

CHAUDHARY DEVI LAL UNIVERSITY SIRSA

(Established by the State Legislature Act 9 of 2003)

SC/ST CELL

Pro-active/suo-moto disclosure u/s 4 of the RTI Act

1. Situation of office: Room No.204, Lal Bahadur Shashtri Administrative Block, CDLU, Sirsa.

2. Officer/Officials in the SC/ST Cell

- a. Sh. Ram Narain, Assistant Registrar (Additional Charge General Branch)
- b. Sh. R. C. Moury, Deputy Superintendent, R&S (Additional Charge SC/ST Cell and Nodal Office, AISHE)
- c. Ms. Chetna Rani, Clerk (Through Outsourcing)

3. Discharge of duties and norms

The SC/ST Cell has been established to provide facilities to the SC/ST students of the University as per the instructions of UGC/State Government from time to time. Sh. Rohtas, Assistant Professor, Dept. of Economics has been appointed as Liaison Officer for the SC/ST Cell as per UGC guidelines. An advisory Committee under the Chairmanship of the Hon'ble Vice-Chancellor has also been constituted as per provision of the UGC.

SC/ST Cell Function as a Grievances Redressal Cell for the grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems. Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and educational deprivations.

UGC Cell for coaching facilities for SC/ST, Minorities and OBC (non-creamy layer) students has established and Classes for NET exams conducted last year under the supervision of Dr. Raj Kumar, Asstt. Professor, Dept. of Education. One clerk and one peon have also been provided as per provision in the UGC scheme to the UGC Coaching Cell for smooth functioning of the Cell.

A Computer Lab with internet facility under the supervision of Dr. Mohd. Khasif Kidwai, Asstt. Professor, Dept. of Energy & Env. Sciences has been made available for the benefit of SC/ST students. The main objective of the SC/ST Cell is to ensure proper implementation of various schemes of University Grants Commission/ Government of India/State Government introduced from time to time.

4. Office timings:-

9:00 AM to 01:30 p.m. and 2:00 p.m. to 5:00 PM (Monday to Friday) Visiting Hours 11:00 a.m. to 12 noon and 3:00 p.m. to 4:00 p.m.

5. Record of the office

The office is maintaining the record/Registers/files in documentary form. The notifications/letters if any are uploaded in the University website from time to time.

6. Facility for information seeker.

The office record as well as information regarding the office is provided to the seekers suo-moto and as and when so needed with the approval of the authority.

7. Channel of Supervision

Directions: Vice-Chancellor > Registrar > Astd. Registrar > Dy. Superintendent > Dealing hand

Sanctions: Dealing Hand > Dy. Supdt. > Asstd. Registrar > Registrar > Vice-Chancellor

8. Other

Other specific work as directed by the authority.