



CHAUDHARY DEVI LAL UNIVERSITY, SIRSA  
DEPARTMENT OF BUSINESS ADMINISTRATION

No.MBA-2020/4580

Dated: 02.06.2020

To

The Incharge (Website),  
Chaudhary Devi Lal University,  
Sirsa

**Sub: Regarding Suo-moto/Pro-active Disclosure on University Website (www.cdlu.ac.in.)**

On the subject cited above. The information under Suo-moto/Pro-active Disclosure under RTI Act, 2005 for the Department of Business Administration is as under:-

**(i) Particulars of the Organization, its functions & duties:-**

The office of the Chairperson of the Department of Business Administration is located in Room No. 235, Tagore Bhawan, Chaudhary Devi Lal University, Sirsa.

E-mail Id: chairpersonmgtcdlu@gmail.com  
Phone No. 01666-239817

The Faculty in the Department of Business Administration performs the functions and duties relating to teaching and Research. The department is running programme of MBA 2 Year (General), MBA-2 Year (Hons.), MBA (5 year Integrated Course), M.Phil (Management) and Ph.D. Programme. The Department also submits Research proposals/Projects to various funding agencies such as UGC.

**(ii) Powers and Duties of its Officers and Employees:-**

**(a) Duties and functions of the Chairperson:-**

1. Holding and arranging the various meetings at regular intervals and give decisions.
2. Dispose off promptly and expeditiously all proposals/ requests put up by the faculty in the manner prescribed.
3. To prepare time-table for teaching and practical work well in time and allot teaching work-load to the faculty members according to approved norms of the University in consultation with the Staff Council.
4. To effect control over teaching schedule and ensure that regular classes are being taken by the faculty members without any unauthorized absence and indifference.
5. To convene the meeting of PGBOS/UGBOS, DRC as and when required, get their business transacted well in time and maintain record thereof.
6. To provide necessary support for timely conduct of examinations and prompt evaluation work in respect of courses offered.



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7. To facilitate quick processing and submission of research proposals by the faculty and hassle free subsequent execution of research project on approval.
8. To propose actions and plans for achieving academic excellence and enhance faculty interaction at wider-level.
9. To promote healthy environment in the department and conduct oneself in a just and fair manner in the interest of overall academic growth.
10. To maintain effective liaison with the students in order to know and redress their grievances and effectively draw them into the teaching learning activities of the department.
11. To suggest and organize Seminar/Workshops/ Conference in the department.
12. To monitor the University website and give suggestions to improve the university website.
13. To perform all such functions as are laid down in the Statutes, Ordinances and rules of the University or those laid down by the University authority and discharge other duties as may be assigned by the Vice-Chancellor from time to time.

**(b) Functions of Staff Secretary**

1. Holding and arranging Staff Council meetings at regular intervals on the request of the faculty members.
2. Preparing the minutes of the Staff Council and providing the same to the faculty members well in time.

**(c) Functions of Assistant Professors**

Assistant Professors perform such duties in the University as may be required by and in accordance with the Act, the Statutes, the Ordinance and the Rules and Regulations for the time being in force, of the University, whether the same relate to organization of instruction, or teaching or examination of students or their discipline or their welfare, and generally to act under the direction or the authorities of the University.

**(d) Functions of Steno-Typist**

Steno-Typist is to maintain the office record as per the rules of the University.

**(e) Functions of Peon**

Peon is to carry the files, dak and circulars from one to other officials/officers/teachers of the department/university.

**(f) Functions of Lab Attendant**

Lab Attendant is required to maintain the record of computer.

**(iii) Decision making**



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The decisions are taken as per the relevant Act, Statute, Schedule and Ordinance of the University either by the Chairperson and/or by the Staff Council.

**a) Channels of Supervisions and Accountability**

The channels of supervision and accountability for various matters are governed by respective Act, Statute, Schedule and Ordinance of the University and other executive orders taken by competent authority from time to time.

**(iv) Norms set for the discharge of duties**

All functions of the department are performed as per the rules & regulations, norms, instructions and directions contained in the concerned statutory source(s) during the office hours on all working days.

**(v) 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 authority, the following records are available at University website [www.cdlu.ac.in](http://www.cdlu.ac.in)  
University Calendar Vol.I, Vol.II, Vol.III.

**(vi) A statement of the categories of documents that is held by it or under its control:**

- (i) Time-Table
- (ii) Syllabus
- (iii) Admission Forms
- (iv) Letters/Notifications issued from time to time by different authorities.
- (v) Minutes of Staff Council, DRC, PGBOS & UGBOS
- (vi) DMCs/Degrees not issued so far.
- (vii) Various Registers like:

<b>S.No.</b>	<b>List of Current Registers</b>
1	Dispatch Registers
2	Dairy Registers
3	DMC Registers
4	Stock Register (Consumable)
5	Stock Register (Non-Consumable)
6	Imprest Register
7	Practical/Miscellaneous Register
8	Ph. D. Register
9	Casual Leave Register
10	Refreshment Register
11	Practical Answer Books record Register
12	Attendance Register of Staff (Asst. Professor



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	(Contractual)
13	Inventory Register
14	Admission Form Register
15	Leave Register

Generally, almost all the records relating to the students are kept by the department. Besides this, copy of rules and regulations, instructions, notices, files related to students, etc. are also available in the office of the department.

- (vii) **The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulations of its policy or implementations thereof :**

No such arrangements exists in the department.

