

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)

Compliance of section 4 of RTI UITDC/ ITCELL/2024/ 7268 dated 03-01-24

Deptt./ Office: University IT, Data and Computer Center (UITDC)

4.1.b(i)

1. Particulars of UITDC:

UITDC is situated at the Second Floor, Vivekananda Library Building, CDLU, Sirsa

2. Functions of UITDC:

Broadly, UITDC is performing the following functions:

1. **Upgrading and Maintaining University Computer Centre (with 5 Computer Labs)**
2. **Upgrading and Maintaining University Website**
3. **Online Admission**
4. **Upgrading and maintaining Internet Facilities in the whole University Campus via Wi-Fi and LAN through IT cell Wing.**

3. Duties of UITDC

1. **Providing Wi-Fi /internet Services and its maintenance to whole campus of the University including following buildings/sites of the University.**

- 1) Administrative Block (A, B, C)
- 2) APJ Abdul Kalam Bhawan
- 3) Ambedkar Bhawan (Law Building)
- 4) Vivekanand Library Building
- 5) Tagore Bhawan
- 6) CV Raman Bhawan
- 7) VC camp office & VC Residence
- 8) Boys Hostel –I
- 9) Boys Hostel-II
- 10) Girls Hostel-I
- 11) Girls Hostel-II
- 12) Girls Hostel-III
- 13) Construction Branch
- 14) Faculty House
- 15) Multi-Purpose Hall
- 16) C-Type Houses
- 17) D-Type Houses
- 18) E-I/II Type Houses
- 19) F Type Houses
- 20) H Type Houses
- 21) Super C Type Houses
- 22) Super H Type Houses
- 23) Shopping Complex

- 2. Creation of Username and Password for students, teachers, non-teaching staff and other stakeholders of the University for internet services and B) Creation of E-mail IDs on cdlu.ac.in for research scholars, branches, University Teaching Departments and other stakeholders of the University.**
- 3. Managing Data Centre & Server Room of UITDC and maintaining 400 nodes of LAN services for providing Internet services in the University. The following servers are being maintained in the Data Centre & Server Room.**
 1. Library (Koha) Server
 2. Website Server (NCCF, New)
 3. Examination Server (EDP/Computer Section)
 4. Website Server (old)
 5. HKCL Server (Examination)
- 4. Providing IT support with regard to online google/ meetings, setup for playing PPT to all 24 departments, all branches and administrative offices of the University.**
- 5. Maintaining and updating University Website**
- 6. Maintaining following 5 computer labs of approx. 250 computers.**
 1. Computer Lab 1 at Vivekanand Library Building
 2. Computer Lab 2 at Vivekanand Library Building
 3. Computer Lab 3 at Ground Floor of APJ Abdul Bhawan
 4. Computer Lab 4 at First Floor of APJ Abdul Bhawan
 5. Computer Lab 5 at Second Floor of APJ Abdul Bhawan
- 7. Handling University Admission portal**
- 8. Handling University Recruitment portal**
- 9. Handling the project of 7 Software modules namely 1) Grievance Management System, 2) Financial Accounting Management System, 3) Budget Management System, 4) Bill Submission & Tracking Management System, 5) Affiliation Management System, 6) Hostel & Mess Management System, 7) Guest House Management system of Integrated University Management System (IUMS) of National Cooperative Consumers' Federation of India Ltd. (NCCF) in order to strengthen the digitization/automation drive in CDLU, Sirsa.**
- 9. Handling the project of setting up Wi-Fi in six buildings and other of the University.**
- 10. Handling and dealing official files of i) Networking, ii) Website, iii) Admission, iv) LAN & internet services, v) Recruitment, vi) Computer Labs, vii) Seven modules of IUMS with NCCF, viii) Payment Files, ix) Telephone Bills, x) Imprest Files and xi) other daily routine branch files/PUCs.**

4. Duties assigned to every employee in the UITDC:

1. Director, UITDC:

Branch Head and to Supervise the branch, employees and functions.

