



**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**  
(Established by the State Legislature Act 9 of 2003)

(Through E-Mail)

**NOTIFICATION**

The Executive Council in its 68<sup>th</sup> meeting held on 30.09.2022 vide resolution No. 68.19 has approved the rules, policy and charges/fee structure for Day Care Centre <sup>are</sup> as under:

1. The Day Care Centre is a facility and accommodation provided to all working women i.e. Regular, Contract, Outsourcing, Daily wages, Labour etc. irrespective of caste and creed.
2. The Day Care Centre shall remain open on all working days from 08.45 A.M. to 05.15 P.M.
3. Facility of Day Care Centre will be provided to the Children from age group 06 months to 05 years.
4. Nominal maintenance charges/fee for Registration/ Admission of child for University employee will be Rs. 100/- per child lump sum.
5. Maintenance charges/Monthly fee of child for University employee will be Rs. 100/- per child per month.
6. Maintenance charges/fee for Registration/ Admission of child of outsider personal will be Rs. 1500/- per child lump sum.
7. Monthly fee of child of outsider personal will be Rs. 1000/- per child per month.
8. Fee should be deposited in University Account.
9. Charges/Fee should be deposited on or before 10<sup>th</sup> of every month in advance.
10. In case charges/fee is not deposited up to 20<sup>th</sup> of the month, name will be struck off and thereafter only Re-admission will be allowed after fresh registration charges/fee equal as mentioned at Sr. No. 6, that too with the approval of Incharge.
11. Charges/fee is not refundable.
12. Where it is found that the parents/child/children is/are violating the rules, norms set and creating hurdles in functioning of Day Care Centre/University, the University reserves right of cancelation of registration of the child/children concerned.
13. Undertaking will be taken from the parents of the child registered of own responsibility as provided in the Registration Form/Performa at **Annexure-I**.
14. Timing for Lady Attendant will be from 08.00 A.M. to 05.15 P.M.
15. Electricity bill may be charged from the relevant budget head of the University.
16. The medical facilities, on need basis may be provided through the University Health Centre.
17. Children will bring their own tiffin & water bottle.

18. Parents will submit a proof of University employee certificate (applicable for University employee).
19. The parents of outsider child/children will submit a proof of his/her identity.
20. Child care facility will not be provided to sick children.
21. There will be Attendance Register to be maintained by the Caretaker of the Day Care Centre.
22. The mother of the child will be allowed by the Day Care Centre in the following manner:
  - (i) For the child up to 15 months- after every 15 minutes.
  - (ii) From 15 months to onwards-Two time in a day.
23. Outsider will not be allowed at any cost.
24. The child can be pick or take care by the parents/guardian only name or which duly provided in the Registration Form.
25. Incharge of Day Care Centre will be Medical Officer.
26. Incharge, Day Care Centre has to look after and closely supervise the Day Care Centre & its functions, staff and report the requirement and progress to the Vice-Chancellor.
27. Universities Authorities reserves right to amend/repeal the rules from time to time.
28. Caretaker will look after the children registered and the helper will provide assistance to the caretaker as per requirements.
29. Outsider children will be allowed subject to availability of space.
30. In case of admission of children of Labour working under contractor for any construction or other specific activity, the charges of Rs. 0.5% of the amount of contract in lump sum will be deducted on account of Day Care Centre facility.
31. The expenses/maintenance of the Day Care Centre will be from the University Budget/UGC Gran/other Grant meant for the Day Care Centre.

  
REGISTRAR

Endst./CDLU/2022/ 8836 - 8915 Dated: 28-10-2022

A copy of the above forwarded to the following for information and further necessary action:

1. The Dean Academic Affairs, CDLU, Sirsa.
2. The Dean, USGS, CDLU, Sirsa.
3. All Chairpersons of UTD(s), CDLU, Sirsa.
4. The Principal, University College, CDLU, Sirsa.
5. All the Branch Officers, CDLU, Sirsa.
6. The Medical Officer, CDLU, Sirsa.
7. The Director, UITDC, CDLU, Sirsa to upload the above notification alongwith annexure on the University Website.
8. P.S. to V.C (for information of the Vice Chancellor), CDLU, Sirsa.
9. P.A. to Registrar (for information of the Registrar), CDLU, Sirsa.

  
Assistant Registrar (Gen.)



# CHAUDHARY DEVI LAL UNIVERSITY

(Established by the State Legislature Act 9 of 2003)

BARNALA ROAD, SIRSA-125055

Telephone No. 01666-239822, Email: [genbr@cdlu.ac.in](mailto:genbr@cdlu.ac.in)

## DAY CARE CENTRE REGISTRATION FORM/PERFORMA

Passport Size  
Photograph

1. Child's Name in Full (Block Letters)

.....

2. Date of Birth .....

Age on 1<sup>st</sup> April, 2018 .....

3. Father's Name (Block Letters) .....

Occupation ..... Designation .....

Office Address .....

4. Mother's Name (Block Letters) .....

Occupation ..... Designation .....

Office Address .....

5. Home

Address .....

.....

6. Guardian's Name .....

Address .....

Phone .....

Who can drop and pick the child .....

7. Category in which admitted: University employee/Outsider .....

8. Identification mark of child .....

*Handwritten signatures and notes:*  
Bade Lal nam  
July 17/2018  
e

9. To whom contact at the time of accident/emergency

Name .....

Address .....

Phone .....

10. Significant problem of child

Health .....

Behaviour .....

Any other .....

I have gone through the rules and regulations of the Day Care Centre facility and agreed upon on the same and shall abide by the same. The following has been noted/complied specifically:

1. Attached photocopy of birth Certificate.
2. Attached University employee certificate/Identity Proof in case outsider.
3. Charges/Fee should be deposited on or before 10<sup>th</sup> of every month in advance.
4. In case charges/fee is not deposited upto 20<sup>th</sup> of the month, name will be struck off and thereafter Re-admission fee will be charged in case of default and non-submission of charges/fee in time.
5. Charges/Fee is not refundable.

Date .....

Signature .....

Name .....

**UNDERTAKING/OWN RESPONSIBILITY**

I .....parent/s of ..... has/have reads the rules and regulations of Day Care Centre and agreed to abide by the same. If, inspite of normal precautions taken by the Day Care Centre, any mishappening/accident/incident or injury during the stay of my ward in Day Care Centre, I/We will not hold any member of staff/authorities wholly or partly responsible for it. Further, I/We is/are registering our child/ren in the Day Care Centre at my/our free will, own risk, responsibility and cost and will be solely responsible for pick and drop the child/ren as well as responsible for the behaviour, activities, incidents of my/our child/ren as well as myself/our self and the institution has no responsibility at all.

I/We has/have gone through the contents of the **UNDERTAKING/OWN RESPONSIBILITY** and understand, agreed upon and in token put my/our signature with free will and understanding.

Date .....

Signature .....

Name .....

*Handwritten signatures and notes:*  
- A circled signature: *Shobde*  
- A signature: *Shal*  
- A signature: *Neesu*  
- A signature: *John*  
- A date: *11/7/23*  
- A small mark: *-5-*

**For OFFICIAL USE ONLY**

Admission sought to Day Care Centre.

Amount received .....

Admission fee .....

Fee .....

Receipt No. & Date .....

1. Photocopies of birth certificate (received or not)
2. Passport size photographs (received or not)
3. University employees certificate

Signature of clerk

Signature of HOD

*Pradeep Kumar*      *11/7/22*