



## Chaudhary Devi Lal University, Sirsa

(Established by the State Legislature Act 9 of 2003)

### DEPARTMENT OF CHEMISTRY

#### Pro-active/Suo-Moto disclosure u/s 4 of RTI ACT

i) **Situation of the Office :**

The office of the Chairperson of the Department is located in Room No. 32, C.V. Raman Bhawan, Chaudhary Devi Lal University, Sirsa.

ii) **Officers/Teachers/Employees working in the Department :**

| Sr. No. | Name of the officer/Employee       | Designation                            |
|---------|------------------------------------|--|
| 1.      | Dr. Sushil Kumar                   | Professor & Chairperson                |
| 2.      | Dr. Gita Rani                      | Asstt. Prof. & Incharge                |
| 3.      | Ms. Ravita                         | Asstt. Prof. (Contractual)             |
| 4.      | Ms. Deepika Rani                   | Asstt. Prof. (Contractual)             |
| 5.      | Dr. Neelam                         | Asstt. Prof. (Contractual)             |
| 6.      | Mrs. Deepika<br>D/o Sh. Dharamveer | Asstt. Prof. (Contractual)             |
| 7.      | Sh. Sunil Kumar                    | S.S.S.                                 |
| 8.      | Sh. Prem Kumar                     | Lab Attendant<br>(through Outsourcing) |
| 9.      | Sh. Balbir Singh                   | Lab Attendant<br>(through Outsourcing) |
| 10.     | Mrs. Gopuli                        | Peon<br>(through Outsourcing)          |

iii) **Dealing Work/particulars of the Department, its functions:**

The Department of Chemistry was established in 2004 and is running following programmes under Choice Based Credit System (CBCS) :

1. M.Sc. (Chemistry) 2 year Programme.
2. Ph. D. (Chemistry)

Department is making sincere efforts for imparting quality teaching & learning and carrying out quality research. Department encourages its students for quality education and knowledge for their employment. Department performs the duty of compiling annual performance (Annual Report).

iv) **The Powers and duties of its officers and employees :**

**A) Chairperson :**

1. Hold meetings of the Staff Council at regular intervals, give effect to its decisions, and maintain record thereof.
  2. Dispose of, promptly and expeditiously, all proposals/requests put up by the faculty in the manner required and/or prescribed.
  3. Draw time-table for teaching and practical work well in time and allot teaching work-load to the teachers according to approved norms of the University, in consultation with the Staff Council.
  4. Exercise effective control over teaching schedule and ensure regular class teaching, without any unauthorized absence and indifference.
  5. Convene meetings of Board(s) of Studies as and when required, get their business transacted well in time, and maintain record thereof.
  6. Provide necessary support for timely conduct of examinations and prompt evaluation work in respect of the courses offered.
  7. Facilitate quick processing and submission of research proposals by the faculty and hassle free subsequent execution of research project on approval.
  8. Propose actions and plans for achieving academic excellence and enhance faculty interaction at wider-level.
  9. Promote healthy work culture in the department, and conduct oneself in a just and fair manner, in the interest of overall academic growth.
  10. Maintain effective liaison with the students in order to learn and redress their grievances and effectively draw them into the teaching learning activities of the department.
  11. Suggest and organize Seminar/Workshops/Conferences on the topics of contemporary importance.
  12. Monitor and update the University Website in respect of ones Department/Institute on a continual basis.
  13. Perform all such functions as are laid down in the Statutes, Ordinances, and rules of the University, or those laid down by the University Authorities.
  14. Discharge such other duties as may be assigned by the Vice-Chancellor from time to time.
  15. Verification of attendance of staff.
- b) Assistant Professors/Associate Professors/Professors has her duties to teach and guide/supervise for research to the students and to help in the administrative, financial and policy matters of the department.
- c) Sr. Scale Stenographer is to maintain the office record.
- d) Tech. Assistant/Lab. Attendants are to look after/maintain the laboratories of the department.
- e) Peon is to carry the files, dak and circulars from one to other officials/officers/teachers of the Department/University.

v) **Record of Office:**

The office maintains record of its files, students and other relevant works.