2. Further, the following staff has been deputed for above-said tasks:

Sr. No	Name of Official with Designation	Regular /HKRN	Duties/Responsibilities
1	Sh. Bhushan Kumar , STA	Regular	He is the only regular full-time employee in the UITDC for dealing office files / PUCs, preparing office files, technical proposals and minutes of meetings etc. of above said work and day-to-day routine office files. He is also performing duties for IT support as per order received from time to time. He is also a member of various committees to attend the various meetings of the committee with regard to procurement of items for University. The work of creation of Internet username and password for internet services , creation of E-mail Ids on cdlu.ac.in for all stakeholders (students, teaching & non-teaching staff) of University and making google meet link for online meetings (AC,EC etc.) were performed by STA, Network Engineer and Network Assistant collectively.
2	Ms. Deepa Rani, Programmer-I	HKRN	She is fully responsible for all work related to the University website, IUMS and manage the University Computer Centre/labs.
3	Ms. Sunita Rani, Programmer-II	HKRN	She is fully responsible for all work related to Admission web-portal (GJU) and recruitment web-portal.
4	Mr. Hem Singh ,Network Engineer	HKRN	He is responsible to maintain the server room to provide internet services to all campus of the University. In addition to that, he is maintaining all 5 webservers as mentioned above.
5	Mr. Arsh, Network Assistant	HKRN	He is assisting Network Engineer to resolve the day-to-day complaints related to Wi-Fi/internet/LAN services in the whole campus of the University. He is also maintaining the stock Register of IT cell.
6	Ms. Saroj Kumari, Assistant	HKRN	She is responsible for dealing the work of Diary and Dispatch and maintaining the Stock register of UITDC including 5(five) Computer Lab of UITDC.
7	Mr. Ranvir Singh, Peon	HKRN	He is responsible for dusting the UITDC including Computer Labs, Server Room. He performs the duty of giving DAK/files/PUC to concerned branches/offices.
8	Mr. Ajay, Electrician	HKRN	He is assisting Network Engineer and Network Assistant for laying cables and maintenance work of Wi-Fi setup.

4.1.b(ii)

Power and duties of Officer and employees:

1. Director, UITDC:

Being Branch Head, controls and supervise the employees of UITDC and functions and issue necessary directions to the office employees for functioning of the office. Moreover, Being Branch Head, Director, UITDC have to report the requirements to the higher authorities, make correspondence of the office and make recommendation regarding the assigned work, besides the additional duties/charge/work assigned.

2. Sr. Technical Assistant (Regular), Programmer-I, Programmer-II, Network Engineer, Network Assistant, Electrician (HKRN):

According to university adopted process, Sr. Technical Assistant (Regular), Programmer-I, Programmer-II, Network Engineer, Network Assistant, Electrician (HKRN) are handling above said tasks.

4.1.b (iii)

1. Decision making process:

After receiving a notice/orders/letter/paper, first of all, the Clerk/Assistant(HKRN) diary it in the relevant Dak Receipt Register and submit the same to the Director, UITDC. Director, UITDC in turn marks it to the **Sr. Technical Assistant (Regular), Programmer-I, Programmer-II, Network Engineer, Network Assistant, Electrician (HKRN)** for examination. The **Sr. Technical Assistant (Regular), Programmer-I, Programmer-II, Network Engineer, Network Assistant, Electrician (HKRN)** after collecting the relevant record, put up the same along with office facts and rules to the Director, UITDC for consideration. The Director, UITDC send the file to the Vice-Chancellor, Registrar, concerned office etc for decision/orders/action. The decision/orders/action, if any is taken by the competent authority/concerned office and in turn, the paper/file down marked in the same hierarchy from V.C/Registrar/concerned office to Director, UITDC, **Sr. Technical Assistant (Regular), Programmer-I, Programmer-II, Network Engineer, Network Assistant, Electrician (HKRN)** and according to decision/orders/requirement, necessary intimation/action is taken by the UITDC at the Branch level.

