

i) **Particulars of the Organization, function and duties:**

University Computer Centre which is further divided into following section:

A) 1. Computer Lab, UCC

The Computer Lab, UCC has been established on the top floor of Vivekananda Library to facilitate the research scholars, students and the staff members as per their requirement. Help Desks for different purposes like Online Admission, Online Scholarship form, training programmes, Workshop are established in Computer Lab from time to time. Students of UTDs also visit in Computer Lab for using Computers as per notification circulated to all the Chairpersons vide No. UCC/Comp.Lab/2016/39-56 dated 25.11.16. The detail of some other Project as handled/ dealt by this Official of this office is as under:

- i) **Mobile Application:** The results, date-Sheet etc. are uploaded on the Mobile Application which is accessed at Public Domain by installing CDLU application from Google Play Store.
- ii) **Digitalization of old record (minimum 5 years):** As per instruction of DHE, Panchkula, Haryana, the matter with regard to digitalization of old record of the University is under pipeline.

2. Website Office

The Website Office has been established on the top floor of Vivekananda Library. The University Website (www.cdлу.ac.in) is being maintained and updated efficiently, effectively & promptly by the University Website Office, being very descriptive and useful, the number of global visitors on website is increasing very rapidly. Day to day information/data received from all departments as well as all branches of the University are uploaded/ updated on the website by the office.

Additional Work: Except above mentioned duties, the Sr. Technical Assistant is also assigned the additional work i.e Aadhar Enabled Biometric Attendance System (AEBAS), State Resident Database (SRDB) project and C.M/ P.M. Window (Day to day work of forwarding complaints/ uploading Action taken Reports, conducting/attending meeting with regard to overdue Complaints of CM/PM Window is also dealt by the office).

Officials of the Computer Lab, UCC and Website Office:

Sr. No	Name of Employee	Designation	E-mail address	Contact
1.	Prof. Vikram Singh	Director	websitcdlu@gmail.com	-
2.	Dr. Kapil Choudhary	Incharge	websitcdlu@cdlu.ac.in	
3.	Sh. Surender Singh	Sr. Tech. Asstt.		

B) IT CELL

The I.T. Cell of Chaudhary Devi Lal University was established on 05.10.2011. Presently, the IT Cell Office has been situated in North East Top Floor, Vivekanand Library, CDLU, Sirsa.

E-mail ID – webcdlu@cdlu.ac.in, webcdlu@gmail.com

Officials of the IT CELL

Sr. No	Name of Employee	Designation	E-mail address	Contacts
1.	Dr. Vikram Singh	Director (UCC)	webcdlu@cdlu.ac.in webcdlu@gmail.com	01666-239828
2.	Dr. Kapil Choudhary	Incharge	-do-	-do-
3.	Mr. Gulshan Kumar	Junior Programmer	-do-	-do-

ii) **Powers and duties of the Officers and Employees:**

The office discharges its duties and function on the subject matter as per University rules.

iii) **Procedure followed in the decision making process, including channel of supervision and accountability**

Channel of Supervision Directions (Website Office & Computer Centre Lab):
Vice-Chancellor ► Registrar ► Director, UCC ► Incharge, Computer Lab/Website Office ► Sr. Technical Assistant

Sanctions:

Sr. Technical Assistant ► Incharge, Computer Lab/ Website office ► Director, UCC
► Registrar ► Vice-Chancellor.

Channel of Supervision Directions (IT Cell):

Vice-Chancellor ► Registrar ► Director, UCC ► Incharge, IT Cell ► Junior Programmer

Sanctions:

Junior Programmer ► Incharge, IT Cell ► Director, UCC ► Registrar ► Vice-Chancellor.

Further with regard to time taken for deciding the request depends upon the nature of request which differ case to case.

iv) **Norms set for the discharge of duties:**

All the duties of the office are carried out during the office hours on all working days. However, the Junior Programmer also performed the duties regarding providing of essential internet services, WiFi services, LAN/Networking services even after the office hours and on holiday in the University Campus as per requirement/complaint received from the stakeholders. Further, the results declared by the concerned Branches and other date bound letters (Tenders, Advertisements, Date-Sheets, Merit Lists etc) which are required to upload on the University Website on same day are also uploaded by the official of Website even after the office hours and on holidays.

v) **Rules, Regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:**

The rules of University Calendar Vol-III, University Accounts Code, State Govt. etc as applicable case to case are followed by the office.

vi) **A statement of the categories of documents that are held by it or under its control:**

All type of records of UCC is kept by the office.

- vii) **The particular of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulations of its policy or implementation thereof:**

As per University Rules.

- viii) **A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:**

As per orders of authority various type of committees are constituted for the particular task from time to time. These committees work with the available rules and regulations and submit their reports to the authority.

- ix) **A directory of its officers and employees:**

Computer Centre Lab & Website Office:

Sr. No.	Name	Designation	Contact No.
1	Prof. Vikram Singh	Director	
2	Dr. Kapil Choudhary	Incharge	
3	Sh. Surender Singh	Sr. Tech. Assistant	

IT Cell

Sr. No.	Name	Designation	Contact No.
1	Prof. Vikram Singh	Director (UCC)	01666-239828
2	Dr. Kapil Choudhary	Incharge	-do-
3	Mr. Gulshan Kumar	Junior Programmer	-do-

- x) **The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:**

The details of the remuneration of each employee are available in the Accounts Branch.

- xi) **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.**

The budget allocated to each agency is available in the Accounts Branch.

- xii) **The manner of execution of subsidy programmes, including the amounts allocated and the details of the beneficiaries of such programmes.**

As per University Rules.

- xiii) **Particulars of recipients of concessions, permits or authorizations granted by it.**

As per University Rules.

- xiv) **Details in respect of the information, available to or held by it, reduced in an electronic form.**

The detail of the information is available in the office in the form of hard copy as well as softcopy as on the University Website.

- xv) **The particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintain for public use.**

The facilities available to citizens for information are on University Website as supplied by concerned Branches/ Departments.

- xvi) **Such other information as may be prescribed and thereafter update these publications every year.**

The particulars as mentioned above are hereby placed for information of public at large. In addition to above, if any person wants to obtain any other information pertaining to the functioning of this office, he/she may contact in the office.

- 4.1.c.) **Public all relevant facts while formulating important policies or announcing the decisions which affect public:**

All the relevant information as relates with this office and received from other offices/ departments are uploaded on the University Website time to time.

- 4.1.d.) **Provide reasons for its administrative or quasi-judicial decisions to affect:**

The policy decisions are being taken at the level of University Authorities.