<h1 align="center">Compliance of section 4 of RTI</h1>

<h2 align="center">University Computer Centre & Website (UCC), UITDC, CDLU Sirsa</h2>

Particulars of the Organization, its functions & duties (UCC):

The fully air conditioned Computer Lab with 24 hours CCTV surveillance has been established on the 2nd floor of Vivekananda Library to facilitate the students, research scholars and staff members (teaching & non-teaching) as per their requirements in academic and administration. Presently, 68 Computer systems are available in the Computer Lab out of which 45 computer sets are with LAN connectivity while other sets are with Wi-Fi connectivity. One Projector (Full HD, Sony) is also set up in the UCC for various purposes. The Centre is used by all the stakeholders of the University and the district administration as well. Various services availed are as under:

- Students of UTDs, USGS and University College visit in the University Computer Centre for using Computer Systems as per their requirements.

- Several online conferences/ workshops are being organized from time to time.

- Orientation programmes are conducted by the various departments from time to time.

- Online Ph. D. viva-voce of various departments and other online meetings / trainings / classes / inductions programmes are conducted through google meet from time to time.

- Online examinations/practicals/admissions of UTDs, University College, USGS and affiliated colleges are conducted from time to time.

- Other online programmes / works are conducted as per order of the University authority.

University Website (www.cdlu.ac.in)

The official Domain name (home page) of Chaudhary Devi Lal University, Sirsa (Haryana) is http://www.cdlu.ac.in. The home page structure includes the linked driven pages and other sites integrated into the home page structure. The website is hosted on a dedicated server of the University. The official e-mail-ID of website office of UITDC, CDLU Sirsa is websitecdlu@cdlu.ac.in.

The objectives of website

The home page is to provide a point of information to the aspirants like students, research scholars, academicians, administrators and Teaching & Non-teaching staff of the University through visiting the web pages and navigational mechanism. The main objectives are as under:

- All the contents/information/video/audio/photos/data to be uploaded on the website are approved by the competent authority and sent by the concerned department/branch through email to the website office for uploading.
- The University website provides timely updated contents and links of News & Events, Notifications, Office Orders and other information of CDLU Sirsa uploaded on the University Website for general interest.
- The website office has a responsibility for maintaining, managing the university website with standards and guidelines approved by the University authority.

- The University website is controlled and maintained by the office of Director, UITDC, CDLU Sirsa following the standard procedures and administrative support / approval. The University Website (www.cdlu.ac.in) is being maintained and updated efficiently, effectively and promptly by the University Website Office.

Decision Making

The Decisions are taken as per the relevant Act, Statue, Schedule and Ordinance of the university and other orders issued by university authorities.

Channels of Supervisions and accountability

The channels of supervisions and accountability for various matters are governed by respective Act, Statue, Schedule, Ordinance and other orders taken by university authorities.

The norms set for the discharge of duties:

All functions of the office are performed as per the rules, regulations, norms, instructions and directions contained in the concerned statutory sources.

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

As per the Act, Statute, Schedule, ordinance, calendar and ordered issued by the university authorities.

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

Various Registers like: (i) Stock Register (Consumable) (ii) Stock Register (Non-consumable) (iii) Dispatch Register (iv) Receiving Register (v) Acknowledgement Book (Peon Diary) (vi) Payment Register (vii) Imprest Register (ix) Leave Record Register and files relevant to this office.

The particulars of any arrangement that exists for consultation with, or representation by members of the public in relation to the formulation of its policy or administration thereof:
NIL

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:

No

A Directory of its Officers/Officials and employees:

Sr. No.	Name	Designation
1.	Prof. Sushil Kumar	Director, UITDC (Additional Duties)
2.	Sh. Subhash Chander	Senior Technical Assistant
3.	Ms. Deepa	Programmer
4.	Ms. Sunita	Programmer
5.	Ms. Saroj	Clerk
6.	Sh. Ranvir Singh	Peon

The monthly remuneration received by each of its officers and employee, including the system of compensation as provided in its regulations;

The remuneration detail of each employee is available with Accounts Branch.

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:

Any citizen of India can seek information under RTI Act, 2005 as per the prescribed procedure.

The names, designations and other particulars of the Public Information Officers;

The university has its own RTI office (separate) whose details are available with that office. However, employee of the office works as deemed SPIO, whenever any information is held by him/her or under his/her control.