



# CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)

Approved under Section 2(f) and 12(B) of UGC Act, 1956

**Sub: Branch Profile/Suo-Moto of the Result Branch.**

Sr. No	Name	Designation	Phone No.	Work Assigned
1.	Prof. Sultan Singh	COE	01666-239808	
2.	Sh. Prem Kumar	Superintendent		
3.	Sh. Satish Kumar	Dy. Superintendent		
4.	Sh. Subhash Chander (Set-1)	STA		1. B. Com.(Gen.,Voc.,Hons.,) 2. M. Com. 3. BA Mass Communication 4. MA (Hindi, English, Punjabi, Economics, Psychology, Political Science, Public Admn., Mass Communication.) 5. Master of Philosophy (English, Economics, Pub. Admn. Commerce, Mass Communication) 6. Ph.D. Course Work (English, Economics, Public Admn., Commerce, Mass Communication) 7. Shastri 8. Bachelor Tourism Management 9. Diploma in Fashion Designing 10. B. Lib. 11. All distance courses.
5.	Sh. Surender Handa (Set-2)	Assistant		1. BA, BA(Punjabi, Hons., ) 2. MA Music Vocal, 3. BBA 4. MBA 5year 5. MBA2year 6. M.Phil Management, Physical

			Education 7. Ph.D. Management, Physical Education, 8. C. P.Ed., 9. B.P.Ed., 10.D.P. Ed., 11. M.P.Ed., 12. M.Ed., 13. All distance courses.
6.	Sh. Devender Singh (Set-3 & 4)	Assistant	1. B.Sc.(Medical,Non Medical, CSA, Biotech, Textile, Fashion Designing) 2. M.Sc.(Physics, Chemistry, Mathematics, Biotech, EVS, FST, Botany, Zology, Geography) 3. M.Sc. Mathematics 5year/LE 4. LL.B. (3year) 5. BA. LL.B. (5year) 6. LL.M. 7. MA (Geography, History, Sanskrit) 8. MA Education 9. B.Sc. B.Ed.(Medical & Non-Medical) 10. B.Tech. (CS, EE, ECE, EEE, ME, Civil,) 11. M.Tech.(Part Time/Full Time) 12. BCA 13. MCA 14. B.Ed. (General) 15. B.Ed. (Special) 16. M.Phil (Biotech, Chemistry, Physics, Education, CSA, Maths) 17. Ph.D. (CS and Law) 18. All distance courses.
7.	Sh. Lilu Ram	Clerk (CDC)	Attached with Set-3 & 4

**Function.**

- (i) Processing of Examination Forms.
- (ii) Allotment of Roll Nos.
- (iii) Checking of eligibility of Ex. Students.
- (iv) Receipt of Awards.
- (v) Preparation of Results.
- (vi) Declaration of Results.
- (vii) Issuance of Detailed Marks Card.
- (viii) Verification of Results.

### **Discharge of Duties and Norms**

The office discharge the duties as mentioned above under the kind control and direction of the Hon'ble Vice-Chancellor/Registrar/Controller of Examinations as per rules and regulations mentioned in the University Calendar Volume-II and decision of the Academic Council/Executive Council and Court. The Result Branch works on the basis of rule and instructions of the University.

- (i) University Calendar Volume-I,II & III.
- (ii) University Accounts Code.
- (iii) The decision of the Academic Council/Executive Council/Court.

### **Record of Office**

The office maintains record as per provision of the Accounts Code.

### **Facility for Information Seekers**

The office records and provides information regarding the work of the Result Branch to the Seeker as and when required, with the approval of the competent authority.

### **Channel for Supervision**

Vice-Chancellor-Registrar/COE-Superintendent-Deputy Superintendent - Dealing Assistant/ Clerk-cum-DEO.

Therefore, you are requested to the above said Branch Profile/Suo-Moto may updated on the University Website.

Yours faithfully,

Superintendent (Results)  
*for* Controller of Examinations