist), Manjeet Chhilar(Asian Medallist), Surjeet Narwal(Asian Medalist), Pardeep Kumar(Asian Medallist), Geeta and Babita (Olympian Medallist), Jitender Kumar (Olympian Medallist), Sandeep Goan(Olympian Medallist), Jai Bhagwan (Olympian Medallist), Manoj Kumar (Olympian Medallist), Rajkumar Sangwan(Olympian Medallist etc. honourable by Rastrapati and Arjun Award - who brought laurels not only to the University and the State, but to the nation as well. For harnessing the potential of the youth and promoting sports, the University has created excellent infrastructure.</i></p> <p><i>With the state-of-the art infrastructure in place and emphasis strong on sports, the University can be adjudged as the 'sports nursery' and one of the best University of the nation in Sports.</i></p>
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Director Sports

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# MAHARSHI DAYANAND UNIVERSITY ROHTAK

(A state University established under Haryana Act. No. 25 of 1975)

(NAAC Accredited 'A' Grade)

Sports Office

E-mail:- [dir.sports@mdurohtak.a.cin](mailto:dir.sports@mdurohtak.a.cin)  
Mb. No.: 09355235911, 8683980808  
Ph. No. 01262-219305

No. Sports/2018/ 7574  
Dated: 27-8-2018

To

The Registrar,  
M.D.U. Rohtak.

Sub: Administrative Audit.

Sir,

This is with reference to e-mail dated 26/06/2018 received from your office on the subject cited above.

Please find enclosed the required information on the prescribed performa for kind perusal and further necessary action.

Encl: As above.

Yours sincerely,

Director Sports

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**Maharshi Dayanand University, Rohtak**  
**Sports Office**

<b><u>Checkpoints</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Remarks</u></b>
System for control/reporting to Supervisory Officers	Yes		System controlled by the Director Sports with the help of following supporting staff:- i. Deputy Director Sports ii. AR (Sports) iii. Coaches iv. Other supporting staff Meetings of staff are being called from time to time by the Director Sports to resolve various issues.
Procedure for lodging complaints	Yes		Complaint lodged by the complainants are received properly through diarist and entered in the diary register, thereafter forwarded to concerned for further necessary action.
Procedure being followed to resolve the complaints after these are lodged	Yes		All complaints are resolved by the concerned dealing officials according to the rules and regulations framed by the University, MDU Sports Executive Board and MDU Sports Council from time to time.
Procedure of feedback to user after complaint is acted upon	Yes		After resolving the complaint, the reply is to be sent to the complainant through post, e-mail or by hand under intimation to the authority.
Analysis of data and identification of critical areas which could be focus of our attention	Yes		Result of various tournaments/ championships of the student players in Result Register, Store of sports material/ equipments for the use of student players, various playfields/ grounds/ courts/ halls in the Sports

			Complex up to National and International standard.
Issue records and receipt records of the following			
a) Stationary	Yes		Stock registers maintained by concerned official/ store keeper. All the stationary, furniture and other equipments are properly entered in the stock register and issued to the concerned as per their requirement and maintain their record properly.
b) Furniture	Yes		
c) Telephone Instruments	Yes		
d) Housekeeping material	Yes		
Service records of employees		No	Maintained by the Establishment Branch of the University
Verification Procedure of log book records of van drivers	Yes		Log book maintained by the concerned driver of the vehicle and counter checked by Director Sports.
Procedure for out sourced agencies/suppliers for following suppliers hire system, signed contracts and payment system			
a) Hiring System	Yes		Through outsource agency approved by the University.
b) Signed contracts		No	NA
c) Payment System		No	NA
Schedule for checking and records of the following			
a) Equipments	Yes		Through AMC by the University
b) R.O. System (In house and outside)	Yes		Maintained by the Engineering Branch.
c) EDPs and STPs			NA
Approval of outsourced vehicle rates and hiring record		No	Vehicles are hired, if required, through Transport Office.
Records of Incoming Dak from	Yes		Proper diary register is maintained by the diarist of the office and the

outside and distribution to different institutions			same are distributed through peon book to the concerned official/officer.
Records of outgoing Dak collected from different institutions	Yes		Dispatch register is maintained by the dispatcher of the office who enter every outgoing dak and the same is dispatched to concerned through post, by hand or through peon book.
Records of telephone lines department-wise and payment procedure		No	The record of the telephone line is maintained by the General Branch of the University but the bill of the office is paid from contingency of the office or MDUSC Funds.
Procedure and records of waste disposal including Electrical Waste like tubelights and others like waste engine oil	Yes		After condemnation, the waste is sent to the salvage store for disposal maintained by the General Branch of the University.

Note: It is placed on record that for the first time in the history of the M.D. University, student players of University have achieved remarkable 57 positions in various North Zone and All India Inter-University tournaments during the session 2017-18. In the past also the University has achieved tremendous positions in sports events.

*Shan*  
 Director (Sports)  
 Director Sports  
 M.D. University  
 MDU ROHTAK  
 ROHTAK

*o/v*

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**VICE-CHANCELLOR'S SECRETARIAT**

**A. Designation-wise No. of staff:**

1.	Deputy Registrar (working as O.S.D. to Vice-Chancellor)	One
2.	Superintendent	One
3.	Assistant	Five
4.	Gunman	One
5.	Dafri	Two
6.	Peon	One
7.	Library Cleaner	One

**B. Internet Facility**

Internet Facility is available in the office.

**C. Overall Maintenance**

The proper record of incoming and outgoing Dak is being maintained in the Dairy/Dispatch Register respectively. There is a store-keeper (Assistant) who maintains the stock register of the office for consumable and non-consumable items separately and also deals with day today expenditure incurred in the office.

**D. Does administrative staff have the knowledge of operating MS PowerPoint and MS Excel.**

All the Assistants have the knowledge of operating MS PowerPoint and MS Excel and rest of the staff have computer knowledge.

**E. Committee Room**

The Secretariat has a Committee room where all statutory meetings are held besides various Selection Committee meeting.

**F. No. of Computer in working condition**

This office has 16 Computers and all are in working condition.

**G. Improvement**

The Dairy system has been upgraded from manual to computerized. Now, it has come very easy to track.