



(EDP Cell)

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

i) Particulars of the Organization, function and duties:

EDP Cell

The EDP Cell has been established with aim to digitalize the data and preparation of results. Further, University has signed Memorandum of Understanding (MoU) with Haryana Knowledge Corporation Limited (HKCL), Panchkula, Haryana w.e.f 2017-18 for the implementation of the Digital University Framework (DUF) in the University. The work of Online Admission, Pre-Exam Activities and Post-Exam Activities under DUF with HKCL w.e.f 2017-18 is being dealt by the EDP CELL.

E-mail id: edpcell@cdu.ac.in

Official of EDP CELL:

Sr. No	Name	Designation	E-mail ID	Contact No.
1	Dr. Saroj Mehta	Incharge	edpcell@cdu.ac.in	01666-247254
2	Mr. Bhushan Kumar	Sr. Technical Assistant		
3	Mr. Kiran Kapil Asija	Computer Assistant		

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 (EDP Cell):

Vice-Chancellor ➡ Registrar ➡ COE ➡ Incharge ➡ Senior Technical Assistant

Vice-Chancellor ➡ Registrar ➡ COE ➡ Incharge ➡ Computer Assistant

Sanctions:

Sr. Technical Assistant ➡ Incharge ➡ COE ➡ Registrar ➡ Vice-Chancellor

Computer Assistant ➡ Incharge ➡ COE ➡ Registrar ➡ Vice-Chancellor

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



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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.

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 EDP Cell 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:

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3	Mr. Kiran Kapil Asija	Computer Assistant		

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.



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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.