

## MANUAL 15

### Particulars of facilities available to citizens for obtaining information including the working hours of a Library or Reading Room, if maintained for public use.

[Section 4(1)(b)  
(xv)]

#### Facilities available for obtaining information

S.No.	Facility available	Nature of information available	Working hours
1.	Website <a href="http://www.aud.ac.in">www.aud.ac.in</a>	<ul style="list-style-type: none"><li>• Statutory Bodies Board of Management, Finance Committee,</li><li>• Academics</li><li>• Administration</li><li>• Programmes conducted</li><li>• University Schools of Studies</li><li>• Examination procedure &amp; Results</li><li>• Admissions/Counseling</li><li>• Facilities like Conference Hall, Hostel facilities (Boys &amp; Girls), Playground</li><li>• Library (UIRC)</li><li>• Public Notice &amp; Announcements</li><li>• Colloquium</li><li>• Establishment matters</li><li>• Store &amp; Purchase</li><li>• Syllabus</li><li>• Admission Policy and Information</li><li>• Bulletin for International Students alongwith Forms</li></ul>	Monday to Friday (09.00 a.m. to 05.30 p.m.)

2.	Admission Help Line	<ul style="list-style-type: none"> <li>• Admission help line is the most important part of the university.</li> <li>• It provides help regarding admission procedure, results, qualifying examination, and every activity that occur during admissions.</li> <li>• <b><u>Knowledge impart</u></b>— fully detailed brochure knowledge</li> <li>• Details of each programme offered by the University</li> <li>• Eligibility criteria of various programmes offered.</li> <li>• Seat distribution – General (Delhi/Outside Delhi), SC, ST, Defence, Physically handicapped categories.</li> <li>• About the University recognition.</li> <li>• All examination queries</li> <li>• Issue of Admit Card &amp; postal status</li> <li>• Details of procedures followed by University in various entrance examination related problems.</li> <li>• All academic queries</li> <li>• Counseling schedules</li> <li>• Last year details of counseling</li> <li>• Regarding affiliated Institutes, Address &amp; Ph. no.</li> <li>• Placements offered by the University.</li> <li>• Admission procedure (counseling) followed by the University for Delhi and Outside Delhi region candidates.</li> <li>• Date &amp; timings of counseling</li> <li>• Venue for counseling</li> <li>• Seat matrix</li> <li>• Document to be taken at the time of counseling</li> </ul>	Monday to Friday (09.00 a.m. to 5.30 p.m.)
----	---------------------	---	---