- (viii) **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:**

The details of the Boards/Committees/Councils are as under:-

**1. Staff Council:**

Dr. Arti Gaur	Convener
Prof. Sultan Singh	Member
Dr. Rajneesh Ahlawat	Member
Dr. Sanjeet Kumar	Member

**2. Ph.D. Admission Committee:**

Dr. Arti Gaur	Convener
Prof. Sultan Singh	Member
Dr. Rajneesh Ahlawat	Member
Dr. Sanjeet Kumar	Member

**3. Departmental Research Committee:**

Dr. Arti Gaur	Convener
Prof. Sultan Singh	Member
Dr. Rajneesh Ahlawat	Member
Dr. Sanjeet Kumar	Member

**4. Post Graduate Board of Studies (PGBOS):**

Sr. No.	Name	Designation
1	Chairperson, Department of Business Administration	Chairperson (Ex-officio)
2	Prof. Sultan Singh, Department of Business Administration, CDLU, Sirsa	Member
3	Dr. Arti Gaur, Associate Professor, Department of Business Administration	Member
4	Dr. Rajneesh Ahlawat, Assistant Professor,	Member



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	Department of Business Administration	
5	Dr. Sanjeet Kumar, Assistant Professor, Department of Business Administration	Member
6	Sh. Desh Kamal, Principal, Lord Shiva College of Management, Sirsa	Member
7	Sh. Vikash Bhargaw, Assistant Professor, JCD Institute of Business Management, Sirsa	Member
8	Prof. Deepak Kapoor, Chairperson, University Business School, Punjab University, Chandigarh	Member
9	Prof. K.P. Kaushik, National Institute of Financial Management, Faridabad	Member

**5. Under Graduate Board of Studies (UGBOS) (BTM)**

Sr. No.	Name	Designation
1	Dean, Faculty of Commerce and Management	Chairperson
2	Sh. Vijay Sharma, Assistant Professor, Government College for Women, Bhodia Khera, Fatehabad.	Member
3	Prof. S.S, Boora, Department of Tourism Management, Kurukshetra University, Kurukshetra.	Outside Expert
4	Prof. Ashish Dahiya, Institute of Tourism and Hotel Management, MDU, Rohtak.	Outside Expert

**6. Under Graduate Board of Studies (UGBOS) (BBA):**

Sr. No.	Name	Designation
1	Chairperson, Department of Business Administration, CDLU, Sirsa	Chairperson (Ex-officio)
2	Prof. Sultan Singh, Department of Business Administration, CDLU, Sirsa	Member
3	Dr. Arti Gaur, Associate Professor, Department of Business Administration, CDLU, Sirsa.	Member
4	Dr. Sanjeet Kumar, Assistant Professor, Department of Business Administration, CDLU, Sirsa.	Member
5	Sh. Desh Kamal Bishnoi, Principal, Lord Shiva College of Management, Sirsa	Member
6	Ms. Harleen Kaur, Assistant Professor, JCD Institute of Business Management, Sirsa	Member
7	<b>Outside Experts</b> 1. Prof. (Retd. ) A.S. Boora, IMSAR, MDU, Rohtak. 2. Prof Usha Arora, HSSB, GJUS&T, Hisar	Member

**7. Faculty of Commerce and Management:**

Sr. No.	Name	Designation
1	Dean of the Faculty	Chairperson
2	Chairperson, Department of Business Administration	Member
3	Chairperson, Department of Commerce	Member
4	Prof. Sultan Singh, Department of Business	Member



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	Administration, CDLU, Sirsa	
5	<b>One Associate Professor</b> Dr. Silender Singh, Associate Professor, Department of Commerce <b>One Assistant Professor</b> Dr. Kamlesh Rani, Assistant Professor, Department of Commerce	Member  Member
6	Sh. Vikas Anand, Principal, KT Govt. College, Ratia	Member
7	Sh. Atma Ram, Principal, Govt. College, Bhattu Kalan, Fatehabad	Member
8	Assistant Registrar (Academic)	Secretary

The minutes of the meetings of above Boards/Committee, if otherwise not exempted as per the RTI Act-2005, are open to the public.

**(ix) A Directory of its officers and employees:**

Sr.No	Name	Designation	Telephone No. (Office)
1.	Dr. Arti Gaur	Associate Professor & Chairperson	01666-239817
2.	Prof. Sultan Singh	Professor	-do-
3.	Dr. Sanjeet Kumar	Assistant Professor	-do-
4.	Dr. Rajneesh Ahlawat	Assistant Professor	-do-
5.	Dr. Himani Sharma (on EOL)	Asst. Professor	--
6.	Sh. Rakesh Kumar	Steno-Typist	-do-

**(x) The monthly remuneration received by each of its officers and employees, including the system of compensations provided in its regulations:**

The details of remuneration each employee is available in the Accounts Branch.

**(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:**

The budget allocated to the department is available in the Accounts Branch.

**(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

As per University rules.

**(xiii) Particulars of recipients of concessions, permits or authorizations granted by it:**

The concession fellowship/Scholarship are availed by the SC/ST/OBC and minority community students as per UGC/Central Govt./State Govt. policies.



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**(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form:**

The record of information held in the department is maintained in hard copy.

**(xv) 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 citizens of India can seek information under RTI Act-2005 as per the prescribed procedure. The department does not have its own library or reading room. The detail of the information is available on notice board and office of the department in the form of hard copy as well as on the University Website in some cases.

**(xvi) Such other information as may be prescribed and thereafter update these publications every year:**

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 the Department, he/she may contact the above mentioned officers.

**(4.1.c) Public all relevant facts while formulating, important policies or announcing the decisions which affect public:**

The department communicates the decision related to constitution of any committee through uploading it on the University website. Further, the constitution of board and framing of policy is being done at various levels of the University, which is being uploaded on the University website from time to time.

**(4.1.d) Provide reasons for its administrative or quasi-judicial decisions to affected:**

The policy decisions are being taken at the level of University Authorities.

Sd/-  
CHAIRPERSON