



University Centre for Outreach Programs and Extension
CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the State Legislature Act, 9 of 2003)

The Manual under Clause 4 (1) (b) of the Right to Information Bill for the University Centre for Outreach Programs and Extension, Chaudhary Devi Lal University, Sirsa is as under:

(i) Particulars of the Organization, its functions & duties;

University Centre for Outreach Programs and Extension (UCOPE) has been established Resolution No. 27 of 64th meeting of the Executive Council dated 03.08.2021 for conducting and co-ordinating skill based programmes for students, training programmes for diversified stake holders and other activities given in detail in the agenda. To implement the above vision, University Centre for Outreach Programs and Extension to help the students with appropriate guidance to establish linkages with the world of work and locate career opportunities.

(ii) The Power and duties of this office and its employees:

- a. Director, UCOPE: - Prof. Sushil Kumar
- b. System Manager: - Dr. Saroj Mehta

(iii) Objectives/Functions: -

- a. Inculcating basic skills among students.
- b. Facilitating avenues for training and placement of the students.
- c. Conducting Outreach and Extension programmes by undertaking training and consultancy services.
- d. Organize seminars and guidance workshops for informing students about the emerging professional trends and events, job profiles, leadership roles, entrepreneurship, market needs and risks and implementation of national socioeconomic policies and to impart training in soft skills.

(iv) The Assistant is to maintain the office record/books for putting/preparing the files of all kinds.

(v) Decision Making: -

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

(vi) Channels of Supervisions and accountability: -

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

(vii) 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 source.

(viii) 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 introduction issued by the competent authorities.

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

Besides document displayed on the University website, the following are available in the Department: -

(x) Various registers like: -

- a. Non- Consumable Stock Register
- b. Consumable Stock Register
- c. Letter Received Register
- d. Dispatch Register
- e. Limit Register
- f. Miscellaneous Expenses Register
- g. Permanent Advance Record Register
- h. Training Record Register
- i. Leave Record Register
- j. Attendance Register (Regular Employee)
- k. Attendance Register (HKRN Employees)
- l. Peon Book
- m. Certificate Register

(xi) 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

(xii) 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 committee/council/board/body exists in the department for holding meeting with the public by the Department.

(xiii) Officer/Employee in the UCOPE

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| 1. Prof. Sushil Kumar | Director, UCOPE |
| 2. Dr. Saroj Mehta | System Manager |
| 3. Sh. Devender Singh | Nodal Officer, Training (HIPA) |
| 4. Sh. Surender Singh | Assistant -I |
| 5. Ms. Rameshwari | Assistant -II |
| 6. Sh. Hans Raj | Helper |

(xiv) 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 of university is available with Accounts Branch.

(xv) Particulars of recipients of concessions, permits or authorizations granted by it: -

Nil

(xvi) 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.

(xvii) The names, designations and other particulars of the Public Information Officers: -

There is a separate RTI office of the university 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.

(xviii) 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 the above, in case, any person wishes to obtain any further information pertaining to the functioning of this Cell. He/ she may contact the above-mentioned officers.

Director, UCOPE