2. Channel of Supervision

Directions =

Vice Chancellor \Rightarrow Registrar \Rightarrow Director, UITDC \Rightarrow Sr. Technical Assistant / Programmer-I / Programmer-II / Network Engineer \Rightarrow Network Assistant, Electrician

Sanctions =

Sr. Technical Assistant (Regular) / Programmer-I / Programmer-II / Network Engineer/Network Assistant \Rightarrow Director, UITDC \Rightarrow Registrar \Rightarrow Vice Chancellor

	<p>3. <u>Accountability:</u></p> <p>According to the Chanel of Supervision and decision-making process, each and every officer/Official is accountable for his/her job and duties.</p>
<p>4.1.b (iv)</p>	<p><u>Norms for discharging functions:</u></p> <p>The office discharges its duties and function on the subject matter detailed in point no. 3, under the kind control, direction and Supervision of the Vice-Chancellor and the Registrar as per the provisions of the University Act, University Calendar, Accounts Code, The Executive Council decisions and other rules/law as applicable.</p>
<p>4.1.b (v)</p>	<p>1. <u>Rules, Regulations, Instructions, Manuals used for discharging functions:</u></p> <p>The university Act, Statute, Ordinance, Accounts Code, The Executive Council decisions, University Calendars, rules, regulations, orders, approvals of competent authority i.e. the Vice-Chancellor, Registrar etc. and the instructions/directions/rules of Govt. followed by university and more specific law of the land relating to the matter.</p> <p>2. <u>Record held by UITDC</u></p> <ul style="list-style-type: none"> A. Stock Register of Labs B. Stock Register of IT cell C. Files concerning Wi-Fi Setup, LAN, Firewall (Sophos), Servers, Imprest, payment to Technical Adviser, Online Admission, Computer Labs, Recruitment portal and University Website. D. IT policy E. Casual Leave Record of office employee except Branch Head F. Diary and Dispatch of the office G. Misc. Payment Register , Imprest Register H. Record regarding office furniture, items
<p>4.1.b (vi)</p>	<p><u>The following records have been retained by the office in Manual form.</u></p> <ul style="list-style-type: none"> A. IT Policy B. Files concerning Wi-Fi Setup, LAN, Firewall (Sophos), Servers, Imprest, payment to Technical Adviser, Online Admission, Computer Labs, Recruitment portal and University Website. C. Stock Register D. Payment Register E. Casual Leave Record of office employee except Branch Head. F. Diary and Dispatch of the office G. Record regarding office furniture, items
<p>4.1.b (vii)</p>	<p><u>Arrangements for consultation with or representation by the member of public in relation to formulation of policy or implementation thereof.</u></p> <p>University has its own IT policy. However, for smooth and effective working, the suggestions of the public are highly welcomed.</p>
<p>4.1.b (viii)</p>	<p><u>Board, Councils, Committee, and other Bodies consisting of two or more persons as the part or for advice and whether meetings of these bodies are open to the public or accessible to public.</u></p>

