

University Centre for Distance Learning
Chaudhary Devi Lal University, Sirsa
(Established by the State Legislature Act 9 of 2003)

Pro-Active/Suo-moto disclosure u/s 4 of the RTI Act.

1. **Situation of Office:** -Room No. 1, 2 and 3, Lal Bahadur Shastri, Admn. Block, CDLU, Sirsa.

2. **The particular of its organization, Function and duties:**

Chaudhary Devi Lal University, established by an Act of Legislature Assembly, is recognized by the University Grants Commission under Section 2(f) and 12(B) of the UGC Act. Besides offering programme through regular mode, the University also provides educational opportunities to those who remained deprived of benefit of higher education through the University Centre for Distance Learning. Since its inception during the academic session 2006-07, the University Centre for Distance Learning has geared itself to impart quality and need-based courses. The University has an Academic Planning Board and Distance Education Advisory Committee working in close cooperation with DEC and IGNOU to promote and monitor quality in education. The UC DL envisioned and devised employment – oriented courses like MCA, MBA, M.A. Education, M.Sc Computer Science, M.A. Mass Communication etc. and has had an enthusiastic response from the aspiring learners. Besides these courses, the UC DL also offers M.A. English, M.A. Hindi, M.A. Sanskrit and M.A Punjabi and post graduate diplomas. Of late to meet the urgent demand it has also introduced graduation courses namely B.A. and B.Com. These courses are formulated and their syllabi are devised in consultation with competent and learned faculty of this and other universities. The Distance Education Council of India has granted provision recognition to the courses vide letter no. F.No.DEC/Uni/State/07/5596 dated 03.09.2007. To ensure the quality of study material, the University has got the same written by the experienced and highly qualified teachers strictly accordingly to DEC guidelines. Teacher-student interaction is ensured through Personal

Contact Programme for the benefit of the enrolled learners. For their convenience, the information related to these courses and other schedules are displayed on the University website i.e. www.cdlu.ac.in.

3. Powers duties of its officers and employees.

Director/Deputy Director/Assistant Registrar: The Director is the Branch Head responsible for supervision and control of the official work in assistance with Deputy Director and Assistant Registrar. Disposal of various PUCs/Information/Cases/Complaints/Requests/Reports, by putting up the matter by the concerned dealing Assistant/SSS/Clerk/Daftri for consideration and approval of Director, UCDL up to his competency and the matter beyond his capacity are further referred to the Vice-Chancellor.

The procedure followed in the decision making process, including channels of supervision and accountability:

a) Decision Making.

The Assistant/Sr. Scale Stenographer submit the matter through Assistant Registrar/Deputy Director to the Head of the Department i.e. Director to take the decision upto his competency and the matter beyond his capacity are decided by the Vice-Chancellor.

b) Channels of Supervision and accountability:

The matter relating to UCDL is dealt with by the Assistant/SSS under the supervision of Director, UCDL in assistance with the Deputy Director and Assistant Registrar.

4. The Norms set for the discharge of duties:

All the functions of the Department are carried out in the University Centre for Distance Learning during the office hours on all working days.

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

The UCDL works on the basis of rules and instructions of University Grants Commission and Distance Education Council and that of the Governing bodies of the University (being the statutory body). The general rules are followed as amended from time to time.

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

Generally, almost all the documents relating to the matters of the students as well as the Govt. matters, the copy of the rules and regulations instructions, notification, notices of the duties etc. lie with the Assistant/SSS.

Distribution of work of the University Centre for Distance Learning, CDLU, Sirsa.

Dealing Officials (Set-II)	Dealing Officials (Set-I)
Sh. Rajesh Kumar Kamboj, Assistant	Sh. Dharamveer, S.S.S. (UCDL)
1. Sh. Vijay Kumar, Clerk (outsourcing)	1. Ms. Roshni Devi, Clerk (outsourcing)
2. Ms. Pooja Sachdeva, Clerk (outsourcing)	2. Ms. Pushpa Rani, Clerk (outsourcing)
COURSES	3. Sh. Subhash Chander, Clerk (outsourcing)
1. M.Phil Computer Science	COURSES
2. M.Phil Management	1. M. Phil Education
3. M.Phil English	2. M. Phil Economics
4. M. Phil Commerce (2008-2009)	3. MBA/PGDBM
5. MCA-I,II & III/M. Sc. Comp. Sc./PGDCA	4. M.A. Education -I & II
6. M.A. (Mass Communication)-I & II/PGDMC	5. MSW-II
7. BCA/Diploma in Comp. Sc. & Tech.	6. B.A. -I, II & III
8. Bachelor of Mass Communication	7. B. Com-I, II & III
9. M.A English – I & II	Old M. Phil (2006-07, 2007-08 & 2008-09)
Old M. Phil (2006-07, 2007-08 & 2008-09)	M. Phil (Botany, Chemistry, Commerce, Biotechnology, Education, Lib. Science, Computer Sc. & Economics)
M. Phil (English, J.M.C., Math, Physics, Zoology, Microbiology, Management, Diploma Art & Craft and MBA)	Post Graduate Diploma in Disaster Mgt.
	4. Work related to Director's Office. (P.A. to Director)
Miscellaneous work related to the above	Miscellaneous work related to the above

Dealing official Set-III, Mrs. Mamta, Sr. Scale Stenographer
1. Sh. Kapil Kumar, Clerk (Outsourcing)
2. Mrs. Manjeet, Restorer (Outsourcing)
1. Dispatch Section 2 Study material store, 3. HBI preparation/printing/sale. 4. Preparation/Printing/ Purchase of Books. 5. Stationery articles/items of internal store items 6 Work related to Online/ Spot Admission Form Collection Centre/Study Centre. 7. Budget/Annual Report. 8. DEC/UGC/Govt. letters related work 9. Miscellaneous related work as above.

Officer/Employees in the UCDL

Sr. No.	Name	Designation	Office Phone Nos.
1	Prof. Sultan Singh	Director, Additional Charge	01666-239815
2.	Dr. Sultan Singh Dhanda	Deputy Director, Additional Charge	01666-239824
3.	Dr. Saroj Mehta	Assistant Registrar (Additional Charge)	
4.	Sh. Rajesh Kumar	Assistant	
5.	Sh. Dharamveer	Sr. Scale Stenographer	
6.	Mrs. Mamta	Sr. Scale Stenographer	
7.	Sh. Rajesh Midha	Daftri	
8.	Sh. Ravinder	Peon	

7. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

The scholarship is disbursed to the students received from Central/State Govt. under the various scheme. The SC students of Haryana admitted in the courses under UCDL are exempted full tuition fee of the programme. University employees are given the concession of 50% of the course fee (excluding examination fee).

8. Details in respect of the information, available to or held by it, reduced in an electronic form:

The information and other relevant records are available in the form of hard copy at the Department and on the Website of the University (wherever required).

9. 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:

The UCDL provide information to the visitors during the working hours and through the telephone. However, a separate Library has been established at Vivekananda Library in the 1st floor.

10. Such other information as may be prescribed:

The particulars as mentioned above are hereby placed for the information of public at large. In addition to above, in case, any person wishes to obtain any further information pertaining to the functioning of this Directorate, he/she may contact the above mentioned officers.