

**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. 101, 102 and 103, 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 DEB/UGC to promote and monitor quality in education. The UCDL envisioned and devised employment – oriented courses like MCA, MBA, M.A. (Education), M.Sc (Computer Science), M.A. (Mass Communication), M.Com., PGDCA, PGDBM, PGDMC, DCST etc. and has had an enthusiastic response from the aspiring learners. Besides these courses, the UCDL also offers M.A. (English), M.A. (History), 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., B.A. (M.C.), BCA 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. 1-6/2018 (DEB-I) dated 03.10.2018. To ensure the quality of study material, the University has got the same written by the experienced and highly qualified teachers strictly accordingly to DEB 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](http://www.cdlu.ac.in).

### **3. Powers duties of its officers and employees.**

Director/Deputy Director: The Director is the Branch Head responsible for supervision and control of the official work in assistance with Deputy Director, Superintendent. Disposal of various PUCs/Information/Cases/Complaints/Requests/Reports, by putting up the matter by the concerned dealing Assistant/Clerk 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 submit the matter through Superintendent and 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 Superintendent as per directions of Director, UCDL in assistance with the Deputy Director.

### **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.

**Officer/Employees in the UC DL**

<b>Sr.</b>	<b>Name</b>	<b>Designation</b>
1	Prof. Monika Verma	Director (Additional Charge)
2.	Dr. Sultan Singh Dhanda	Deputy Director (Additional Charge)
3.	Smt. Kiran Bala	Superintendent
4.	Sh. Hemant Mehta	Assistant (for Second half)
5.	Ms. Pushpa	Clerk (Outsourcing)
6.	Ms. Balwinder Kaur	Clerk (Outsourcing)
7.	Mr. Sanjay Kumar	Clerk (Outsourcing)
8.	Mr. Parmanand	Clerk (Outsourcing)
9.	Ms. Manjeet	Restorer (Outsourcing)
10.	Mr. Rajinder Kumar	Peon (Outsourcing)
11.	Mr. Munshi	Peon (Outsourcing)

**Course Coordinators :**

<b>Sr.</b>	<b>Name of Course</b>	<b>Name of Course Coordinator</b>
1	Bachelor of Computer Applications (BCA) Master of Computer Applications (MCA) Master of Computer Science	(1) Dr. Harish Rohil, Associate Professor, Dept. of Computer Science & Applications (2) Mr. Kuldeep Kumar, Assistant Professor (C) (3) Mr. Kapil Kumar, Assistant Professor (C)
2.	Bachelor of Arts (Journalism & Mass Communication) Master of Arts (Journalism & Mass Communication)	(1) Dr. Sewa Singh Bajwa, Assistant Professor, Dept. of JMC (2) Dr. Amit Sangwan, Assistant Professor, Dept. of JMC (3) Dr. Ravinder, Assistant Professor, Dept. of JMC
3.	Bachelor of Commerce Master of Commerce	(1) Dr. Surinder Singh Kundu, Associate Prof., Dept. of Commerce (2) Dr. Kapil Choudhary, Assistant Prof., Dept. of Commerce (3) Sh. Manoj Bansal, Assistant Professor (C), UCDL
4.	Master of Arts (Education)	(1) Dr. Nivedita, Associate Professor, Dept. of Education (2) Dr. Raj Kumar, Assistant Professor, Dept. of Education
5.	Master of Arts (English)	(1) Prof. Umed Singh, Dept. of English (2) Prof. Pankaj Shamra, Dept. of English
6.	Master of Arts (Hindi)	(1) Dr. Sunita, Assistant Professor (C) (2) Ms. Rajni Rani, Assistant Professor (C)
7.	Master of Arts (History)	(1) Dr. Mahender Singh, Associate Professor, Dept. of History (2) Dr. Ritu, Assistant Professor (C)
8.	Master of Arts (Punjabi)	(1) Ms. Charanjit Kaur, Assistant Professor (C) (2) Mr. Hardev Singh, Assistant Professor (C)
9.	Master of Arts (Sanskrit)	(1) Mr. Ramandeep, Assistant Professor (C) (2) Mr. Ramdev, Assistant Professor (C)
10.	Master of Business Administration (M.B.A.)	(1) Dr. Arti Gaur, Associate Professor, Dept. of Business Admn. (2) Ms. Niyati Chaudhary, Assistant Professor (C), UCDL
11.	Bachelor of Arts (All subjects)	(1) Prof. Umed Singh, Dept. of English (2) Dr. Rohtas, Assistant Professor, Dept. of Economics

**Work being dealt by University Centre for Distance Learning, CDLU, Sirsa.**

The files/PUCs/E-mails/RTI/CM Window/ PM Window/VC Window/ Legal Notice/ Court Cases/Audit work etc. Receive forms, assignments, practical/project report/dissertation, deliver/despatch the study material, Syllabus, Admit Cards/Roll Nos., awards, DMCs/ Degrees/Diplomas etc. related the said courses.

**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 1<sup>st</sup> 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.