	<p>A Departmental Purchase Committee for purchasing the emergent petty items is also constituted as follow:</p> <table border="0"> <tr> <td>1.</td> <td>Director, UITDC</td> <td>Convener</td> </tr> <tr> <td>2.</td> <td>Sr. Technical Assistant</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>Programmer-I</td> <td>Member</td> </tr> <tr> <td>4.</td> <td>Programmer-II</td> <td>Member</td> </tr> <tr> <td>5.</td> <td>Network Engineer</td> <td>Member</td> </tr> <tr> <td>6.</td> <td>Network Assistant</td> <td>Member</td> </tr> </table> <p>Note: As the above committees look after the internal matters of the University and so, no direct involvement is there of the public. However, the valuable suggestions always welcomed.</p>	1.	Director, UITDC	Convener	2.	Sr. Technical Assistant	Member	3.	Programmer-I	Member	4.	Programmer-II	Member	5.	Network Engineer	Member	6.	Network Assistant	Member									
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4.1.b (ix)	<p>Officer/Employee in the UITDC</p> <table border="0"> <tr> <td>1. Prof. Sushil Kumar,</td> <td>Director ,UITDC</td> <td>01666-239828</td> </tr> <tr> <td>2. Mr. Bhushan Kumar</td> <td>Sr. Technical Assistant</td> <td>-do-</td> </tr> <tr> <td>3. Ms. Deepa Rani</td> <td>Programmer</td> <td>-do-</td> </tr> <tr> <td>4. Ms. Sunita Rani</td> <td>Programmer</td> <td>-do-</td> </tr> <tr> <td>5. Mr. Hem Singh</td> <td>Network Engineer</td> <td>-do-</td> </tr> <tr> <td>6. Mr. Arsh</td> <td>Network Assistant</td> <td>-do-</td> </tr> <tr> <td>7. Ms. Saroj Kumari</td> <td>Assistant</td> <td>-do-</td> </tr> <tr> <td>8. Mr. Ajay</td> <td>Electrician</td> <td>-do-</td> </tr> <tr> <td>9. Mr. Ranvir Singh</td> <td>Peon</td> <td></td> </tr> </table> <p>Work in the UITDC at Second Floor, Vivekanand Library Building of the University and available in the office for all working days from 09:00 A.M to 05:00 P.M except lunch break from 1:30 P.M to 02:00 P.M, outside official work (resolving complaints related to providing internet service and setting up system for online meetings) and additional assignments as attending meetings etc.</p>	1. Prof. Sushil Kumar,	Director ,UITDC	01666-239828	2. Mr. Bhushan Kumar	Sr. Technical Assistant	-do-	3. Ms. Deepa Rani	Programmer	-do-	4. Ms. Sunita Rani	Programmer	-do-	5. Mr. Hem Singh	Network Engineer	-do-	6. Mr. Arsh	Network Assistant	-do-	7. Ms. Saroj Kumari	Assistant	-do-	8. Mr. Ajay	Electrician	-do-	9. Mr. Ranvir Singh	Peon	
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4.1.b (x)	<p><u>Monthly Remuneration of UITDC employees:</u></p> <p><u>Rules and Regulations:</u></p> <p>The pay scale are prescribed as per duly adopted and approved University Pay & Pension Rules on the basis of State Govt. Rules for regular employees. The remuneration to HKRN employees given as per HKRN policy.</p>																											
(XI)	<p><u>Income and expenditure, Budget etc.</u></p> <p>Budget has been allocated to UITDC for every year.</p>																											
(XII)	<p><u>Subsidy, concession, Rebait or facility provided of the benefits of the students etc.</u></p> <p>UITDC is providing internet facilities, e-mail facilities, and computer Labs for the benefit of Students.</p>																											
(XIII)	<p><u>Particulars of recipients of relief or concession permitted.</u></p> <p>UITDC is providing internet facilities, e-mail facilities, and computer Labs for the benefit of Students and employees.</p>																											
(XIV)	<p><u>The detail of information, available to or held by the UITDC in an Electronic Forum</u></p> <p>The record of Online Admission, Generation of Username for authentication for using internet services, Online Recruitment portal, creation of e-mail id on cdu.ac.in and University website are in electronic form. The files are being maintained in manual form</p>																											

(XV)	<p><u>Facilities to the citizens for obtaining information.</u></p> <p>According to rules of the university, the information of the office can be obtained by a citizen through RTI Act as well as the office is providing information as per the orders of the university authorities. So far as, the fee and forum are concerned, the fee under the RTI Act, is obtained as per RTI Act and for general as per orders/decision of the authorities. Further, the citizen can inspect the record under the provision of the RTI Act or with prior permission of the university authorities. Moreover, the information can be obtained in hard copy on any working day during working hours i.e. 09 a.m. to 05 p.m. The application for information and inspection can be moved to the State Public Information Officer of the university under the RTI Act or to the university authorities.</p>
(xvi)	<p><u>Other information.</u></p> <p>1. Address of the State Public Information Officer, First Appellate Authority and Second Appellate Authority under RTI Act for the office are as follow:</p> <p>(a) State Public Information Officer, Room No. 216, Second Floor, Lal Bahadur Shastri, Admn. Block, CDLU, Sirsa</p> <p>(b) First Appellate Authority, O/o Dean, Faculty of Law, Ambedkar Bhawan, CDLU, Sirsa</p> <p>(c) The State Information Commission, Haryana, S.C.O No. 113-114, Sector -8C, Madhya Marg, Chandigarh.</p> <p>2. <u>Administrative Officers for the office.</u></p> <p>(a) The Registrar, Registrar office, Lal Bahadur Shastri, Admn. Block, CDLU, Sirsa</p> <p>3. Website of the university for the office.</p> <p>www.cdlu.ac.in</p>

The decisions, if any, effecting the public/citizen are intimated to the public/citizen through university website.

Sd/-
Director, UITDC