vi) **Facility for information seekers:**

The office record as well as information regarding the department is available in the office of the department and provided to the information seekers as and when so needed with the approval of the competent authority.

vii) **Channel/Procedure followed in the decision making/supervision:**

Decision making, accountability and supervision is made by the Chairperson and the staff council of the Department.

viii) **Various Bodies of the Department of Chemistry :**

**A) Staff Council:**

| <b>Sr.</b> | <b>Member Name</b>  | <b>Department/Institute</b>          | <b>Designation</b>   |
|------------|---------------------|--------------------------------------|--|
| 1.         | Prof. Sushil Kumar, | Department of Physics, CDLU, Sirsa   | Dean, Faculty of Physical Sciences; Chairperson, Department of Chemistry |
| 2.         | Dr. Gita Rani       | Department of Chemistry, CDLU, Sirsa | Member   |

**B) Departmental Research Committee :**

| <b>Sr.</b> | <b>Name</b>           | <b>Institution/Department</b>   | <b>Designation</b>                                 |
|------------|-----------------------|---|--|
| 1          | Prof. Sushil Kumar    | Department of Physics, CDLU, Sirsa  | Chairperson, Department of Chemistry<br>Ex-officio |
| 2.         | Prof. Rajesh Malhotra | Department of Chemistry, GJUS&T, Hisar (Term for two years w.e.f. 04.06.2020 or upto the date of becoming eligible of any internal member(s)) | Member   |
| 3.         | Dr. Gita Rani         | Department of Chemistry, CDLU, Sirsa  | Member   |

**C) Post Graduate Board of Studies & Research :**

| <b>Sr.</b> | <b>Name</b>               | <b>Institution/Department</b>  | <b>Term up to</b>                                   |
|------------|---------------------------|--|---|
| 1          | Prof. Sushil Kumar        | Chairperson, Deptt. of Chemistry being Dean, Faculty of Physical Science | Chairperson, Ex-officio                             |
| 2          | Gita Rani                 | Asstt. Prof., CDLU, Sirsa  | Member (Term upto 17.05.2020)                       |
| 3          | f. K.K. Bhasin (Emeritus) | Deptt. of Chemistry, Panjab University Chandigarh                        | Outside Expert (Term from 13.06.2019 to 12.06.2021) |
| 4          | f. Kiran Singh            | Department of Chemistry, Kurukshetra University Kurukshetra              | Outside Expert (Term from 13.06.2019 to 12.06.2021) |

**D) Under Graduate Board of Studies:**

| <b>Sr.</b> | <b>Name</b>        | <b>Institution/Department</b>   | <b>Term</b>   |
|------------|--------------------|---|---|
| 1          | Prof. Sushil Kumar | Chairperson, Deptt. of Chemistry being Dean, Faculty of Physical Sciences | Chairperson<br>Ex-officio                           |
| 2.         | Sh. Virender Kumar | Asstt. Prof., K.T. Govt. College Ratia Fatehabad                          | Member (Term upto 28.04.2021)                       |
| 3          | Dr. Monika Rani    | Asstt. Prof., Govt. National College, Sirsa                               | Member (Term upto 28.04.2021)                       |
| 4          | Dr. Gurcharan Dass | Principal M.M. PG College Fatehabad                                       | Member (Term upto 28.04.2021)                       |
| 5          | Dr. Rajesh Mehta   | Principal Govt. College for Girls, Rania, Sirsa                           | Member (Term upto 28.04.2021)                       |
| 6          | Dr. Sushma         | Asstt. Prof., CMRG Govt. College for Women, Bhodia Khera, Fatehabad.      | Member (Term upto 28.04.2021)                       |
| 7          | Prof. Sapna Garg   | Deptt. of Chemistry, MD University, Rohtak                                | Outside Expert (Term from 29.04.2019 to 28.04.2021) |
| 8.         | Prof. A.P.Singh    | Department of Chemistry, PTU, Chandigarh                                  | Outside Expert (Term from 29.04.2019 to 28.04.2021) |

Additional information may be sought from concerned branch/ office of the University.

**INCHARGE**